

JOB DESCRIPTION

Grief Encounter was set up in December 2003 to ensure that bereaved children and their families receive the best possible support following the death of a loved one. Grief Encounter is a leading UK bereavement charity, providing free, professional services and support to bereaved children, young people and their families. We predominantly work in London and Bristol whilst also having a national reach through our helpline 'griefftalk' and through the distribution of Grief Relief Kits.

JOB TITLE:	Regional Fundraiser - London
SALARY:	£28,000 - £30,000 per annum
LOCATION/BASE:	Mill Hill office base with some flexible home working
CONTRACTED HOURS:	40 hours a week, 5 days a week
RESPONSIBLE TO:	Head of Fundraising
ACCOUNTABLE TO:	Board of Trustees

JOB SUMMARY:

With a charity fundraising target of £1.6m this financial year, the Regional Fundraiser (London) will support the fundraising team in this exciting new role to raise funds from community groups in the London and Greater London region. You will engage, inspire and collaborate with volunteer fundraisers in local communities to support them to deliver fundraising initiatives in aid of Grief Encounter whilst also raising awareness of the work we do to support bereaved children and their families. This will require a high standard of face to face support to individual supporters, fundraising groups and community based organisations, especially schools and educational institutions, to secure interest and support.

Working in a small, busy and passionate team, the Regional Fundraiser will also provide important support to help the growth of other key income lines, such as Treks and Challenges and Trusts and Foundations, by identifying and introducing new opportunities and submitting applications for funding to local funders to help achieve our overall team fundraising target. They will have excellent relationship building as well as strong administration, verbal and written presentation skills.

KEY OBJECTIVES:

In this role, you will be working towards the following key Objectives. However, the role is flexible and will vary according to the needs of the team and the background and experience of the successful candidate:

Community/Volunteer/Third Party fundraising

- Be the main point of contact in the charity for third party, volunteer fundraisers in the London community, providing support, advice and encouragement ensuring the highest level of supporter care.
- Research, identify and secure fundraising opportunities in target local communities (schools, colleges, Universities, golf clubs, gyms, volunteer community committees etc) by submitting cases for support, charity of the year proposals and attending meetings to secure support and new fundraising opportunities
- Relationship manage community fundraisers, engaging and leading each individual relationship to deepen a long-term partnership with the charity as well as getting introductions to their networks to widen our regional fundraising base.

Treks and Challenges

- Working closely with our Treks and Challenges manager, the regional fundraiser will identify people and community groups with an interest in raising funds by taking part in a Trek or a Challenge and offer them ideas, support and encouragement.
- Promote our Forget-Me-Not Walk and Go Purple campaigns in local communities to encourage sign ups and to support volunteers with helping to raise awareness amongst their communities through to setting up online giving pages.

Trusts and Grants

- To develop a deep understanding of the work we do with bereaved children, your role will include supporting the Trusts and Grants team to secure funds from small, local Trusts

Other

- Responding to telephone and email enquiries about fundraising, providing appropriate fundraising information and advice to existing and new supporters
- Supporting the fundraising team at events such as marathons, bucket collections etc helping to co-ordinate volunteer support and thank you certificates
- Attending cheque presentation events and other networking functions to build relationships and collect income from supporters in the community
- Coordinating and managing collection tins and looking into setting up digital collection points in key communities with high footfall.

To achieve these Objectives, the Regional Fundraiser will be expected to:

- Ensure the Grief Encounter brand and our services are promoted appropriately at all opportunities, providing volunteer fundraisers with charity collateral, leaflets, press releases, brand guidelines etc to help make their event a success and raise awareness of who we are and what we do.

- Ensure all third party fundraising is compliant with legislation governing volunteer community fundraising, our internal fundraising policies and the fundraising regulatory code of conduct.
- Strive to continuously deliver exceptional account management and exceed targets
- Develop robust partnership plans detailing ways to maximise income generation and processes to deepen and strengthen partnerships with Grief Encounter
- Work closely with all the Grief Encounter team, including the clinical team, to explore, identify and secure additional community and corporate fundraising opportunities through existing relationships with schools, educational institutions and other community groups.
- Continuously monitor and evaluate your efforts of securing new regional community based partnerships as well as the successes of existing partnerships to be able to report on, and illustrate, the impact of your work towards achieving your Objectives
- At monthly one to ones, feed in accurate forecasting and pipeline figures for each relationship, supporting the Head of Fundraising with accurate budgeting, phasing and reforecasting of income
- Use Etepestry (CRM) system to accurately and regularly to record comms, meetings and actions/agreements, and ensure income is accurately recorded
- Stay abreast of developments in community fundraising and the wider area of fundraising.

CHARITY DEVELOPMENT:

Use Etepestry (CRM) system to accurately and regularly to record comms, meetings and actions/agreements, and ensure income is accurately recorded

- Maintain and develop organisational culture, values and reputation with all stakeholders, staff, customers, suppliers, partners and regulatory/official bodies;
- Network and liaise with outside agencies.
- Uphold, safeguard and promote the organisation's values and philosophy relating particularly to ethics, integrity, corporate and social responsibility and environmentally sound policies and procedures.

Experience. The candidate must:

- ideally have a proven track record of growing income through establishing, developing and nurturing volunteer fundraisers and fundraising groups.
- have experience in delivering presentations to large groups of people from a variety of backgrounds and of all ages (children through to retired adults)
- be willing and able to travel to different parts of Central and Greater London and the ability to work some evenings and weekends (TOIL will be provided)
- have strong communication and interpersonal skills
- be proactive and able to prioritise your workload in order to deliver multiple projects at the same high standard



- have the ability to set clear direction and forward thinking realistic plans
- have the ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others
- have the ability to influence, negotiate and persuade others to gain acceptance or agreement of ideas and approaches;
- have a competent level of computer literacy, including use of Microsoft Outlook, Word, Powerpoint, Excel and the Internet
- have excellent communication, interpersonal, organisational and team working skills
- be self-motivated, be able to work from home and be able to travel to and around London and other areas as required
- have the ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others
- be respectful, non-judgemental and empathic towards clients/colleagues
- show a sense of responsibility and commitment to organisational excellence with integrity, honesty and professionalism.

REVIEW:

There will a 6-month probationary period, following which there will be a 1 month notice period. This job description will be reviewed as necessary to meet the needs of the service on no less than an annual basis in consultation with the post holder.

This post is subject to an enhanced search with the Criminal Records Bureau.