



Life is precious

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

Application Pack Fundraising Executive



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

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Dear Applicant,

Fundraising Executive

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 an organised self-starter to join us as Fundraising Executive, reporting to the Head of Fundraising. This post will have responsibility for engaging the North-East community and local businesses in raising funds for Charlie House, delivering a portfolio of events, proactively working to secure fundraising income and supporting the wider Fundraising Team in delivering the Fundraising and Communications Strategy.

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 Leiper Finlayson
Director of Fundraising
Charlie House

Fundraising Executive



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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.



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Role Profile

Position	Fundraising Executive
Type	Permanent
Salary	£26,000 per annum
Hours	37.5 hours per week with requirement for unsocial hours (evenings & weekends) for events, networking etc.
Location	Charlie House HQ, Aberdeen
Reports to	Head of Fundraising
Role purpose	- Proactively engage the North-East community and local businesses in raising funds for Charlie House - Lead delivery of a portfolio of staff-led events with support of Head of Fundraising - Proactively work to secure high value community and events fundraising income to meet agreed personal and team income targets - Support the wider Fundraising Team in delivering on key targets associated with the wider Fundraising & Communications Strategy
Responsibilities	Community Engagement (Acquisition) - Proactively identify, engage, and build sustainable fundraising relationships with community groups and organisations, church groups and other religious establishments to generate new income streams and expand our supporter base - Proactively identify and engage with local businesses, hospitality and retail to source event prizes - Develop and implement targeted outreach strategies to recruit new community fundraisers and groups within the specified sectors - Responsible for the development and annual review of community DIY fundraising initiatives Relationship Management (Supporter Engagement and Stewardship) - Manage and steward existing community supporters, including community groups and organisations, church and religious groups, clubs and societies, hospitality, retail, and other local businesses - Act as the primary point of contact and provide appropriate, timely advice and support to existing 'in aid of' supporters and self-motivated fundraisers from all sectors (including educational and social institutions), ensuring all activities meet legal and best practice requirements.

	• Provide excellent account management, ensuring supporters are appropriately supported and their fundraising efforts are maximised through sponsorship, event participation and donations • Work closely with Marketing support to manage supporter communications and donor journeys for community and event stakeholders. • Organise and develop talks/presentations to community groups, clubs, societies, and local businesses • Act as relationship manager for community group supporters, providing support to maximise engagement and funds raised • Support DIY fundraisers to deliver fundraising activities in support of Charlie House • Support the organisation and delivery of donor appreciation events and activities • Deliver service level agreements of stewardship and engagement framework to all community and event supporters Events (Staff led and Third Party) • Project lead for high-income generating events across Aberdeen and Moray to achieve income targets, including management of third parties and ensuring health & safety requirements are met • Produce proposals for potential new Charlie House staff-led events or activities to generate and maximise income. • Support the wider team to deliver staff led and Third-party Events • Identify volunteering needs required to support events and activities • Manage and support volunteers where responsible for events or activities • Develop recruitment strategies to drive event participation and support General • Cross-sell products and opportunities across the income streams • Assist the Head of Fundraising with tasks as and when required • Keep an accurate record of finances for all Events • Attend cheque presentations/ceremonies when required for supporters • Organisation of material/ information/ merchandise stands within community spaces or at community shows • Receive and process donations on behalf of Charlie House • Ensure that the Code of Fundraising Practice is followed at all times. • Ensure Health and Safety policies and procedures are followed at all times, including Risk Assessments • Ensure regulatory compliance with internal policy and external legislation, practices and policies • Maintain accurate up to date records and data on the CRM System • Attend events representing Charlie House
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	• Maintain up to date sector knowledge and skills
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	Director of Fundraising, Head of Fundraising, Philanthropy Manager, Fundraising Executive, Services Team, Business Support Co-ordinator and Finance Team.
Financial dimensions	• The postholder will be responsible for delivering agreed income targets annually • Delivery of personal objectives and achievement of outcomes and key performance indicators • Working within agreed budget for events • Supporting the development and implementation of the fundraising strategy, and the wider Charlie House strategy
Other considerations	• Ensure regulatory compliance – with internal policy and procedures alongside external requirements e.g. health and safety, fundraising standards, practices and policies. • You will be required to 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.
Holiday entitlement	31 days annually plus 4 public holidays pro rata, and an extra day of leave to celebrate your birthday

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

Interviews

Interviews will take place at our Charlie House HQ, Balmoral House, 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.

Fundraising Executive



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Data Protection

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