



## **Fundraising Assistant – Trusts & Foundations**

### **Job Description & Person Specification**

<b>JOB TITLE:</b>	Fundraising Assistant - Trusts & Foundations
<b>SALARY:</b>	£21,000
<b>HOURS:</b>	37.5 hours
<b>ACCOUNTABLE TO:</b>	Fundraising Manager
<b>LOCATION:</b>	Flexible. Will include office working at any of our four hospital sites - Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital, Solihull Hospital and opportunity for some home working as suits the job holder and line manager. If candidates have a preference to work at any particular site please state this in your covering letter.

### **KEY WORKING RELATIONSHIPS**

<b>Internal:</b>	Fundraising Team, Communications Team, Office Manager, Administration & Grants Team, Operations Team, Director of Fundraising, Charity Chief Executive
	Chairman and Board of Trustees, NHS Trust Communications Department, NHS Trust Executive Management Team
	Consultants, Nursing staff, Clinical staff, Royal Centre for Defence Medicine staff, Medical Secretaries, Administrative Staff
<b>External:</b>	Fundraisers, donors, supporters, volunteers, corporate sector, community groups, events management, NHS Charities Together, BBC, ITV, national and local media outlets

### **WHO WE ARE**

University Hospitals Birmingham Charity consists of four hospital charities supporting some of the busiest hospitals in Birmingham – Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital and Solihull Hospital.

The Charity is dedicated to improving the experience of patients, their families and the staff who care for them.

UHB Charity raises funds to support patients of the four hospitals by providing new and innovative equipment, funding research and supporting patient and family welfare projects.

The Queen Elizabeth Hospital Birmingham in particular has a world class reputation, and specialises in cancer treatment, organ transplantations and trauma care. It is also home of the Royal Centre for Defence Medicine, where the UK's military patients are treated.

Heartlands Hospital has a specialist neo-natal unit and very busy children's and maternity units.

Good Hope Hospital and Solihull Hospital serve the towns of Sutton Coldfield and Solihull.

## **JOB SUMMARY**

This is a full time post working for the umbrella charity University Hospitals Birmingham Charity, the official charity of four of Birmingham's largest hospitals – Queen Elizabeth Hospital Birmingham, Heartlands Hospital, Good Hope Hospital and Solihull Hospital.

The Fundraising Assistant - Trusts & Foundations will work closely with other members of the hospital charity, providing support to the fundraising team and the Charity overall.

Working as part of a team the post holder will be responsible for researching and applying to grant making trusts and foundations and identify where the work of the Charity meets their application criteria. It will be to write / complete applications as well as introduce new funders to the wider team.

## **PRINCIPAL DUTIES**

- Provide support to the fundraising team with specific responsibility for trusts and foundations and the opportunity for the team to generate funds through applications.
- Research trusts, foundations and grant funding bodies to identify those where the application criteria matches elements of the work of the University Hospitals Birmingham Charity
- Typing and processing of correspondence, reports and other documents that relate to trusts and foundations. These may include packages such as Microsoft Office i.e. Word, Excel, Outlook and Powerpoint, and donor database Raiser's Edge.
- Prepare a number of persuasive Grant & Trust applications
- Research and collate information and/or data required to make applications to trusts, foundations and grant funding bodies so to provide them with compelling cases of support
- Increase pool of potential funders by researching the sector and identifying potential new funders
- Banking donations and issuing receipts as well as sending thank you letters and any other additional information requested.
- Monitor application deadlines, submissions, acceptances/refusals, income received and ensure all information is updated accurately on the database
- Work with the Charity Communications team to obtain patient and family case studies and stories for use in Trust applications and impact reports
- Managing and prioritising unpredictable and frequently interrupted busy workload

## **COMMUNICATION**

- Relaying accurate and timely information to the fundraising team, the Charity Chief Executive and Charity Trustees on a regular basis. Communicating with clinical and non clinical staff within the hospital. Communicating with donors and fundraisers.

