

VACANCY

Events and Community Fundraiser

Department	Community Fundraising	Reporting to	Head of Community Fundraising and Appeals
Salary	£10.34 per hour	Direct Reports	None
Hours	37.5 hours per week – Monday to Friday 9am – 5pm	Designation	Permanent - Post Holder (4)
Benefits	<ul style="list-style-type: none"> ➤ 30 days holiday (225 hours) inc Bank Holidays pro rata for part time employees ➤ Access to Newlife Pension Scheme ➤ Staff discount from 12 weeks ➤ Access to Childcare Voucher Scheme (where applicable) ➤ Health Cash Plan at level 1 upon completion of probationary period ➤ Company Sick Pay up to 1 week (pro rata) 		
Conditions	<ul style="list-style-type: none"> ➤ Essential criteria must be met ➤ Appropriate, acceptable employment references must be supplied ➤ Successful completion of 26 week probationary period 		
Equipment	<ul style="list-style-type: none"> ➤ Lanyard 		

About Newlife:

Simply put, Newlife's mission is to change lives; to change the lives of those we so passionately serve. Newlife exists because there are an estimated 1 million disabled children in the UK today, many need help and support. We believe that disabled, terminally ill children and their families deserve to have:

- The vital equipment they depend on. Such equipment makes a real difference to the daily lives of disabled, terminally ill children and their families, giving them the quality of life they deserve. What's more we believe that disabled children should get this equipment when they need it which is why Newlife runs the UK's only emergency service. This service provides equipment to children who are in urgent need of equipment because they are unsafe, suffering needless pain or are terminally ill, often delivering across the UK within 72 hours. Newlife is now the UK's largest charity provider of this specialist equipment for disabled and terminally ill children.
- A trusted, confidential service that families can turn to. Newlife's free national helpline and online chat service is run by qualified nurses and supported by other dedicated healthcare professionals providing information and support when it is really needed.
- Real hope for the future. Newlife funds pioneering Medical Research at leading UK Hospitals and Universities, to identify anomalies in genes that cause birth defects, to find new treatments and to find new techniques which may, in the future, prevent

these devastating conditions from ever occurring.

- A voice. Newlife campaigns for change to get a fairer deal for families with disabled children. Many parents feel they have an uphill battle to get the support they need. Newlife helps give them a voice on important issues to overcome isolation and seek out improvements. Newlife highlights important issues and campaigns for change at both national and local government level.

Known for our commitment, integrity, passion, creativity and compassion, Newlife is the UK's leading child health and research charity. Our vision is to ensure that children with disabilities or terminal illness and their families are fully supported, have the assistance they need, have health improved and that decision makers understand and respond to their needs.

You can find out more about Newlife the Charity for Disabled Children by visiting our website: www.newlifecharity.co.uk

Post Summary:

You will play an important role in developing and supporting all sorts of work, whether it's recruiting participants for events, researching and supporting fundraisers, and representing Newlife at events.

Can you spot an opportunity and maximise it. Are you super with people and committed to achieving personally and with the rest of the team? Because that's the sort of person we are seeking for this role within our Community and Regional Fundraising Dept.

Newlife relies on income from fundraising to change the lives of children across the UK. So we need someone who can focus on the following key activities. This will allow you and the team to excel and will also allow us to engage in key activities that underpin the work of the charity and it's fundraising.

- Project Lead – Support the calendar of challenge events that Newlife has purchased. Such as the Virgin London Marathon, Great North Run, Birmingham International Marathon and Skydives. Liaise with and support participants to achieve their fundraising targets and to maximise income generation, ensuring that the correct ROI for these events.
- Lead and develop new Newlife led community fundraising events to become annual events such as sponsored walks and runs that can be replicated across other counties.
- Be proactive in targeting contacts from counties across the UK where we do not have a regional fundraiser and build positive relationships with them to maximise income and awareness.
- Support for Regional fundraisers – whether it's preparing presentations, helping to research some details for a regional fundraiser or assisting with the sending out of materials for key events and or attending team events.
- Volunteer liaison – volunteers help us change lives and so we need to recruit, provide opportunities and retain fundraising volunteers. To do this we need a very special person who can make sure our volunteers are valued, fully briefed, safe and supported in counties where we do not have a Regional Fundraising & Awareness

Manager.

- Support with the 'Get Crafty' fundraising initiative where required to achieve the overall objectives for the team.

We are open as to the background and experience of the person we are looking for. You may have a business background or marketing background or maybe you are a recent graduate. Perhaps you have worked in supporting fundraisers before or maybe you have good transferable experience or skills to offer and are looking for a new and interesting opportunity.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

Essential Requirements: You must have:

- Experience or skills in managing projects/events
- Great communication skills
- Great research skills – able to use all sorts of resources, including the internet, books and other materials.
- Excellent record keeping skills
- Excellent literacy and numeracy skills to allow you to support the fundraising team in preparing presentation and completing applications for funding etc
- Motivation and ability to work on you own initiative, but also play your part in the overall fundraising team.
- A 'can do' attitude and dedication to achieve.
- Flexibility to work additional hours where needed, which in fundraising can include evenings, Bank Holidays and weekends.
- Great IT skills with experience in all Microsoft Office packages and use of the internet.
- A 'people person' with the confidence to work with supporters and volunteer both existing and new
- Great organisational and administrative skills in order to manage your own diary and keep up to date records.
- A passion to see your skills and experience change lives.
- Ability to work under pressure and remain professional

Desirable Requirements: You could have:

- Full (relatively clean) driving license and access to a car
- Background or experience in marketing to support the role.
- A degree or similar level of academic ability, to underpin the role
- Previous experience working with volunteers

Primary Responsibilities:

In respect of the charity, you will have responsibility for:

- Promote and support the calendar of challenge events, recruit and support participants to raise their minimum fundraising target.
- Ensure that all contacts are recorded on the 'Raisers Edge' database and can be used to support income generation.
- Help to recruit new volunteers to support fundraising events and activities.
- Supporting Fundraising Groups / Volunteers, organisations and individuals to maintain and grow income to become ambassadors for the charity.
- Researching and preparing presentations and supporting materials for talks and presentations to be delivered to community groups.
- Assisting to ensure the thanking and banking procedures are completed in line with

the organisational guidelines.

- Coordinating the craft based fundraising activities.
- Providing regular reports and update on all activities as directed by the Head of Community Fundraising.

Additional Responsibilities / Expectations:

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Any other duties as required from time to time.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.

Applications:

Should be by completion of a Newlife Application Form, available as a free download from our website, by calling The People Team or by visiting the SuperStore in Cannock.

CVs may be attached, but we do not accept CVs alone.

Equal Opportunities:

Newlife the Charity for Disabled Children is an Equal Opportunities Employer.

Contact Details:

Head Office: Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF.
Tel: 01543 468888.

Email address: info@newlifecharity.co.uk

Web address:

www.newlifecharity.co.uk

Other Info:

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

