

KILBRYDE HOSPICE JOB DESCRIPTION

Job Title	Trainee Fundraiser
Location	Kilbryde Hospice, East Kilbride
Salary	£23,400 – Full Time, 37.5 hrs/week
Reports to	Fundraising & Commercial Manager

Job Purpose:

The Trainee Fundraiser will work closely with our experienced fundraising team to learn the ins and outs of charity fundraising. This role is designed for individuals eager to build a career in the nonprofit sector and make a real difference. You will gain hands-on experience in various fundraising activities, including donor engagement, event planning, and digital campaigns.

Environment:

Kilbryde Hospice provides palliative and end of life care services to the people of South Lanarkshire. The Hospice strives to meet the physical, emotional, social, and spiritual needs of patients and carers, offering support in coping with the practical implications of life-limiting illnesses. Staff are required to provide the highest standard of patient-centred care possible, while promoting choice, dignity, self-esteem, and an enhanced quality of life. The Hospice is a Company Limited by guarantee, and a registered charity, and is required by separate and differing legislation to meet finance, governance, and regulatory requirements.

Key Responsibilities:

- **Support Fundraising Activities:** Assist in the planning, execution, delivery, and evaluation of fundraising events, campaigns, and initiatives. This includes advanced preparations, on-the-day support, and pre/post event administration. Use creative flair to create and develop new and cost-effective fundraising events and campaigns.
- **Donor Engagement:** Help manage relationships with existing donors, including regular communication (on phone, in person and through email/post) and updates on the Hospice's work. Assist in identifying and cultivating potential new donors; be a first point of contact for new donors (including accepting donations and supporting donors with their own fundraising ventures). This engagement will include interactions with a variety of people, including those who may be emotional.
- **Digital Fundraising:** Support the creation and management of online fundraising campaigns across social media platforms and the Hospice's website.
- **Data Management:** Maintain accurate records of donations, donor information, and fundraising activities using the Hospice's donor database.
- **Reporting:** Assist in the preparation of reports on fundraising activities and outcomes for internal and external stakeholders.
- **Administrative Support:** Provide general administrative support to the fundraising team as needed.
- Any other relevant duties as required by the Fundraising & Commercial Manager.

Skills and Qualifications:

- **Communication:** Excellent verbal and written communication skills. Comfortable engaging with a variety of stakeholders, including donors and volunteers.
- **Organisational Skills:** Strong organisational abilities with attention to detail and the ability to manage multiple tasks simultaneously.

- Interpersonal Skills: Ability to work effectively both independently and as part of a team. A positive and proactive attitude is essential.
- Tech Savvy: Basic proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with social media platforms. Experience with CRM systems is a plus. Experience/knowledge of WordPress, social media platforms and general marketing are beneficial.
- Passion for the Cause: A genuine interest in the Hospice's mission and a strong desire to contribute to its success. Prepared to work unsocial hours as required.
- Willingness to Learn: Enthusiasm for developing new skills and growing within the role.

General Responsibilities Of All Employees

- Have a good understanding and comply with relevant Kilbryde Hospice Policies and Procedures at all times.
- Kilbryde Hospice is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and work effectively with volunteers.
- All staff are required to comply with the obligation of confidentiality relating to personal information that could identify individuals. Current Data Protection Legislation, GDPR (2018), safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Kilbryde Hospice to uphold the principles of the legislation.
- All employees of Kilbryde Hospice must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.
- The post holder is required to familiarise him/herself with and comply with the Kilbryde Hospice Health & Safety policies.
- The post holder must at all times carry out duties and responsibilities with regard to the Kilbryde Hospice Code of Conduct.
- Kilbryde Hospice operates a strict non-smoking policy in the hospice or University Hairmyres hospital grounds.
- The post-holder must at all times carry out his/her responsibilities in line with Kilbryde Hospice Dignity at Work and Equal Opportunities Policy.

Benefits:

- Hands-on training and mentoring from experienced fundraising professionals.
- Opportunity to work across various disciplines within Fundraising & for career progression.
- Company Pension
- Enhanced Annual Leave
- Free Employee Assistance Programme (EAP)
- Subsidised meals in Kilbryde Kafe
- Free parking
- Close to transport links
- Glasgow Credit Union Membership available
- Blue Light Card
- Access to NHS Discounts
- HSF (Hospital Saturday Fund) Membership available

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation.

How to Apply:

To apply for this position, please send your CV and a cover letter outlining your suitability for the role to Recruitment@KilbrydeHospice.org.uk by 30th September 2024.

Kilbryde Hospice is committed to creating a diverse environment and is proud to be an equal-opportunity employer. We welcome applications from all suitably qualified candidates, regardless of race, gender, disability, religion/belief, sexual orientation, or age.

Applicants should be aware that the role includes working with vulnerable groups and as such successful applicants will be subject to PVG check by Disclosure Scotland.

PERSON SPECIFICATION - Trainee Fundraiser

	Essential	Desirable
Experience	Some fundraising experience with community organisations, companies, or as a volunteer fundraiser.	Working or volunteering in fundraising for a charity. Experience of working with the public. Experience of communications or marketing. Experience of event marketing and management.
Knowledge and skills	Evidence of literacy and numeracy appropriate to the level of the role. Excellent interpersonal skills and the ability to represent the Hospice effectively to a wide range of external stakeholders. IT literate including MS Office.	Knowledge of fundraising information systems and databases, preferably E-Tapestry. Creative writer. Knowledge of WordPress Understanding of responsible use of social media. Driving licence, and access to own car.
Personal attributes	Friendly, outgoing, and enthusiastic, quickly connecting with others and building relationships. Ability to work effectively and positively as a team member. A positive attitude, Friendly, outgoing manner, with the ability and confidence to develop and sustain long-term working relationships with people at all levels. Motivating, empathetic and persuasive communicator Works accurately with details within established standards and guidelines. Ability to manage own workload, excellent personal organisation, and the ability to prioritise with a creative and constructive approach to challenges and opportunities. Committed to own continuing professional development. Prepared to work unsocial hours as required to support Fundraising activities and events.	