

## JOB PROFILE

<b>JOB TITLE:</b>	Regional Fundraiser – North
<b>SALARY:</b>	c£24,000 - £32,000 depending on experience
<b>CONTRACT:</b>	Permanent Full Time
<b>LOCATION:</b>	North (Home-based, but will be required to travel into the London office approx. twice a month)
<b>REPORTING TO:</b>	Regional Fundraising Manager
<b>DIRECT REPORTS:</b>	No Direct Reports

### Children with Cancer UK

Children with Cancer UK is the leading national children's charity dedicated to the fight against childhood cancer. We raise and invest money for vital specialist research to save the life of every child with cancer and keep their family together. Our vision is of a world where no child dies of cancer.

### Main purpose of position

This post holder will be responsible for developing and growing fundraising activities across the North region. The role requires an individual who is confident, articulate and well organised. Someone who thrives on a challenge and has a methodical approach to their work. It is an exciting time to join the growing regional team at Children with Cancer UK and this is a fantastic opportunity for someone who is innovative and ambitious.

### Key priorities and relationships

#### **1. Regional Fundraising**

- 1.1. To manage a range of community fundraising campaigns, such as: student fundraising, head shave, golf event, local businesses and children's fundraising.
- 1.2. Develop new campaigns in conjunction with your line manager.
- 1.3. Recruit and support new fundraisers to maximize their fundraising potential.
- 1.4. Liaise with existing and new fundraisers, providing fundraising materials, encouragement and support.
- 1.5. To assist with the organisation of the team's presence on event days and attend as required.

#### **2. Administration**

- 2.1. In conjunction with your line manager, you will agree fundraising and other targets associated with the activities and events and meet these targets within the agreed budgets and deadlines.
- 2.2. To monitor income and expenditure on your activities regularly. Identify problems (actual or potential), and agree any remedial steps with your line manager in advance and implement.
- 2.3. To manage fundraising activities on Raiser's Edge.
- 2.4. To ensure that data relating to participants and prospective participants is kept up-to-date and accessible to other members of the team.

- 2.5. To answer and respond courteously to any calls from fundraisers and prospective fundraisers.
- 2.6. To deal promptly with enquiries, both over the telephone and in writing.
- 2.7. To assist in the banking all monies received and thanking of fundraisers.
- 2.8. To ensure mailings are dispatched effectively on a regular basis
- 2.9. To assist in the monitoring of stock and materials and ensuring adequate stocks are always held and available.

### **3. Additional Responsibilities**

- 3.1. Public speaking, for example to talk about the charity when collecting a cheque from fundraising group or giving a talk to a Rotary Club.
- 3.2. The role will require some evening and weekend work.
- 3.3. Any other reasonable duties as directed by your line manager.

### **Personal Specification**

Criteria	Essential	Desirable	How assessed
Skills / Abilities and Experience	<ul style="list-style-type: none"> <li>• Excellent customer service skills</li> <li>• Excellent organisational skills</li> <li>• Ability to prioritise and multi-task</li> <li>• Experience in community fundraising</li> </ul>	<ul style="list-style-type: none"> <li>• Public speaking</li> <li>• Experience using Raiser's Edge</li> <li>• Demonstrable success in increasing and managing income generated</li> <li>• Experience of Project Management</li> </ul>	Application and interview
Qualifications, training and education	<ul style="list-style-type: none"> <li>• Full UK driving license, and access to a car</li> </ul>		Application
Other requirements	<ul style="list-style-type: none"> <li>• Enthusiastic, confident, sociable, resilient</li> <li>• A self-starter</li> <li>• Good team player</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Access to a private office or workspace, as this is a home-based role</li> </ul>		Interview

To apply, please send your CV and supporting statement to [Emily.roff@childrenwithcancer.org.uk](mailto:Emily.roff@childrenwithcancer.org.uk)