

Bedford and Northants MS Therapy Centre

Role title	Community Events Fundraiser
Reports to	Centre Manager

OVERALL PURPOSE OF THE ROLE

Employed by the Bedford MS Therapy Centre and responsible for maximising the income generated from events and community activities.

Raise funds to an annually agreed target.

To promote awareness of the Centre at all fundraising events you attend to people with MS and the wider community.

To represent the Centre in a professional manner.

To build networks in a wide range of settings with the aim of maximising community and fundraising events income.

Research and identify new events and community activities.

JOB DESCRIPTION - RESPONSIBILITIES, TASKS, DUTIES

<p>Providing the Service</p>	<ul style="list-style-type: none"> • Plan and implement ways of raising funds for the Centre. • Assist in co-ordinating Centre-led events in conjunction with the Fundraising Committee when needed. • Raise the target income agreed through delivery of community and events activities. • Plan, market and manage new FR events. • Attend all meetings of the fundraising committee and other meetings as required. • Promote the Organisation using social media and other means. • Work with appropriate staff and FR team to create all collateral materials for events including, but not limited to, posters, leaflets, signage. • Complete all other assignments as required by the Manager and/or Board. <p>Risk Management</p> <ul style="list-style-type: none"> • Ensure that risk assessments for events are carried out in a timely manner.
<p>External Relationships</p>	<ul style="list-style-type: none"> • Raise awareness of MS and the work of the Centre with the general public and local and national press. • Maintain donor and fundraising event records. • Make personal calls on prospective donors. • Accept gifts from donors and ensure that receipts and thank you letters are sent promptly.
<p>Developing the Charity</p>	<ul style="list-style-type: none"> • Research and identify new events and activities.
<p>Monitoring Quality and Costs</p>	<ul style="list-style-type: none"> • Ensure that all fundraising events are recorded, monitored, evaluated and reported to the fundraising committee. • Prepare reports for Manager and Trustees as required and necessary. • All funds must be raised by legal means with agreement from the Fundraising Committee • Ensure funds are logged accurately and acknowledged in a timely manner.

General	<ul style="list-style-type: none"> • Act as a role model for the ethos and values of the Centre both internally and externally. • Undertake training and appropriate Continuing Professional Development as agreed with Centre Manager. • Undertake other tasks and responsibilities appropriate to the role, as specified by the Centre Manager & Trustees from time to time. • Willingness to travel arounds Beds & Northants. • Agreeable to undertake work during unsociable hours when required for which Time off in Lieu may be taken.
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ROLE-HOLDER PROFILE REQUIREMENTS		
Skills, experience and Qualifications	Essential <ul style="list-style-type: none"> • Excellent presentation skills • Ability to communicate effectively both in writing and verbally. • Extreme attention to detail. • Good self-management skills • Ability to manage multiple projects simultaneously. • Strong numerical skills. • Ability to create written documents, letters, brochures, reports and posters. • Ability to work on own and as part of a team. • Able to build and maintain good working relationships with people. • Work under pressure. • Develop working plans and process. 	Desirable <ul style="list-style-type: none"> • Good understanding of technology in the workplace • Knowledge of the charitable sector • An understanding of MS and/or similar neurological conditions • Experience of working in the charitable sector • Experience in fundraising either as a volunteer or paid staff • Experience of public speaking • A full clean driving license.
Personal Characteristics	<ul style="list-style-type: none"> • Brings passion and energy to the role of supporting people living with MS • Committed to continuous improvement • Balances being a “people” person with getting the job done • Makes things happen through applying a proactive and positive attitude at all times. • Good listener • Able to build and maintain good working relationships with people and communities. • Retains focus and composure when under pressure. • Is open to change. • Is prepared to be flexible and willing to carry out other duties as reasonably requested. 	
Key competencies	<ul style="list-style-type: none"> • Able to work to a target • Able to build relationships at all levels • Able to plan effectively many different priorities over long periods of time • Able to think laterally and strategically to solve problems • Having high standards while retaining sensitivity to human factors. 	

Summary of Terms and Conditions

Hours – 12 hours per week – In order to secure the right person, we are willing to arrange hours to suit you, as long as these fall within our core hours (10am – 3pm. Mon-Fri). Some work will need to be done outside of these core hours, for which time off in lieu will be given.

Term – 2 year contract with the possibility of extension following 3 months' probation. Notice period, one month.

Salary - £17,550 *pro rata* (37.5 hours FTE) = £5616 pa

Holidays: 67.15 hours plus time off between Christmas and New Year.

Please apply by providing a covering letter and your current CV.

February 2018