

## Job Description and Person Specification

<b>Job Title:</b>	Trusts, Legacies and Lottery Fundraiser
<b>Line Manager:</b>	Director of Fundraising and Communications
<b>Professionally Accountable to:</b>	Director of Fundraising and Communications
<b>Hours of Work:</b>	22.5 hours per week. Flexible working hours, which will include some working at weekends and evenings

### Job Purpose:

To identify, research and develop new relationships with trusts, foundations and statutory funders. To prepare and develop persuasive applications to grant-makers and manage a portfolio of small trust relationships. To manage and administer the existing legacy programme and to assist in the development of a new legacy and in memoriam programme. To provide administrative support for the Weston Hospicecare Lottery.

### Responsibilities:

- Researching and identifying appropriate trusts and foundations
- Produce inspiring, accurate and professional proposals in line with trust guidelines
- Manage the Charity's database for trusts and foundations and keep up to date records of requirements/ deadlines for applications, reports and reviews
- Work with staff from across the charity to put together exciting funding opportunities from the hospice's existing and planned projects and programmes
- Manage the charities small trusts programme and relationships
- Administer the hospice's short breaks fund working with clinical staff, including reporting to donors
- Help develop a legacy programme with the Director of Fundraising and Communications
- Organise Make Your Will Week, liaising with local partners and sponsors
- Provide a programme of support for legacy pledgers
- Keep the website updated with current information regarding trusts and legacy pledgers
- Assist in the development of in memoriam fundraising propositions and programmes
- Assist with arrangements for the hospice's main Light up a Life event
- Provide administrative assistance and liaison for the organisation and reporting of our externally-managed Lottery

### CONFIDENTIALITY

The post holder must maintain the confidentiality of information about donors, patients, staff and other hospice business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty.

### ADDITIONAL JOB FACTS

There will be times when you will be required to work at weekends and in the evenings. This is recorded and redeemable as Time in Lieu.

### PROFESSIONAL RESPONSIBILITIES

- To maintain confidentiality
- To work within the policies and guidelines of Weston Hospicecare

- To be familiar with fire, emergency and safety regulations, ensuring attendance at statutory updates
- To maintain good working relationships with all members of the hospice staff and volunteers
- Undertake any in-service training in line with Weston Hospicecare policies

#### **PEOPLE MANAGEMENT RESPONSIBILITY**

None

#### **EDUCATIONAL RESPONSIBILITIES**

- To participate in the orientation and development of new staff members and volunteers
- To keep up to date with current practice and legislation
- To maintain and extend personal knowledge and expertise in all aspects of the role and to share information
- To attend all statutory and mandatory training as required

#### **HEALTH AND SAFETY**

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

- To take reasonable care of themselves and others at work
- To co-operate with the hospice as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work

