



St Ann's Hospice

every day makes a difference

Working for St Ann's

We're proud to care
We're proud to work together
We're proud to make a difference



At St Ann's, there's one thing that motivates us, and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care and to ensure St Ann's is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference.

All of our team members will role model our core values...

People matter

People are at the centre of everything we do. We treat each other, and ourselves, with kindness and compassion. We value and celebrate diversity; recognising everyone as an individual.



Brave and bold

We want to grow for the future, not settle. We're not afraid to do things differently, get creative, challenge ourselves and the status quo. We're ambitious in our aims, accountable for our actions and learn from our experiences and successes.



Lead and learn

We're experts in what we do, and we don't stop there. We're always learning; informing and shaping the sectors we're in through education, training and research. We lead by example; sharing best practice, advancing in our fields and pioneering new approaches.



Together we are stronger

Together, we're stronger and have a bigger impact than we could have alone. As a charity, we work in collaboration with supporters, partners and the communities around us. We think beyond traditional boundaries to make sure we're here for our communities for years to come.



Job Role Profile

Title: Community Fundraiser

Salary: Band 4 (£23,267) Competency Based Framework

Location: Hybrid working (at home and our two hospice sites in Heald Green and Little Hulton)

Responsible to: Fundraising Manager

Core Purpose

To contribute to the income generation of the hospice by maximising all opportunities to build relationships with the local community.



Your Manager: Lucy Leeming

Lucy has been working in the charity sector for over the last 10 years, leaving the newspaper industry to embark on a personal journey to help make a difference after dealing with a devastating diagnosis in her family. She previously worked for Marie Curie and then Make-A-Wish UK - where she became a line manager to a team of national Community Fundraisers. Lucy has spent the last 4 years as Fundraising Manager at the hospice, supporting and guiding a team of excellent fundraisers across all income streams. She has a passion for staff well-being, being a qualified Mental Health First Aider and advocate for the hospice Schwartz Rounds.

For an informal chat about the role please call 07766 777094 or email lleeming@sah.org.uk

Job summary

St Ann's is looking for a creative and innovative individual to generate community fundraising income and support to the hospice.

You will grow support through excellent stewardship of supporters, effective promotion of fundraising initiatives and building a strong and sustainable volunteer network within the community.

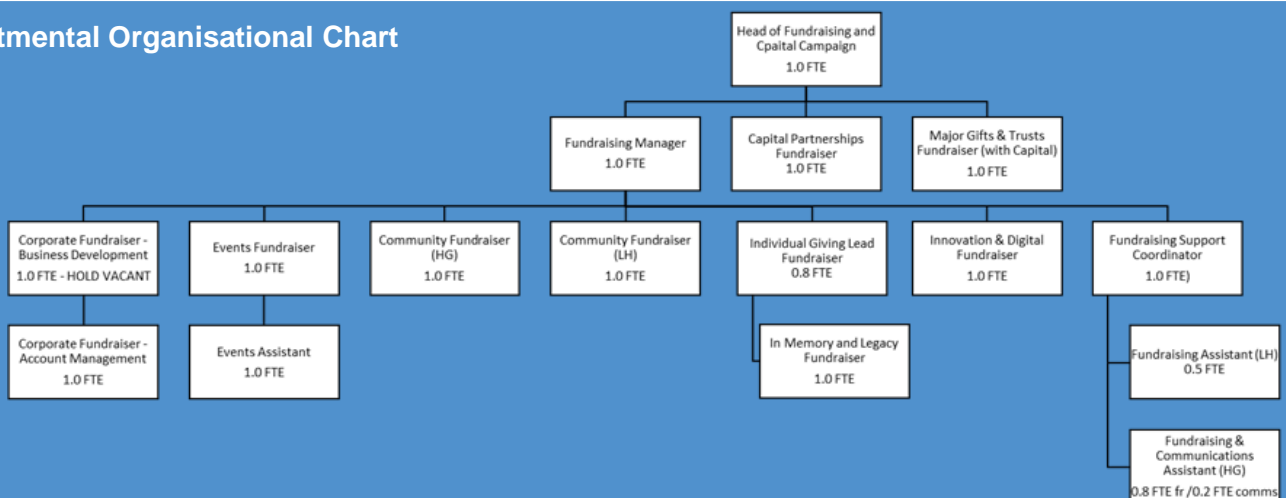
You will work as part of the fundraising team at St Ann's alongside our fundraising team, sharing information and opportunities where appropriate to ensure that fundraising is maximised to support the work of the hospice.

