



Community Fundraiser Information for Applicants



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Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of **Community Fundraiser**.

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.

The Community Fundraiser will **proactively develop and retain** support for NICHS across Northern Ireland, maximising both income and return on investment across various campaigns, events and activities. The key duties of the post holder will be to develop meaningful relationships and to raise funds and awareness of NICHS at a grass-roots community level.

Northern Ireland Chest, Heart and Stroke (NICHS) currently needs approximately £3M income per annum to operate, primarily its care and prevention services and to fund local research programmes.

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. We have recently been awarded Investors in People GOLD accreditation. Only 17% of organisations achieve Gold and this accreditation demonstrates the incredible passion and dedication to our work that all of our staff share across the organisation.

We will appoint an individual who possess the skills and qualities that match our values. These values articulate those things that we genuinely believe in, and our Community Fundraiser will be a champion for these, and promote them in every aspect of what they do.

Our values are *Compassionate, Courageous, Considerate and Committed*.

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 NICHHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

We have developed our new 2023 – 2026 strategic plan in conjunction with our staff, service users past and present, supporters and our Governance Board. This Strategic Plan for 2023 – 2026 will be our roadmap and will guide us as we continue to work tirelessly with our partners and stakeholders to achieve our vision of a healthy Northern Ireland free from chest, heart and stroke illnesses and strive in our mission to prevent chest, heart and stroke conditions and support people affected by them.

<https://nichs.org.uk/about-us/who-we-are>

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

Yours faithfully,



Declan Cunnane

Chief Executive

What We Do

We have been leading the fight against chest, heart and stroke illnesses in Northern Ireland since 1946.



We do this by working across four main areas:

We provide expert **care** and support to anyone living with chest, heart and stroke conditions.

We work to **prevent** these illnesses, by helping detect early signs of chest, heart and stroke illness and empowering individuals to make healthy choices.

We fund **research** to advance how we treat, care for and prevent chest, heart and stroke conditions.

We **campaign** for better care, treatments and awareness of chest, heart and stroke conditions.

As a charity, almost 90% of our work is funded thanks to public donations.





Our Culture

Our **Values** are the principles that drive us, the things that are most important to us, our motivation. They reinforce the way we interact with each other, our volunteers, service users and everyone else. They describe why NI Chest Heart & Stroke is unique, and they help to drive the culture of our organisation.

Our people are actively engaged and are very well supported when they need it. Team members are confident and enthusiastic. Trust and mutual respect are high. People care and depend on each other.

Our people are passionate about delivering high-quality services, which make a difference. They play their part in ensuring a welcoming, friendly, inclusive and supportive working environment. There is a sense of optimism about the future. Team spirit is strong.

“I’m proud to work here ... People are really dedicated”



Our Values



Compassion

We believe that people are at the centre of everything we do. Everyone is equal and should be treated with dignity and respect.

We will be selfless and people centred, showing kindness and concern for everyone we come into contact with.



Commitment

We believe that people have the right to expect services of the highest quality to meet their needs.

We will be dedicated to the success of our charity and continuously improve.



Courage

We believe everyone should feel empowered to make decisions about their own lives.

We will be brave and challenge the status quo.



Considerate

We believe that everyone should be treated as we would expect to be treated ourselves.

We will respect the needs and feelings of other people and try and understand their point of view.



Our Strategic Priorities

We Care

Aim	To offer and deliver exceptional Care Services to meet the needs of people who have chest, heart and stroke illnesses and their carers.
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We Prevent

Aim	To empower people to make healthy lifestyle behaviour changes and reduce their risk of preventable chest, heart and stroke illnesses.
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We Research

