

Sands Application Information

Community Fundraising Officer

December 2018

About Sands

Every single day in the UK, in spite of medical advances, 15 babies are stillborn or die within the first 28 days of life.

Sands, the stillbirth and neonatal death charity, is a well-established and widely respected national charity that:

- Supports anyone affected by the death of a baby through our Helpline and our 100 Groups nationwide across the 4 devolved nations.
- Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care by transforming the culture and practice of perinatal bereavement care through our accredited training programmes and resources.
- Promotes changes in care that could help to reduce the loss of babies' lives by funding high impact research projects that identify the causes of stillbirth and point to ways of reducing their incidence.

The charity has grown its income by over 40% since 2012 and, as part of its strategic plan to 2020, is focusing on how we can make the biggest difference to improving the care and support available to bereaved parents and families, and building on our success in raising awareness of the issues relating to stillbirth and neonatal death. This is an especially exciting time at Sands as we reposition to become the leading charity in the sector.

Sands has a network of over 100 Groups nationwide and the charity is now focusing on how it can best support the invaluable work that is being delivered in local communities to meet the needs of those who currently rely on those local services and who may sadly have to do so in the future.

Find out more about our work at <https://www.sands.org.uk/>

Sands Benefits

Annual leave

Staff receive 28 days annual leave per annum pro rata, plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

Employee Assistance Service

As part of its commitment to employee wellbeing, Sands offers independent, free and confidential counselling and information telephone service. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

Season ticket loan

Subject to qualifying criteria, Sands offers interest free loans to purchase season tickets for the journey between home and work.

Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment.

Pension Scheme

Subject to eligibility, you will be automatically enrolled into the Aegon Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

Sands is a vibrant, growing charity!

Sands has grown its income by over 40% since 2012 and is focusing on long term growth, sustainability and success!

With a clear strategy to 2020, Sands is repositioning as a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment – making it an especially exciting time to join the charity!

About the role

Sands is a well-respected national charity that:

- Supports anyone affected by the death of a baby
- Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care.
- Promotes and funds research that could help to reduce loss of babies' lives

This is an exciting interim role to help Sands further develop and embed our community fundraising initiatives. As well as providing excellent stewardship of current supporters, you will also be integral to the management of a portfolio of regional and national partnerships with companies who have chosen Sands as their Charity of the Year.

We are looking for someone with a strong commitment to exceptional supporter care, with experience in community and/or corporate fundraising and who can hit the ground running. You will be well organised and have an enthusiastic and proactive approach, being just as happy working independently as you are working with the team.

This is a great opportunity to develop your fundraising skills within a supportive environment and ideally you will have experience in recruiting supporters and managing their journeys, keeping them motivated and connected with the cause. We are looking for someone who is creative, has an eye for detail, and is able to meet income and expenditure targets while managing their time effectively to meet tight deadlines. The role will also provide back-up support to colleagues within the Fundraising and Communications Department to optimise income, awareness and ensure the highest supporter experience.

Working closely with both the Senior Corporate and Trusts Fundraiser and Fundraising and Events Manager, this post will also provide an opportunity to increase corporate fundraising skills and experience, and gain an understanding of individual fundraising.

To apply:

Please submit your CV, together with a supporting statement to recruitment@sands.org.uk. Please also complete the Diversity and Equality Monitoring Form and send this with your application.

Closing date for applications : 25th January 2019

Interview Date: TBC

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **Interviews will be held at:** *Victoria Charity Centre, Ground Floor, 11 Belgrave Road, London, SW1V 1RB. Telephone: 020 7436 7940*

Job Description

Job Title:	Community Fundraising Officer (fixed term contract)
Responsible to:	Senior Corporate and Trusts Fundraiser
Location:	Sands Head Office, Victoria Charity Centre, 11 Belgrave Road, London, SW1V 1RB
Contract:	6 month contract
Salary:	£25,628 per annum pro rata plus £3,417 London Weighting Allowance per annum pro rata
Hours:	Full Time – 35 Hours per Week (Monday to Friday 9.30am – 5.30pm, with a 1 hour unpaid lunch break)

