



Life is precious

Supporting children to live life to the full and
make memories for the whole family to treasure

Application Pack Community & Events Fundraiser



A Charity Registered in Scotland SC042643
A Charitable Company Limited by Guarantee Registered in Scotland SC465466

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Dear Applicant,

Community & Events Fundraiser

Thank you for your interest in the above role.

Charlie House is a locally based children's charity which engages in activities and projects to support children with life-limiting and life-threatening conditions, and their families, in North-east Scotland.

We have an exciting opportunity within our team, we are looking for a passionate, organised, self-starter to join us as a Community & Events Fundraiser, reporting to the Fundraising Team Leader. This post will support the Fundraising team to deliver on key targets and outcomes associated with the strategy. As part of our team, you will proactively engage the North-East community with Charlie House to inspire others to raise funds for Charlie House.

We are looking for someone who, has experience in a similar role and is as passionate and enthusiastic as we are about helping these very special children live life to the full. If you feel that you can help us to deliver our goals, we look forward to receiving your application.

Kindest Regards,

Emma

Emma Leiper Finlayson
Director of Fundraising

Charlie House

About Charlie House

Grampian Children's Respite Care was established in late 2010 to address the identified difficulties in accessing appropriate care and support for children and young people with life-limiting and life-threatening conditions, and their families, in the North-east of Scotland. The charity was launched officially in January 2013 after securing charity registration and the support of NHS Grampian and Social Care professionals in the area for our proposed projects.

In the very early days, we commissioned research into caring for a child with a disability. The Carers Report highlighted the difficulties of caring for a child with a disability and the impact on finance, relationships, health and well-being of the whole family. This report echoed many other studies conducted both in Scotland and across the UK by charities such as Carers UK and Shared Care Scotland. It is widely accepted that supporting carers with their caring role means that they can care better for longer and improve the well-being of the whole family.

Children with life-limiting and/or life-threatening conditions, more often than not, experience a degree of social exclusion as they are not able to take part in everyday activities that others their age can. They have limited opportunities for making friends, enjoying activities and having fun. The whole family becomes more socially isolated than most and are often dealing with stressful caring situations without access to appropriate support.

Our Purpose and Vision

The charity is known publicly as Charlie House; its purpose is to engage in activities and projects to support children with life-limiting and life-threatening conditions, and their families, in North-east Scotland.

Our vision is that all children with life-limiting and life-threatening conditions in North-East Scotland receive the support they require. Every child should receive a smooth transition from hospital to home, practical and emotional support for themselves and their family, access to inclusive activities, help to live life to the full and make memories for the whole family to treasure.

Our mission is to improve quality of life for babies, children and young people in the North East of Scotland who have life-limiting or life-threatening conditions and to provide support to their families

Future Plans

In the short term, our plans are to expand the activities available, establish further sibling and parent carer support groups and expand our community team. In the long term, we will be progressing our plans for a Specialist Support Centre in Aberdeen. For more information on Charlie House visit our website www.charliehouse.org.uk, check out our Facebook page or follow us on Twitter @CharlieHouseHQ.

Role Profile

Position	Community & Events Fundraiser
Type	Permanent
Hours	Full Time (37.5 hours per week) with some unsocial hours
Location	Charlie House HQ, Aberdeen, with some requirement to travel offsite in the North-east
Reports to	Fundraising Team Lead
Role purpose	- Proactively engage the North-East community with Charlie House, inspiring individuals, groups and local businesses to support and raise funds for Charlie House - Proactively work to secure income to meet agreed personal and team income targets - Support the wider Fundraising and Marcomms Team in delivering on key goals and outcomes associated with the 3 year Strategy.
Responsibilities	Local Business - Identify and develop an ongoing pipeline of local business prospects who can support the charity - Actively approach, engage and recruit local businesses/SME's across the North-east as Charity Partners and provide support to their team to maximise engagement and fundraising - Approach and secure local Businesses as hosts for collection cans in support of Charlie House across the North-east of Scotland - Actively source local business partnership opportunities and attend networking meetings while representing Charlie House - Present to potential and existing charity partners for support i.e. lunch & learn sessions Community - Develop, manage and maintain relationships with Charlie House community supporters across the North-east of Scotland including: - Community Groups/Organisations - Church/Religious Groups - Clubs and Societies - Schools/Colleges/Universities - Identify and develop an ongoing pipeline of prospective community supporters - Source and develop new relationships with community supporters across the North-east of Scotland - Organise and develop talks/presentations to community groups, clubs and societies - Support individual/DIY fundraisers to deliver fundraising activities in support of Charlie House - Organisation of material/ information/ merchandise stands within community spaces or at community shows. - Identify, nurture and develop "Friends of Charlie House" Groups across the North East of Scotland - Organisation of Thank You Events and Open Days to drive supporter retention and acquisition.