## **ORGANISATIONAL RESPONSIBILITIES**

- Maintaining Raiser's Edge donor management system. Accurate data inputting of donations, applications, thank you letters and general archiving, production and upkeep of databases.
- Recording fundraising activity for other members of the team, including amounts raised and projects supported.
- To organise with the rest of the team and charity manning levels of the office to ensure a continual service to the public.

## **PROFESSIONAL RESPONSIBILITIES**

- Ability to present oneself in a professional manner as a representative of the hospital and the charity.
- To maintain confidentiality in all aspects of duty including fundraiser and donor data.
- To assist in maintaining accurate records and to complete and return as requested statistical data.
- To maintain an accurate effective database, recording essential information and providing statistical data in accordance with guidelines and policy using Raiser's Edge and Microsoft Office.

## **MISCELLANEOUS**

- To represent the Charity in a variety of different contexts and to a variety of different audiences.
- To ensure that a positive image of the hospital and the Charity is projected at all times.
- To hold a flexible approach to working hours (the role will require the post holder to work evenings and weekends as necessary).
- To hold a flexible approach to work when asked to take on other fundraising or admin duties when the team needs to cover holidays, or at times of workload pressure.
- To adopt a supportive and collegiate approach when working with the fundraising team and other colleagues within the hospital

## **NOTES:**

This is not intended to be an exhaustive list of responsibilities but more an outline framework against which the post holder will be given flexibility to define the detail. Any changes will be the subject of consultation with the post holder.

All employees must adhere to and perpetuate Charity Policies and Procedures relating to:

- Health and Safety
- No Smoking at Work
- Equal Opportunities in Employment, including responsibilities under the Disability Discrimination Act.

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1984.

**Please note that employees are employed directly by the Charity and not the NHS.**

Employees do not have access to the NHS Pension Scheme.

Employees of the Charity are eligible to join a defined contribution pension scheme, to which the Charity will contribute 8% of an employee's annual salary in addition to employee contributions.

Employees of the Charity are eligible for enhanced maternity and sickness pay.



# University Hospitals Birmingham Charity

## Fundraising Assistant - Trusts & Foundations Person Specification

Competence	Essential	Method of Assessment
Education and qualifications	GCSE English Language or equivalent	Application
	GCSE Mathematics or equivalent	Application
	Competent in computer use including Microsoft Office or equivalent	Application
	<b>Desirable</b> Educated to degree level or equivalent	Application
Experience	Experience of administration in an office based environment	Application/Interview
	Working on own initiative	Application/Interview
	Previous experience of working with senior staff	Application/Interview
	Experience of working with donors and fundraisers	Application/Interview
	<b>Desirable</b> Raiser's Edge donor database experience	Application/Interview
	Experience in fundraising gained in a charitable environment	Application/Interview
	Experience of working and consulting with patients and/or the public	Application/Interview
Skills/Knowledge/Ability	Excellent written skills with first class spelling	Application/Interview
	Use of Microsoft Office including Word, Excel, Access, Outlook, Powerpoint along with other software packages	Application/Interview

	Ability to produce accurately typed and photocopied documents efficiently and to high standard	Application/Interview
	Ability to ensure accurate data inputting	Application/Interview
	Ability to work independently and under pressure, prioritising work to meet deadlines	Application/Interview
	Ability to deal with heavy, unpredictable workloads	Application/Interview
	Ability to set up and maintain organisational systems	Application/Interview
	Ability to work flexibly to meet the needs of the charity	Application/Interview
	Problem solving	Application/Interview
	Record keeping	Application/Interview
	Non-judgemental attitude	Application/Interview
	Accepts responsibility for own decisions	Application/Interview
	Ability to represent the Charity at events and functions	Application/Interview
	Good interpersonal skills and ability to influence people at all levels	Application/Interview
	Understanding and respect for the importance of patient confidentiality	Application/Interview
	<b>Desirable</b>	
	Understanding of the NHS and wider health and patient issues	Application/Interview
Additional Information	A team player with a flexible approach.	Application/Interview
	Available to work out of hours if required.	Application/Interview
	<b>Desirable</b>	
	Car driver	Application/Interview