Key Responsibilities

Corporate fundraising and account management

- Provide excellent account management of Sands' Charity of the Year and other Corporate Partners (as a guideline those giving up to £50,000).
- For your portfolio of partners:
 - Support employee fundraising activities, including events, offering advice and encouragement to staff members through a co-ordinated approach.
 - Write compelling, bespoke communications, working closely with project and finance teams to gather information, and maintain high standards of accuracy at all times.
 - Maintain ongoing communications by telephone and email.
 - Attend meetings and/or give presentations as required.
 - Ensure annual plans of fundraising activities are followed.
 - Ensure appropriate contracts or letters of agreements are in place for your portfolio of corporate partners as required.
 - Provide timely reports on how the money they raised has been spent as required.
- Support the Senior Corporate and Trusts Fundraiser in the management of larger partnerships, for example helping out at events as required.
- Help to ensure that all unsolicited approaches from companies are responded to in a timely manner.

Community fundraising and supporter care

- Act as a champion of community fundraising to inspire, enthuse and motivate supporters to take part in community fundraising initiatives.
- To build relationships with fundraisers via phone, email and in person, ensuring each fundraiser is appropriately stewarded to maximise supporter experience.
- To ensure that all supporters are thanked appropriately and in a timely fashion.
- Work closely with colleagues to ensure Supporter Care work is kept up to date and that the service we offer is the best it can be.
- Attend and contribute to team meetings and fundraising events as required.
- Keep accurate, up-to-date records in the charity CRM and shared drive of plans and communications, in compliance with data protection legislation and best practice.
- Work with the Fundraising and Events Manager to further develop the plans for diversification of community fundraising.

Cross-team working

- Work closely with colleagues in the Fundraising and Communications Department to seize cross-team opportunities to increase income and awareness.
- Liaise with other Sands internal teams as necessary in the preparation of proposals, meetings, reports and communications to companies.
- Provide support to fundraising colleagues when needed to maintain excellent supporter care.

Maximising Fundraising Expertise

- Keep up to date with sector knowledge regarding community fundraising and corporate fundraising techniques, resources and donor trends and share knowledge with colleagues across Sands where relevant.
- Follows best fundraising regulations practice, and comply with relevant legislation.

General

- To undertake other duties as required by the Senior Corporate and Trusts Fundraiser and Fundraising and Events Manager.
- To work flexibly and proactively with other members of the team.
- To maintain confidentiality over personal information relating to staff.
- Abide by all Sands Policies and Procedures.
- Undertake all mandatory training as required.
- Participate in annual appraisal and personal development review.
- The post holder must familiarise themselves with matters relating to Health & Safety Management, as affecting themselves, their department and the organisation as a whole.
- Promote the Sands vision and values at all times.

Person Specification

Importance	Criteria	Assessment
Essential	Relevant experience in a Community Fundraising and/or Corporate Fundraising environment	Application and interview
Essential	Knowledge of community fundraising and supporting fundraisers	Application and interview
Essential	Experience of developing and maintaining positive relationships with supporters	Application and interview
Essential	Effective verbal communication both on the telephone and in person	Application and interview
Essential	Strong IT skills including the use of basic software, and a fundraising database	Application and interview
Essential	Ability to cope with demanding situations and work to tight deadlines	Application and interview
Essential	Good interpersonal skills including team working	Application and interview
Essential	Strong organisational skills	Application and interview
Essential	Financial literacy	Application and interview
Essential	Empathy with Sands' aims, and comfortable working within a bereavement environment and talking to bereaved people	Application and interview
Essential	Good written and verbal skills with an enthusiasm for the job	Application
Desirable	Ability to understand a project budget	Application and interview
Desirable	Experience of working in a charity with a strong local group or branch structure	Application
Desirable	Experience of research using a variety of tools and techniques	Application & interview
Desirable	Ability to work occasional evenings and weekends and to undertake occasional travel throughout the UK	Application & Interview