



Corporate Fundraiser

Information for Applicants



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Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of Corporate Fundraiser with NICHS. This is a new and important role in our Fundraising Team.

I believe that in order to make the difference that we do, it is essential to recruit a team of high performing, dedicated staff. In this application pack you can find out more about what it takes to become a key part of the NICHS team.

As a voluntary sector organisation, one of the most important investments we make is in our people.

By embracing the world recognised Investors in People Standard, we have made a commitment to strive towards the very best in people management excellence and to make NICHS a great place to work.

Living to a set of values that are consistent with the philosophies of NICHS has been fundamentally important in supporting and inspiring our people. These values articulate those things that we genuinely believe in - *caring, excellence, integrity and inclusion*.

For many, this values-driven culture is a key element of what makes NICHS a *special* place to work. People demonstrate how they experience the values personally and strive to act as role models, applying them on a daily basis in their relationships both with service users and colleagues; treating people with dignity and respect; supporting people to be involved in their communities; taking responsibility for actions; and being honest, open and accountable. In short, achieving our charitable aims to the highest possible standard.

Our collaborative working style has brought together staff from across departments, and built a strong sense of team identity. We are lucky to have attracted and retained a resilient and talented work force, and have many long serving members of staff, some who have been with us for more than 30 years: clear evidence that NICHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

I would like to thank you for your interest in joining the NICHS team.

Yours faithfully,

Declan Cunnane

Chief Executive

Background Information

The work we do is vital for everyone in Northern Ireland.

Today in Northern Ireland 10 people will suffer a heart attack. 11 people will have a stroke. And 1 in every 8 deaths will result from respiratory failure. In addition to this almost 200,000 people are living with long term chest, heart, or stroke conditions.

Northern Ireland Chest Heart & Stroke is a local charity which helps people living with these conditions and their families. Each year we need to raise over £3m to fund our range of programmes, community services and research in the hospitals and universities of Northern Ireland.

Our vision for Northern Ireland is one where everyone can live life to the full, free from chest, heart and stroke illnesses. To achieve this, our work is focused in these areas: Care Services, Prevention, Health Promotion, Research, Lobbying and Policy Work. All our work is within Northern Ireland. When people donate to NICHHS, they know their entire gift will be used for local benefit.

Please visit our website to find out more about what we do, and the difference that we make <https://nichs.org.uk/about-us/who-we-are/>.



The Role

Job Title: CORPORATE FUNDRAISER

Reports to: Corporate Fundraising Manager

Hours per week: 35 hours

Location: 21 Dublin Road, Belfast, HQ

Salary: £30,153 (NJC Point 34)

Contract: Full time, Permanent

Job Description:

Summary: To maximise income and achieve all set targets, as well as raise both awareness and the profile of NICHS through the delivery of a Corporate Fundraising programme, which includes income from Corporates and Trusts and Foundations.

KEY TASKS:

Fundraising

- To work closely with the Corporate Fundraising Manager to develop an innovative and creative action plan with supporting targets and KPIs which maximise funds from relevant income streams
- To achieve or exceed set financial targets, whilst efficiently managing resources within agreed budget and ensuring value for money
- To monitor progress against set targets and KPIs, and to analyse and regularly report on related income and expenditure
- To keep abreast of competitors as well as changes within the sector both locally and globally, responding and adapting plans accordingly to ensure an innovative and cutting edge fundraising proposition
- To pro-actively research, complete and submit Trust and Foundation applications to meet deadlines as stipulated

Stewardship & Donor Development

- To manage and pro-actively support and engage stakeholders in order to build and strengthen valuable relationships
- To develop and manage a pipeline of prospects through a variety of research tools and through pro-active networking and cultivation opportunities
- To cultivate and nurture relationships with potential and current supporters keeping them both informed and engaged
- To pro-actively network across the business sector in NI
- To ensure all supporters are appropriately acknowledged and establish donor recognition opportunities for donors

Data Management

- To ensure the effective use of the fundraising CRM database, making sure all records are both up to date and accurate. Produce accurate reports on income and activity against set targets and across different income streams

Engagement & Marketing

- To oversee the development of effective, creative and inspiring marketing materials to support fundraising events, mailings, campaigns and initiatives within the agreed budgets
- To devise and implement effective marketing techniques and tools to maximise engagement, support and income
- To communicate persuasively to prospective donors by preparing well targeted funding applications, pitches and presentations
- To work with the Communications team to ensure that all supporters and partnerships get appropriate PR support, press coverage and recognition through all communication platforms

Other Duties

- The post holder should be prepared to attend meetings/events across Northern Ireland. Some meetings/events may be during evenings or weekends.
- Work across the fundraising department and wider organisation as an effective team player to maximise all opportunities
- This job description is not intended to be either restrictive or definitive. It is important to note that the responsibilities of the post may change to meet the evolving needs of fundraising.

