Northamptonshire Health Charity

JOB DESCRIPTION

Job Title:	**Community and Hospitals Fundraiser**
Hours:	35 hours per week (part-time and flexible working requests will be considered)
Term:	12-month contract (with a view to permanent)
Accountable to:	Community Fundraising Manager
Line Reports:	None
Salary:	£30,000

About us

Northamptonshire Health Charity is the dedicated charity for the NHS in Northamptonshire. We fundraise for University Hospitals of Northamptonshire (Northampton General and Kettering General Hospitals) and Northamptonshire Healthcare NHS Foundation Trust (NHFT), as well as supporting healthcare across the county.

Thanks to the generous support of our donors, fundraisers and supporters, the funds we raise are used to enhance patient care beyond the level possible through NHS funding alone.

Summary

As a Community and Hospitals Fundraiser, you will be the charity's face across Northampton General Hospital and the South Northants community. You will spend most of your week out in hospitals, workplaces and the community, talking to hospital staff and people about the difference the charity makes and inviting them to be part of it.

This role exists to put a face to the Charity at a local level and engage people. You will build relationships with NHS staff, local businesses, and community groups, recruit lottery players and event participants in person, and make sure that the charity is visible and welcome on our largest hospital site.

It suits someone who is energised by talking to new people, comfortable asking for support, and happy to be accountable for their targets.

About the role

- Build and maintain a regular, planned presence at Northampton General Hospital and NHS services based in South Northants.
- Develop relationships with NHS staff, ward and department leads, so that the Charity presence is welcomed and supported.
- Engage local businesses, community groups, schools, clubs and societies to grow support across Northampton.
- Recruit participants to our challenge and community events, converting interest into commitment.
- Recruit staff and public lottery players face to face across hospital sites, staff areas, community venues and events.
- Capture complete, consented and correctly coded supporter data at the point of sign-up.
- Represent the charity at events, including evenings and weekends.
- Work to clear targets for supporter recruitment and income.

Core duties

Hospital and staff engagement

- Build relationships with ward managers, department leads, staff networks and volunteer teams.
- Support Trust events, staff inductions, open days and awareness activity.
- Grow staff participation in the NHS staff lottery and in charity events and campaigns.
- Act as a visible, approachable point of contact for staff who want to fundraise or to ask about the charity.

Community and corporate relationships

- Identify and approach local businesses, developing charity of the year and other corporate relationships.
- Build relationships with community groups, clubs, societies, schools and faith groups across Northampton.
- Deliver talks and presentations to groups.
- Working with the Community Engagement Manager to develop stewardship plans that grow support beyond initial engagement.
- Grow participation from staff in our public lottery and in charity events and campaigns.

Events and supporter recruitment

- Recruit participants to community and challenge events in person and at local activity.
- Attend events to sign supporters up and to thank those taking part.
- Work with the Community Engagement Manager to ensure recruited participants receive consistent support through to event day.

Data and handover

- Record all sign-ups accurately on the CRM, with complete consent and source information.
- Hand new supporters cleanly to the Acquisition and Stewardship Lead so they enter a planned journey.
- Keep accurate records of activity, conversations and relationships.

Corporate responsibilities

- Comply with the charity's policies and procedures, including the Staff Handbook.
- Respect the confidentiality of all matters learned in the course of employment, including donor, patient, and employee information.
- Ensure all activity complies with the Fundraising Code of Practice, and GDPR and ICO regulations, other relevant legislation and guidance, as well as NHCF's own policies, data protection regulations, and confidentiality requirements.
- Ensure due regard is given to the customs, values, and spiritual beliefs of supporters, patients, carers, and their relatives.
- Participate in team meetings, planning, and any corporate development activities and initiatives as may be identified from time to time.
- Promote organisational and team values and culture in all work activities.
- Ensure accurate data is recorded in the CRM regarding all relationships.
- Adhere to our equality, diversity and inclusion policy.

Financial planning and budgeting

- Work to agreed income and recruitment targets, monitoring and reporting on progress.
- Manage a small activity budget, ensuring cost-effective use of resources.
- Track the value of supporters recruited, including annualised lottery income.
- Identify opportunities to grow income and reduce cost within community engagement activity.

General

- Stay updated on fundraising trends, legal developments, and sector best practices.
- Support wider team efforts during peak times or major campaigns.
- Attend evening and weekend events as required, representing the charity.
- Be flexible and adaptable to the evolving needs of the charity.

Personal

- Confident starting conversations with people you have never met, and managing objections.
- Highly motivated and able to work independently, often without direct supervision.
- Credible and professional with clinical and non-clinical NHS colleagues.
- Demonstrate enthusiasm, creativity, and a positive attitude towards fundraising challenges.
- Be committed to continuous learning and development within the fundraising sector.
- Is committed to equality, diversity and inclusion.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.