



# TARPORLEY

## WAR MEMORIAL HOSPITAL

Registered Charity Number: 700336

### **Fundraising Coordinator**

**Salary: Competitive**

#### **Your role**

Tarporley War Memorial Hospital is a unique independent charitable trust, providing excellent medical and respite services in the heart of the community. We are looking for a successful fundraiser to inspire others to support the hospital.

The ideal applicant will have excellent social skills, a proven track record of achieving large donations, attracting corporate sponsorship and be happy to meet financial targets.

The hospital benefits from loyal, local supporters offering their time and financial contributions, so it is imperative these valued relationships are maintained. If not living locally, our fundraiser will enjoy integrating into the local, rural communities, becoming a visible ambassador for the hospital and growing its support within a very competitive area.

As we enter our centenary year, with plans to develop hospital services, this is an exciting and fortuitous time for an experienced fundraiser to make their mark.

#### **Your work environment**

You will be joining a friendly and caring hospital team with great expertise in their fields, backed by an experienced and enthusiastic trust board.

Your main base will be at the hospital within the beautiful village of Tarporley. As patients rehabilitate, recover and receive the best care possible, this makes a rare opportunity for a fundraiser to be able to see their fundraising come to fruition.

You will also travel across the picturesque areas in Cheshire West and Chester and Cheshire East, engaging communities, individuals and businesses and attending events. Occasional further travel may be required.

## **Hours of work**

37.5 Per week, including some weekend and evening events

For more details, please see full job description and person specification. If you would like to look around the hospital or receive further information, please contact: Caroline O’Gorman on 01829 732436

To apply, please send CV and salary expectations, along with a covering letter, demonstrating how your experience, skills, knowledge meet the job specifications and will help secure the hospital’s future to: [karen.hemmings1@nhs.net](mailto:karen.hemmings1@nhs.net)

Tarporley War Memorial Hospital is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

<http://www.tarporleyhospital.co.uk/>

Closing date Monday 30th July at 8am.

# Tarporley War Memorial Hospital

# Job Description

<b>Job title</b>	Fundraising Coordinator
<b>Team</b>	Non-Clinical
<b>Main place of work</b>	Tarporley War Memorial Hospital
<b>Report to</b>	Operations Director
<b>Date</b> When the job description was written	30 <sup>th</sup> May 2018
<b>Key contacts</b> Internal and external	Operations Director Fundraising, PR & Marketing Assistant Bid Writer Head of Nursing Board of Trustees
<b>Main purpose of the role</b>	<p>Work closely with the Fundraising PR and Marketing Assistant to increase fundraising from major donors, high and regular givers, and corporate organisations.</p> <p>To sustain and develop existing and new, corporate and individual networks, by representing TWMH at networking events and meetings with potential donors, supporters and volunteers.</p> <p>To promote hospital services</p>
<b>Key accountabilities</b> Financial, decision-making, key targets	Income generation
<b>Main duties</b>	<p>Develop, execute and be accountable for meeting annual targets through the implementation of a fundraising strategy, designed to increase voluntary income and achieve financial stability for Tarporley War Memorial Hospital.</p> <p>Develop and manage a prospect development programme, identifying prospects and new funding opportunities. Be personally responsible for a portfolio of prospective and existing major donors and corporate relationships. Develop and fulfil a strategy to increase monthly regular giving scheme for supporters and friends of the hospital. In conjunction with the Fundraising PR and Marketing Assistant, build and maintain key relationships with VIPs, influencers and others of high value to the organisation, working alongside other colleagues to help maximise support.</p> <p>Build relationships across rural Cheshire and beyond to promote the hospital as a charity to invest in and subsequently increase voluntary income. Maintain and develop relationships between TWMH and past funders, as well as building fruitful relationships with new ones.</p> <p>Work closely with our loyal and valued volunteers and build a network of rural village volunteers to support services and help fundraise for the hospital. Attend social groups, meetings and services to promote the hospital as a place to support and also a place to receive care, through respite, rehabilitation and minor injuries services.</p>

