



## Royal Papworth Hospital

NHS Foundation Trust

As the largest and leading specialist cardiothoracic hospital in the UK, Royal Papworth Hospital is dedicated to providing patients with the best possible care through the excellence of our caring staff. As well as being named as a top healthcare employer, Papworth has received the highest rating in the country from its staff saying they would recommend the hospital to a friend or relative. Papworth was the first NHS Hospital in England to receive a joint Investors in People and Health and Well-being Award.

Our values are **Care. Innovation. Valued. Excellence.** We expect staff to uphold these values at all times and we are committed to recruiting people who will do this: people with the skills, behaviours and competencies to achieve high standards of patient care in a specialist centre, pioneering interventions and improvements.

The Trust is also committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to serve and be part of the Trust. As part of on-going development and annual appraisal, all staff are provided with the support, training and development to fulfil their potential to do an excellent job.

Your health and well-being is important to us. If you have any concerns about a health condition, or if you have a disability, please read the Job Description and Person Specification carefully to ensure that you would not be putting yourself at risk.

Before you submit your application, please read the job description thoroughly. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

### Working with us

An extensive staff benefits package is available to staff, including:

- continuous professional development
- the NHS Pension Scheme (with substantial employer contributions)
- access to free, confidential occupational health services (including personal support)
- childcare vouchers
- NHS discounts
- chaplaincy
- staff recognition scheme
- lease car scheme
- cycle scheme
- subsidised restaurant

We also have Flexible Working options so, if you need to work part-time, please do not let this prevent you from applying for a job, even if it is advertised as full-time. Make this clear on your job application form and consideration will be given to providing an opportunity on a reduced hours/job-share basis, where practicable.

### Submitting your application

If you would like to apply for this post please use the NHS Jobs link.



## Job Description

<b>Job Title</b>	Community Fundraiser	<b>Location</b>	Royal Papworth Hospital
<b>Band</b>	5	<b>To whom accountable</b>	Fundraising Manager
<b>Hours</b>	37.5 per week		

### Job summary:

To build and develop fundraising relationships in the community, by providing excellent stewardship and support to individuals and groups, in order to increase income and deliver the agreed Community Fundraising strategy.

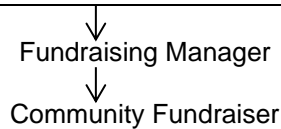
### Key duties and responsibilities:

The key duties involve:

- Work with the Fundraising Manager to support the implementation of the Community Fundraising strategy.
- Provide excellent support to all 'in aid of' and 'third party' supporters, encouraging repeat activity where possible.
- Oversee all online giving donations from individual donors, offering excellent stewardship and maximising income potential.
- Manage the In Memory Giving Programme, building strong relationships with supporters and identifying new opportunities to promote in- memory giving.
- Build strong relationships with local community groups, giving talks to raise greater awareness of Royal Papworth Charity.
- Successfully deliver the public collections and collection tin campaign.
- Build good relationships with local corporate supporters, providing excellent stewardship with workplace fundraising and charity of the year partnerships.
- Deliver an annual volunteer recruitment plan to grow numbers of community volunteers.
- Represent the Charity in a range of formal and informal settings.
- Provide excellent supporter service to community enquirers, via telephone, mail and in person.
- Work alongside the wider Fundraising Team to effectively promote all community activity using a variety of marketing channels.
- Promote the gifts in will message to supporters.
- Create orderly, accurate records on ThankQ, updating regularly with all communication with supporters
- Ensure all donations are handled in accordance with local procedures.
- Undertake standard administrative tasks as set out within procedures.
- Ensure all duties are carried out correctly and to the required standard.
- Organise own tasks and prioritise work load.
- Work with a multi-disciplinary team including clinicians, managers, administrative staff, patients and relatives in a professional manner using written, verbal and electronic formats.
- Act responsibly as a team member and seek help wherever necessary
- Adhere to any other reasonable management request when required.

### Management Structure

Head of Business Services



### **General Compliance:**

1. You must comply with all Trust Policies and Procedures, and have particular regard to
  - Risk Management
  - Confidentiality
  - Dignity at Work
  - Health & Safety
  - Data Quality
  - Information Governance
  - Freedom of Information
2. You will be responsible for compliance with infection prevention and control policies, procedures and standards and ensure that you maintain compliance with all mandatory training applicable to the post. You must practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard, with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all Trust Security policies and procedures and be vigilant to ensure a safe and secure environment for care.
5. You will be responsible for any data to which you have access and/or are required to transfer. This includes all types of data, e.g. patient, employee, financial, electronic, hard copies of printed data, handwritten data, etc. All data must be kept securely and in line with the Trust's policies and procedures and you must comply with the requirements of the Data Protection Act 1998 and with common law on confidentiality.
6. You will be responsible for data quality and complying with the policies, procedures and accountability arrangements relating to maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to screening carefully all staff who work with children and vulnerable adults. This appointment is, therefore, subject to a satisfactory Disclosure and Barring Service check.
8. You will be required to participate in the Trust's Individual Performance Review process.
9. You must uphold the Trust's values and standards.
10. You will be required to perform any other duties that may reasonably be required from time to time.

The job description, which provides a general outline of the main duties and responsibilities of the role, will be subject to review. In consultation with you, it may be amended to meet changes in the needs of the service and/or in your personal development requirements.

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## Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>How measured</b>
<b>Education and Qualifications</b>	<p>Educated to degree level or equivalent experience</p> <p>Understanding of Charity and related law</p>		Application form
<b>Experience</b>	<p>Significant working experience in the Charity sector</p> <p>Experience of building strong relationships with individual donors and groups</p> <p>Experience of working to targets, budgets and deadlines</p> <p>Experience of cultivating supporters</p> <p>Experience of building relationships within the team and across the organisation's functions to support the delivery of departmental plans and objectives</p> <p>Experience working with external agencies</p>	<p>Previous experience of working in the NHS</p>	Application form/ interview
<b>Skills</b>	<p>Strong written and verbal communication skills. Including the ability to communicate clearly and appropriately to stakeholders.</p> <p>Excellent skills required to build relationships with potential donors.</p> <p>Demonstrable ability to plan, manage time and prioritise own workload with minimum supervision as well as the ability to work under pressure.</p> <p>High standard of computer literacy including Microsoft packages including Word, Excel,</p>		Interview and work-based assessment

	<p>Powerpoint and Outlook including experience of working with a donor management database .</p> <p>Ability to deal with fundraisers' personal information in a sensitive and confidential manner</p> <p>Ability and willingness to travel for work and willingness to work evenings and weekends as required .</p> <p>Strong knowledge and understanding of the third sector and Charity law.</p>		
<b>Attitude and Behaviours</b>	<p>Ability to treat all employee and other hospital information confidentially</p> <p>Recognition of factors in maintaining own and others health, safety and security</p> <p>Supportive of equality and values diversity</p>		<p>Interview and work-based assessment</p> <p>Interview and work-based assessment</p> <p>Interview and work-based assessment</p>
<b>Additional Requirements</b>	<p>Ability to apply the Trust's values at all times:  Leading with <b>care</b>  Instilling <b>innovation</b>  Feeling <b>valued</b>  Encouraging <b>excellence</b></p>		