#### **DATA PROTECTION**

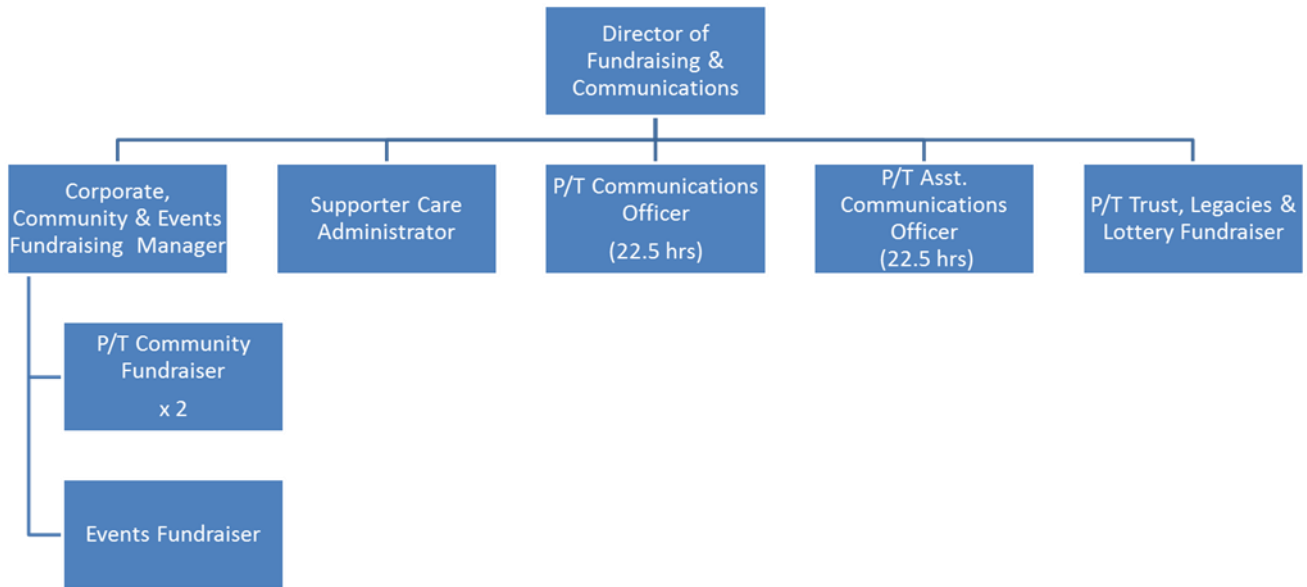
You are required to obtain, process and/or use information held on computer. This must be undertaken in a lawful way. Data held must not be disclosed in a way that is incompatible with such a purpose. Breaches of confidentiality in relation to data will result in disciplinary action, which may result in dismissal.

#### **SCOPE OF JOB DESCRIPTION**

This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken, which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

This job description is subject to periodic review and amendment

## Organisational chart



**PERSON SPECIFICATION – Trusts, Legacies and Lottery Fundraiser**

Criteria	Essential/ Desirable	How Evidenced & Assessed
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>Educated to 'A' level or equivalent</li> <li>Fundraising qualification</li> </ul>	E D	A A
<b>Experience and Knowledge</b>		
<ul style="list-style-type: none"> <li>Experience of trust and/or legacy work min 1 year</li> <li>Proven experience of working to and delivering against targets</li> <li>Good interpersonal skills with the ability to communicate effectively throughout all levels of the organisation, with funders, and potential donors</li> <li>A strong eye for detail and excellent written skills</li> <li>A good understanding of trust guidelines and criteria</li> <li>Proven team player with a can-do, collaborative approach and ability to work as part of a small team</li> <li>High levels of integrity, confidentiality and understanding</li> <li>Numerate and confident in putting project budgets together</li> <li>Knowledge of Donor an advantage</li> <li>Familiarity with end-of-life care issues and the work of hospices</li> </ul>	E E E E E E E E D D	A A/I I A/I A/I A/I I A/I A/I A/I
<b>Specific Skills</b>		
<ul style="list-style-type: none"> <li>Good knowledge and use of Microsoft Word and Excel</li> <li>Ability to research trusts criteria through a variety of sources including Charity Commission website, etc.</li> <li>Knowledge of basic evaluation tools and techniques</li> </ul>	E E D	A/I A/I A/I
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>Commitment and sympathy with the aims of the hospice movement</li> <li>Tact and sensitivity</li> <li>Professional, creative, thorough and determined</li> <li>Highly proactive, self-motivated and enthusiastic</li> <li>Flexible in approach</li> <li>Strong team-player</li> <li>Commitment to supporter care and relationship building</li> </ul>	E E E E E E E	I I I I I A/I I
<b>Working Environment</b>		
<ul style="list-style-type: none"> <li>Flexible approach to working hours, with a willingness to occasionally work unsocial hours</li> </ul>	E	A/I

**Key**

E Essential  
D Desirable

**How Evidenced**

A Application  
I Interview