	<p>Accurately record progress on fundraising database of current and potential supporters, sponsors, companies and Trusts.</p> <p>Prepare monthly fundraising income and development reports.</p> <p>To report to the Trustee Fundraising Committee meeting on progress against the fundraising strategy and budgeted income every two months.</p> <p>Work with the Operations Director and Bid Writer on occasions to apply for large, potential tendering opportunities.</p> <p>Work closely with local businesses to ensure continued support and be highly visible in the rural social and business community.</p> <p>Respond to donors on behalf of TWMH with receipts and personally sign thank you letters.</p> <p>Liaise and attend meetings with other staff necessary to perform duties and to enhance business and organisational developments.</p> <p>Identify areas of social return on investment to enable the charity to enhance viability for funding</p> <p>Generate ideas for events, develop them and see them through to successful conclusion including attending and following up any connections made.</p> <p>Generate positive publicity for TWMH and design/commission fundraising literature.</p> <p>Support the Fundraising, PR &amp; Marketing Assistant with the development of the marketing and communications plan to increase awareness of the hospital and its work</p> <p>To attend mandatory training as required by the Trust and other training to increase professional knowledge and skills necessary for the effective performance of the role.</p> <p>To undertake all other reasonable activities directed by the Operations Director to meet the needs of the organisation.</p>
<p><b>General duties</b></p> <p>Common to all roles</p>	<p>Comply with codes of practice, policies and procedures</p> <p>Take action to reduce health and safety risks</p> <p>Work in harmony with the Hospital's values</p> <p>Respect others and value diversity</p> <p>Continuously develop knowledge, learning, skill and practice</p> <p>Continuously improve service delivery</p> <p>Perform other reasonable duties as may be required from time to time</p>
<p><b>Special conditions</b></p> <p>For example, unusual hours, travel</p>	<p>Some late shifts to attend meetings</p> <p>Some evenings and weekends to attend events</p>

**Please sign to confirm that you have read and understood the job description**

<b>Your name</b>	
<b>Signed</b>	
<b>Date</b>	

# Tarporley War Memorial Hospital

## Person Specification

<b>Job title</b>	Fundraising Coordinator
<b>Project/team</b>	Non-Clinical
<b>Reports to</b>	Operations Director

		Essential (e) Desirable (d)
<b>Experience</b> Type and quantity of experience rather than years of experience	Successful fundraising from major & mid-level donors.	E
	Proven track record of acquiring donations of £10,000 and over from individuals.	E
	Demonstrate experience of acquiring and managing corporate Charity of the Year partnerships.	E
	Experience of managing events for high level donors.	E
	Experience of working in a small valued team and being able to demonstrate valuing all staff and volunteer contributions.	E
	Have demonstrable experience of succeeding in a target-driven environment.	E
	Have demonstrable experience of networking effectively.	E
	Have a proven track record of success in fundraising.	E
	Line management experience.	D
Proven ability to work alone as well as within a team.	E	
<b>Skills</b> Specialist, technical and general	Ability to motivate and manage others	E
	Ability to inspire new and existing volunteers and the general public to support the hospital.	E
	Excellent organisational skills	E
	Ability to initiate and build relationships, through excellent social skills.	E
	Have excellent organisational and project management skills.	E
	Be proficient in Word, Excel and databases.	E
	Enjoy engaging with members of the general public.	E
	Ability to innovate and follow through projects to conclusion.	E
	Budget management skills	E
	Ability to work under pressure and stay positive	E

<b>Qualifications and education</b>	Educated to degree level in fundraising, business, marketing, media or public relations Excellent written, spoken and communication skills	D E
<b>Knowledge</b>	Local community knowledge Knowledge of businesses in Cheshire and surrounding counties	D D
<b>Personal attributes</b>	Excellent communicator Self motivated and self-driven Quietly determined and tenacious Excellent social skills Happy to be an ambassador for the hospital Enjoy working some evenings and weekends	E E E E E E
<b>Fit with Charity and team values</b>	Amenable and willing to become a part of our community. Enthusiastic, responsible and accountable	E E

**Please sign and date to confirm you are the author of this document.**

<b>Your name</b>	
<b>Signed</b>	
<b>Date</b>	