

## VACANCY

### Events and Community Fundraiser

<b>Department:</b>	Community Fundraising
<b>Reports to:</b>	Head of Community Fundraising & Appeals
<b>Designation:</b>	Permanent (4)
<b>Salary:</b>	£10.34 per hour
<b>Hours:</b>	37.5 hours per week (includes some weekends and evening work)
<b>Benefits / Equipment:</b>	Annually 30 days holiday inc. Bank Holidays (225 hours) Access to Newlife Pension Scheme Staff discount, following 12 weeks service Access to Childcare Voucher Scheme Health Cash Plan at level 1, post probation 1 week company sick pay

#### **About Newlife:**

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website: [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

Can you spot an opportunity and maximise it, are you super with people and committed to achieving personally and within a team? This is the sort of person we are seeking for this role within our Community and Regional Fundraising Department. 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.

Newlife relies on income from fundraising to change the lives of children across the UK. So we need someone who can focus key activities (as below). 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 in order to maximise income and awareness.

- Supporting as project lead on the calendar of challenge events that Newlife has purchased. Supporting participants to maximize income generation.
- 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.
- Provide support for Regional fundraisers
- Volunteer liaison –ensuring 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

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:**

- 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:**

- 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 Newlife 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.
- 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.
- Any other duties as required from time to time.

**Notes:**

All offers of employment will be made subject to satisfactory references being received.

All Newlife roles are subject to a 6 months probationary period.

**Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

**Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:**

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

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