	Events • Lead on the organisation of a calendar of staff led events as agreed and with support of Fundraising Team Lead • Lead on the recruitment of supporters for a range of third-party events, delivering supporter communications • Develop bespoke recruitment strategies for all Charlie House and Third-Party Events to increase participation • Keep an accurate record of finances for all Fundraising Events • Create and complete risk assessments for all Fundraising Events • Create sponsorship opportunities and collaborate with Corporate Fundraising team to generate funding for Events • Produce proposals for potential new staff-led fundraising events or products, or third-party fundraising events in support of Charlie House to complement annual calendar. Fundraising • Deliver upon service level agreements of stewardship and engagement framework to all community and event supporters engaged • Receive and process donations on behalf of Charlie House • Work with Volunteer coordinator to identify and develop volunteering opportunities to support events and projects across all income streams and fundraising opportunities • Manage and support volunteers at a variety of events and projects across all income streams throughout the year • Attend cheque presentations/ceremonies when required • Support the Fundraising Team at Charlie House staff-led and Third-party organised Fundraising Events • Compiling and sending out information packs to potential donors and supporters • Cross Selling all income streams and opportunities to donors including. ○ Gift Aid ○ Payroll Giving ○ Regular Giving ○ Charlie House Newsletter ○ Legacies • Where required, support the wider Fundraising and Marcomms team Other • Assist the Fundraising Team Lead with tasks as and when required • Ensure that the Code of Fundraising Practice is followed at all times • Ensure regulatory compliance, legislation, practices and policies are adhered to, including GDPR • Ensure all internal policies and procedures are followed • Utilise the CRM system, Sales Force, to record essential data and information, ensuring it is maintained and up to date – training will be given • Utilise project management tool, Asana – training will be given.
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Key external contacts	You will develop strong links with Donors External vendors Local Businesses/SMEs Community Groups/Organisations Schools, Colleges and Universities Individuals
Key internal contacts	Fundraising Team Lead, Community & Event Fundraising Coordinators, Corporate Fundraising Coordinator, Director of Fundraising, Grants & Trusts Team, Major Donors Team, Marketing & Communications Team, Volunteer Team, Services Team, Accounts Team and Chief Executive Officer.
Financial dimensions	You will be responsible for assisting the delivery of specific financial target incomes annually
Other considerations	- You will be required to occasionally work out with normal office hours to attend meetings or events. You may also be required to travel throughout the North-east although expenses are covered and time off in lieu is given where possible and/or appropriate - Promotion of Charlie House is an integral part of the role, and as such, you may be required to feature in our external communications
Holiday entitlement	28 days annum plus 5 days public holidays

Personal Specification

Desirable experience	- Experience working in a similar role - Experience of organising events - Experience of delivering presentations - Experience of supporting donors/customers/clients - Previous experience working within the Third Sector
Essential skills & abilities	- Strong organisational and administrative skills - Ability to develop and nurture relationships - Excellent verbal communication skills - Excellent collaborative and team skills - Strong interpersonal and networking skills - Strong presentation or public speaking skills - Strong time management skills with the ability to work flexibly when required. - Able to work independently and as part of a collaborative team - Confident IT user, including: Microsoft Office applications
Qualifications	Full UK driving licence

Application Procedure

How to apply

To apply for this post, please read the attached information, role and person specifications carefully. If you feel that your skills are suited to the needs of the role, please email your CV and a covering letter including your availability and salary expectations to:

HR@charliehouse.org.uk

Closing Date & Interviews

The closing date for this post is Sunday 16th June 2024.

Interview date Monday 24th June 2024 at Charlie House HQ, Balmoral House, 74 Carden Place, Aberdeen, AB10 1UL

References

Please give the names and addresses of two people who can provide an assessment of your suitability for this post. **One should be your current or most recent employer.** References will not be taken up until the position is offered and accepted.

Eligibility to work in the UK

Applicants must be able to provide proof of their right to work in the UK.

Data Protection

All information provided will be kept in accordance with the requirements of the Data Protection Act.