Personnel Specification

Criteria	Essential or Desirable
1. A minimum of 2 years in a corporate fundraising OR similar role where you have demonstrated ability to deliver, achieve growth targets and generated income	Essential
2. Demonstrable knowledge of the either the business and/or Third sector in NI	Essential
3. Proven track record in account management with key partners	Essential
4. Experience of working with and understanding budgets and reporting	Essential
5. Excellent written and oral communication and presentation skills	Essential
6. Experience in managing a diverse workload coupled with excellent prioritisation and organisational skills	Essential
7. Advanced skills in Microsoft Office	Essential
8. Full driving licence and access to a car	Essential
1. A third level qualification	Desirable
2. Experience of successfully securing funding from Corporates and Trusts	Desirable
3. Proven experience and knowledge across social media platforms	Desirable
4. Experience of marketing and PR	Desirable
5. Knowledge of the work of NICHHS and a desire to work in the charity sector	Desirable
6. Experience in using a CRM Database system	Desirable
7. Experience of customer relationship management and development	Desirable

NICHHS reserves the right to apply enhanced shortlisting criteria should the volume of applications so warrant

What we do for you – Our reward statement

Integrity

Salary
Employer Pension contributions (NEST/Company pension scheme)
Access to Financial Adviser
Pay increases linked to NJC – cost of living
Organisation wide training budget
Attendance at external seminars and conferences
Accommodation at events
Business expenses
Car Mileage Scheme
Uniforms
Enhanced paid annual leave
Paid Bank and Public Holidays
Additional celebration days e.g. Royal Wedding, Jubilee
TOIL & Managed Time
Enhanced sick pay
Enhanced Parental Pay (maternity, paternity, adoption pay)
Laptop provision
Mobile phone provision
Bike to Work scheme
Translink TaxSmart scheme
Death in service plan

Inclusion

Return to work interviews
Occupational Health service
Access to Independent counselling service 24/7
Access to a free health check
Staff Health and Wellbeing days
Kitchen facilities
Free tea/coffee/milk/water fountains
Flowers/gifts to recognise employees with 10 and 15 years service
Chairman's letter and gift to recognise staff with 20+ years service

Excellence

Comprehensive induction training
Investors in People Accredited
6 month probation period
Annual Performance Review
121 meetings with line manager
Team Meetings
On the job learning
Learning & development linked to Operational plan
Continuing professional development
Learning & development linked to individual requests
Study leave
Strategy away days
Staff team building away days
Coaching & mentoring
Training certificates
Open culture of communication
Staff empowerment – involvement in decisions and consultations
Policies and procedures
Equality of opportunity

Caring

Childcare Vouchers Scheme
Compassionate & Bereavement Leave
Early closure at Christmas, Easter and July
Part time work
Compressed Hours
Remote/Home Working
Parental leave
Dependency leave
Job share
Flexible working hours
Domestic distress leave
Reasonable time off to attend appointments
Marriage leave
Incremental increases to annual leave to recognise long serving staff

How to apply

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHS, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post.
4. PLEASE SHOW CLEARLY IN SECTION 4 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE PERSON SPECIFICATION ENCLOSED.

THE SHORTLISTING PANEL WILL REFER TO THIS SECTION **ONLY** WHEN DECIDING WHETHER YOU HAVE PROVIDED SUFFICIENT EVIDENCE TO DEMONSTRATE THAT YOU MEET THE CRITERIA.

Please do not assume that because you have mentioned something in an earlier section of the form, that the panel will accept this as evidence that you meet the criteria. You must clearly describe in Section 4 the example you are relying on to demonstrate your skills and experience. Your application form will not be shortlisted if you do not describe the specific actions **you** took for each example you cite.

5. Mission, Vision and Values of NICHS

Employees of NICHS must support its Mission, which is to prevent chest, heart and stroke illnesses in Northern Ireland and care for those affected by them. All staff must be committed to the Vision of the charity, which is a Northern Ireland free from chest, heart and stroke illnesses.

NICHS expects all staff to 'live' by 4 values, which underpin every aspect of our culture and activities:

- *Caring* We put the needs and rights of all the people of Northern Ireland at the heart of everything we do and show respect and concern for others.
- *Excellence* We ensure that our work is consistently carried out to the highest standards and continually improved.
- *Integrity* We will operate to the highest standards of professionalism, honesty,

- *Inclusion* transparency and accountability.
We will treat others fairly, promote equality and work to narrow health inequalities.

6. Applications, CV's and attached sheets:

- Applications will only be accepted on the official application form (enclosed)
 - Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.
 - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
7. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by:

Monday 2 April 2018 **at 12 noon**

8. Application forms received after this time and date will not be accepted.
9. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.

Completed applications should be returned no later than 12 noon on Monday 2 April
2018
to:

HR Manager
NI Chest Heart and Stroke
21 Dublin Road
Belfast
BT2 7HB

Or recruitment@nichs.org.uk.

Terms and conditions of employment

Job Title: Corporate Fundraiser

Responsible to: Corporate Fundraising Manager

Responsible for: Corporate Fundraising and Trusts & Foundations

Hours per week: 35 hours

Location: 21 Dublin Road, Belfast, HQ

Salary: £30,153

Contract: Full time, Permanent

Annual Leave: The post-holder will be entitled to 25 days annual leave. This is exclusive of bank and public holidays. The annual leave year runs from 1 April to 31 March.

Car Mileage: The post-holder will be reimbursed for any business mileage under the Car Mileage Scheme.

References: All offers of employment are subject to two satisfactory written references.

All applicants will be required to produce:

Evidence of relevant academic and professional qualifications

Evidence of relevant vehicle documentation

Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.

This job description is not intended to be restrictive or definitive.

It is important to note that the responsibilities of the post may change to meet the requirements of the evolving services that the charity provides.

NICHS is an Equal Opportunities Employer