

JOB DESCRIPTION

- 1. TITLE** Community Fundraiser
- 1.1 EMPLOYED BY:** Crossroads Care Cheshire East Board of Trustees
- 1.2 RESPONSIBLE TO:** Service Improvement Manager
- 1.3 LIAISING WITH:** Crossroads Care Cheshire East management team & staff, colleagues in health, education, social services, local employers, voluntary organizations, carers, service users and other stakeholders.

2. OVERALL PURPOSE OF POST

- 2.1 The purpose of this role is to devise and implement a strategy for significantly increasing voluntary income through a variety of fundraising activities. The post holder will be expected to recruit new supporters and develop existing ones, manage a calendar of fundraising events and develop strong relationships, both with community groups and corporate partners. The post holder will also work with the Volunteer Coordinator to build a network of support groups.

3. PRINCIPAL DUTIES AND RESPONSIBILITIES

- 3.1.1 Review the existing fundraising activities of the organisation and research new opportunities, prior to preparing a revenue fundraising strategy that meets expenditure budgets and which will deliver against income targets.
- 3.1.2 Build and develop relationships with key local supporters and those with influence in the community.
- 3.1.3 Develop, pilot and help to evaluate innovative approaches to fundraising.
- 3.1.4 Liaise with the Volunteer Coordinator to develop support groups in the Cheshire East area.
- 3.1.5 Develop and deliver a calendar of fundraising events supported by volunteers and support groups.
- 3.1.6 Liaise with the Volunteer Coordinator to delegate tasks to volunteers as appropriate, providing task management as required.
- 3.1.7 Foster good working relationships with the local media and use a variety of communication channels and contact with the general public to raise awareness of the work of Crossroads Care.
- 3.1.8 Encourage and support third party fundraising events.
- 3.1.9 Ensure all relevant information regarding supporters and potential supporters is promptly and accurately recorded on the database.

- 3.1.10 Attend third sector and community events where appropriate.
- 3.1.11 Understand and ensure compliance with relevant fundraising legislation including the Charities Act, Data Protection Act and Institute of Fundraising Codes of Practice,.
- 3.1.12 Monitor income and expenditure budgets for own areas of responsibility and prepare reports for the Senior Management Team as requested e.g. quarterly activity and strategy.
- 3.1.13 Weekend and out of hours working is essential.

4.0 GENERAL TASKS

4.1 COMMUNICATION

- 4.1.1 To attend all meetings as required.
- 4.1.2 To provide written and verbal reports as required.
- 4.1.1 To be aware that any telephone contact made with the office is important.
- 4.1.2 To maintain a sympathetic approach to service users or potential service users on the telephone and to be aware of their possible distress.
- 4.1.3 To liaise with your line manager, work colleagues, trustees and personnel from other organisations as required.
- 4.1.4 To be aware of the need for accurate message taking and to pass messages on effectively.
- 4.1.5 To be aware of the Crossroads philosophy and be prepared to give general information about the scheme.

4.2 OTHER TASKS

- 4.2.1 To maintain good relationships with service users, voluntary, statutory organisations, colleagues, trustees and members at all times.
- 4.2.2 To operate the computer system utilising software as appropriate.
- 4.2.3 To provide information relating to Crossroads Care Cheshire East to other organisations as required.
- 4.2.4 To maintain an efficient filing system.
- 4.2.5 To accept that adaptability is essential and that the needs of service users come first.
- 4.2.6 To follow Crossroads Care Code of Conduct.
- 4.2.7 To act in accordance with Crossroads Care policies, procedures and standards.
- 4.2.8 To treat all carers and service users with respect and sensitivity recognising the need for confidentiality at all times.
- 4.2.9 To participate in supervision, appraisal and training sessions to ensure that standards are consistently maintained.

- 4.2.10 To maintain accurate records as directed and carry out any administration tasks as required.
- 4.2.11 To work as part of a team, supporting colleagues and providing a flexible service.
- 4.2.12 To respect the personal choice of lifestyles of colleagues, carers and people with care needs ensuring that equal opportunity principles are applied at all times.
- 4.2.13 To undertake any other duties commensurate with the post holder's grade that may from time to time be requested.

IT IS IMPERATIVE THAT CONFIDENTIALITY BE RESPECTED. FAILURE TO MAINTAIN CONFIDENTIALITY CONSTITUTES GROSS MISCONDUCT AND WILL RESULT IN DISCIPLINARY PROCEEDINGS AND PROBABLE DISMISSAL.

The contents of this job description may vary from time to time.

GENERAL INFORMATION

**Hours of work : 22.5 hours per week
This is initially a 12 month fixed term contact
Based at Overton House, West Street, Congleton, CW12 1JY**