Aim	To find better ways to prevent, treat and care for people affected by chest, heart and stroke illnesses.
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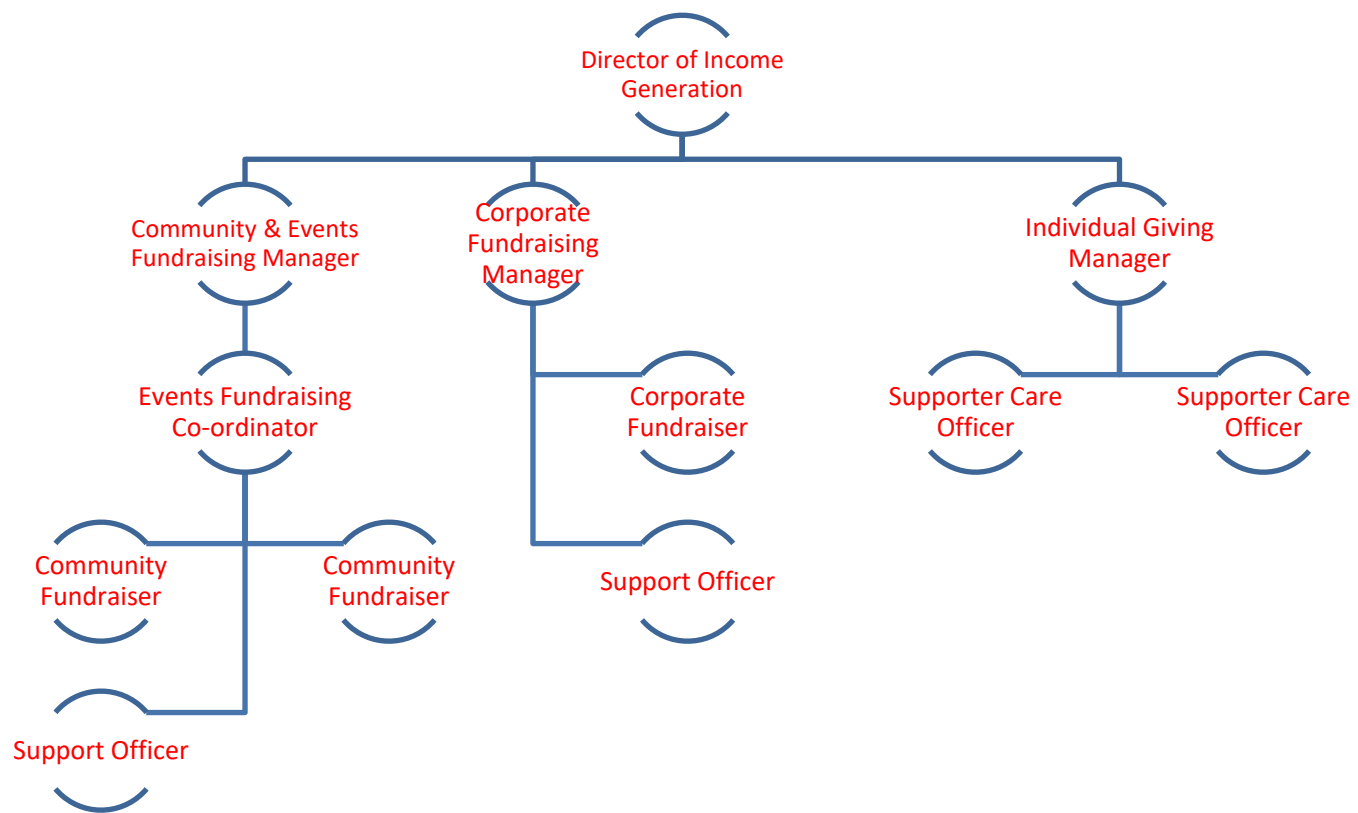
We Campaign

Aim	To make chest, heart and stroke conditions a priority for decision makers
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Our People

Aim	To develop a culture where our people are inspired, developed, supported and proud to work for NICHHS
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The Role

Job Title Community Fundraiser

Responsible to: Community & Events Fundraising Manager

Hours per week: 35 hours – Mon – Fri

Location: NICHHS HQ, 21, Dublin Road, Belfast – however extensive travel around NI will be required

Hybrid Working arrangements are available

Salary: £ 31, 586 (NJC point 20)

Contract: Full Time Permanent

KEY RESPONSIBILITIES

Job purpose:

An exciting opportunity has arisen within NICHHS Income Generation to join our Community Fundraising team. Working within a small team, and reporting to the Community and Events Fundraising Manager, the post holder will **proactively develop and retain** support for NICHHS across Northern Ireland, maximising both income and return on investment across various campaigns, events and activities. The key duties of the post holder will be to develop meaningful relationships and to raise funds and awareness of NICHHS at a grass-roots community level.

Key Tasks

Active Fundraising

1. To work with the Community & Events Fundraising Manager and the team to initiate, plan, implement, monitor and evaluate a broad range of activities to maximise net income and improve Return On Investment (ROI). This will include:
 - Initiating contacts and developing fundraising relationships and activities with:
 - Families and individuals
 - Community groups and membership organisations, including sports clubs and religious institutions
 - Schools
 - Local businesses
 - Third-party Event participants and HQ-organised Event participants
 - Funeral Directors
 - Providing extremely high quality support and adding expert value and advice for all community-led fundraising events
 - Supporting the promotion and marketing of Donations In Lieu Of Gifts (DILOG) across communities and developing ongoing relationships.

2. To participate in building new strongholds of support, targeting specific, agreed geographical areas. This will include working with the team to proactively identify, cultivate and steward new volunteers to support fundraising activities.
3. To manage and develop relationships with a core group of voluntary community ambassadors across NI

Marketing and communications

1. To build strong relationships with NICHHS services staff to provide a focus for local fundraising.
2. To ensure the timely and effective marketing of all Community Fundraising activities to maximise participation, net income and ROI.
3. To work with the team to deliver social and digital media plans for events and activities to maximise online engagement, marketing and awareness.