You'll be part of a vibrant fundraising team dedicated to making a difference to the lives of people living with life limiting illnesses.

You'll be at the heart of our fundraising success, helping to ensuring vital income streams are safeguarded and increased.

Your work will enable the hospice to provide world-class care at an exciting time, as we head towards our capital appeal project – building a brand-new hospice facility in Stockport.

Departmental Organisational Chart



Responsibilities

- ✓ Give excellent stewardship to supporters undertaking fundraising within the community, for example – individuals, community groups and school associations.
- ✓ Establish and manage a network of fundraising volunteers who will act as ambassadors in the community and actively organise and seek opportunities on our behalf.
- ✓ Arrange a wide variety of collections throughout the community, recruiting volunteers to manage and support the collections.
- ✓ Organise our annual community fairs to engage with the local community, volunteers and raise income.
- ✓ Be an excellent ambassador for St Ann's Hospice by accepting face to face donations, giving cheque presentations and delivering talks about the work of the hospice.
- ✓ Manage and lead on key community partnerships such as our Christmas Tree Recycling Scheme.
- ✓ Ensure all hospice activities are well promoted to community target groups and individuals, for example The Manchester Midnight Walk and Light up a Life appeal.
- ✓ Work closely with the communications team to ensure supporter stories are shared and community events are promoted effectively.
- ✓ Plan work in conjunction with the Fundraising Manager which will inform and facilitate achievement of the income budget.
- ✓ Maintain thorough record keeping in line with the St Ann's Hospice and Fundraising Regulator policies and guidelines.
- ✓ Consistently identify new opportunities to help increase and sustain income and raise awareness for St Ann's.
- ✓ Keep up to date with fundraising knowledge, current trends and activities within community fundraising across various charities.

Requirements - the Community Fundraiser will:

- ✓ Have comprehensive knowledge or experience of the fundraising sector
- ✓ Have working experience or education that demonstrates excellent communication and administration skills, abilities to meet deadlines, problem solving, managing a multiple stream of workloads and delivering successful results.
- ✓ Have experience of building strong relationships.
- ✓ Have excellent IT skills, including the use of an organisational database.
- ✓ Be confident in their communication techniques including public speaking, delivering presentations, letter-writing and telephone skills.
- ✓ Demonstrate excellent team working skills
- ✓ Be organised with a track record of delivering projects on time
- ✓ Have the ability to travel within the hospice catchment area
- ✓ Demonstrate a commitment to equal opportunities and diversity
- ✓ Show a flexible approach to work and be able to work out of hours as required (TOIL policy in place)
- ✓ Show commitment and motivation to the values and purpose of the hospice.

Terms and conditions for the Community Fundraiser

Contract	Permanent
Work Pattern	37.5 hours (flexible hours considered)
Location	Cross site (Heald Green and Little Hulton) with some home working
Free Parking	Free parking at our Heald Green, Little Hulton and Neil Cliffe Centre hospice sites.
Holiday	35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition, staff can buy up to 1 weeks' holiday per year via salary sacrifice, pro rata.
Pension	Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contributions into the scheme in the previous 12 months).
Life Cover	All staff in the Scottish Widows Pension scheme (except for bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by St Ann's Hospice.
Health Cash Plan	We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.
Employee Assistance Programme	Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.
Probation	Six months.
Notice	8 weeks

St Ann's Hospice is committed to safeguarding and promoting the welfare of adults at risk and children.