

## Job Description

**Job Title:** Challenges Fundraiser

**Reporting to:** Community Engagement Manager

**Job purpose:** Our Vision is to make every day the best day possible for patients, and those closest to them, living with life-limiting illnesses in South Devon. As a member of our Fundraising Team, you will deliver this by passionately engaging our community, organising impactful events, and raising essential funds that ensure the continued delivery of our high-quality care and support services.

### Our Values:

Honesty & Integrity Generosity of Spirit Respect Team Player

### Key Roles and Responsibilities:

#### Area

1. Coordinate Rowcroft's 'bought-in' events such as skydiving days and overseas treks. Manage existing and introduce new challenges to expand the events program. Identify and explore opportunities for supporters to participate in third-party events like marathons, swims, and local community events.
2. Coordinate in-house virtual challenges and initiatives such as 'Ride for Rowcroft, and 'SUP Your Way'. Assist with the creation and maintenance of the registration system.
3. Coordinate small scale events, such as challenge event launches, appreciation events, and focus groups, to engage and motivate participants.
4. Work with the marketing team to develop and execute marketing plans to promote and raise awareness of Rowcroft Hospice's challenge events.
5. Send communications to supporters, including updates, instructions, and important information. Regularly update participants on progress and milestones. Thank and recognise participants for their fundraising efforts, both individually and collectively. Utilise various channels, including in-person interactions, email, letters, and thank-you events, to express appreciation to supporters.
6. Liaise with suppliers, obtain quotes, and place orders for fundraising materials, equipment, and merchandise.
7. Support the general administration including logging of donations, thanking supporters and responding to enquiries. Keep the fundraising database up to date and ensure it is used as an effective means of communication and record of activity.
8. Carry out other tasks and support the community engagement team and wider fundraising team with fundraising activity as required by the Community Engagement Manager and Head of Fundraising.



9. Promote a culture of continuous learning and development and wellbeing. Identify your own learning and development needs and ensure your mandatory and essential training is up to date. Undertake continuous professional development and clinical supervision where appropriate. Help to create an environment that is continually critically questioning practice and promoting learning.
10. Play an active part in team meetings and ensure your mandatory and other relevant training is kept up-to-date.
11. Take reasonable care for your own safety and the safety of others. Adhere to all Health & Safety requirements, including Covid-19 secure processes and procedures.

This list can never be exhaustive but covers most of the work you'll be doing. What it can't replace is talent, initiative and a commitment to great customer service.

### **Infection Prevention**

All Rowcroft employees both clinical and non-clinical are required to adhere to the Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times to reduce the burden of Healthcare Associated Infections, including MRSA.

You agree to the following responsibilities:

- To decontaminate your hands prior to and after direct patient care or contact with the patient's surroundings;
- To take part in mandatory infection control training provided;
- To responsibly manage your own infections (other than common colds and illness) that may be transmittable to patients, including contacting Occupational Health for guidance.

### **Place of Work**

This role has been identified as a Flexible worker (role could be carried out at a Rowcroft site or at home, subject to the varying needs of the role, will spend planned time at Rowcroft sites).

This will be fully discussed and agreed with the postholder to meet individual and business needs.



## PERSON SPECIFICATION Challenges Fundraiser

Attribute	Essential Requirements	Desirable Requirements
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• A full UK driving licence</li> <li>• Good standard of education particularly in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Training or certification in event coordination and project management.</li> <li>• Professional qualification in fundraising, such as a Certificate or Diploma in Fundraising.</li> <li>• Training in digital marketing or social media management.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• IT skills including competence in Microsoft applications.</li> <li>• Able to work in a methodical and organised manner and prioritise and organise own workload</li> <li>• Sensitivity, tact and diplomacy</li> <li>• Ability to work on own initiative as well as part of a team</li> <li>• Able to work with and motivate volunteers</li> <li>• Creative and imaginative approach to ideas and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using databases</li> <li>• Knowledge of Torbay and South Devon communities</li> <li>• Familiarity with marketing and promotional strategies</li> <li>• Fundraising knowledge</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in fundraising/events/marketing/sales or a busy administration department</li> </ul>	<ul style="list-style-type: none"> <li>• Working with volunteers</li> <li>• Working to income targets</li> <li>• Management of budgets</li> </ul>
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend fundraising events and activities which may be in the evening or weekends</li> <li>• Ability and willingness to travel around the area</li> <li>• Leadership through creative problem solving, a positive can-do attitude and a willingness and desire to ensure all who come into contact with Rowcroft have the best possible experience.</li> <li>• A desire to be part of a committed and hardworking team in line with the ethics and values of Rowcroft Hospice, acting in the best interests of Rowcroft at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of the purpose, values and strategy of Rowcroft Hospice.</li> </ul>



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[rowcrofthospice.org.uk/careers](http://rowcrofthospice.org.uk/careers)

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