Stewardship & Accountability

1. To achieve or exceed targets through a vibrant programme of fundraising activity and by managing resources within the agreed expenditure budget.
2. To account for, forecast, and report on all expenditure and income and be aware of ROI.
3. To provide activity reports as agreed with the Community & Events Fundraising Manager.
4. To ensure effective use of the Raisers' Edge database in monitoring income and reporting on each campaign and activity.
5. To ensure that the highest standards of donor care are provided to all fundraisers and volunteers.
6. To ensure compliance with all relevant fundraising policies and legislation

Other Duties

1. To be innovative and creative in seeking new fundraising opportunities for NICHHS and to test new activity within agreed parameters of risk.
2. To network within the local area, working hard to open up new opportunities for NICHHS and to boost NICHHS's profile.
3. The post holder should be prepared to attend meetings/events in the evenings and at weekends. Time off in-lieu will be given for such out-of-hours work.
4. Any other duties requested by the Community & Events Fundraising Manager which fall within the scope of the post

5. To comply with all NICHHS policies, processes and procedures, ensuring delivery of a professional service that aspires to achieve the most significant impact.
6. To contribute and collaborate proactively and positively with all NICHHS teams and staff to align with our values and culture and achieve our strategic plan, mission, and vision.
7. To fully engage with our values and culture.
8. To promote and practice a commitment to equality, diversity and inclusion.

Person Specification

Essential Criteria

- Educated to A-level or equivalent
- A minimum of 2 years' paid experience in a fundraising-related or business development role.
- Valid UK driving licence and access to a car
- Proven experience of building and sustaining relationships with key stakeholders and audiences.
- Proven experience of planning new activities or events and taking them through to successful completion.
- Proven experience of working towards, and achieving, targets or KPIs (financial or non-financial).
- Proven experience in using a range of computer packages including MS Office, particularly Word, PowerPoint and Excel.
- Excellent prioritisation and organisational skills to meet tight deadlines, with the ability to juggle a diverse workload.
- Proven communication skills to include confidence in public speaking as well as excellent written communications.

Desirable Criteria

- At least 3 years proven fundraising experience (paid or voluntary)
- Proven experience of working with volunteers
- Proven experience in using a CRM database, such as Raiser's Edge
- Knowledge of the work of NICHHS.

It is a requirement of the role that the post holder is prepared to travel as required and occasionally work outside of normal office hours.

SUMMARY OF TERMS AND CONDITIONS

Annual Leave: The post-holder will be entitled to 25 days annual leave. This is exclusive of 10 bank and public holidays. The annual leave year runs from 1 April to 31 March.

Pension: Organisation's contributory pension scheme (% employee Contribution will be matched by % employer contribution)

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

Health Scheme: You will be eligible to join the health scheme provided by the organisation.

Death in Service: You will be eligible to join the death in service scheme provided by the organisation.

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 if the post may change to meet the requirements of the evolving services that the charity provides.

NICHS is an Equal Opportunities Employer

What we do for you - Our reward statement



Regular 121 Meetings Annual Performance Review

Competitive Salary **Employer Pension Scheme** Access To Financial Adviser

Comprehensive Induction Training

Paid Bank And Public Holidays

Culture Of Recognition **Job Share**

Pay Increases Linked To NJC – Cost Of Living

Additional Celebration Days

Car Mileage Scheme On The Job Learning

Attendance At External Seminars And Conferences

Toil & Managed Time

Generous Paid Annual Leave Enhanced Sick Pay Part Time Work **Study Leave**

Enhanced Parental Pay Learning & Development Opportunities

Death In Service Plan Occupational Health Service

Bike To Work Scheme Strategy Away Days

Continuing Professional Development **Hybrid Working** **Access To Independent Counselling Service 24/7**

Marriage Leave Compassionate & Bereavement Leave

Long Service Awards Investors In People Silver Accreditation

Family Friendly Leave **Duvet Half Day/ Sunshine Half Day** Incremental Increases To Annual Leave

Reasonable Time Off To Attend Appointments

Access To A Free Health Check Domestic Distress Leave Flexible Working Hours

Staff Health And Wellbeing Days Staff Empowerment – Involvement In Decisions And Consultations

Staff Celebration Events Return To Work Interviews

How to apply

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHHS, 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 and Vision of NICHHS

Employees of NICHHS must support its Mission and Vision



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 Tuesday 27 May 2025.
 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 Tues 27 May 2025.

to:

Caoimhe Devlin
Head of HR
NI Chest Heart and Stroke
21 Dublin Road
Belfast
BT2 7HB

Or recruitment@nichs.org.uk