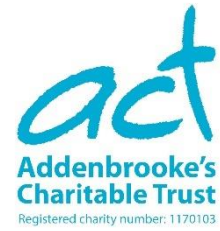


ADDENBROOKES CHARITABLE TRUST

JOB DESCRIPTION



Job Title:	Community Fundraiser
Hours:	Full time, 37.5 hours per week
Term:	Permanent
Reports to:	Community Fundraising Manager
Salary:	£24,000 - £26,000 per annum (depending on skills and experience)
Location:	Cambridge (minimum of 2 days in the office)

A little bit about us

Addenbrooke's Charitable Trust (ACT) is dedicated to supporting innovation in patient care at Addenbrooke's and the Rosie hospitals. Whether it's treatment for an emergency, acute condition, pregnancy, or long-term illness, we believe that every patient deserves the highest quality of care available. Thanks to the immensely generous support of our funders, Addenbrooke's and the Rosie hospitals can provide a level of patient care beyond that which can be delivered by NHS funding alone and make projects happen sooner or to a greater degree than might have otherwise been possible. Charitable donations fund high-tech equipment, specialist staff, extra comforts, and vital research to find potential cures and help save lives locally, nationally, and worldwide.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are:

Supportive, Innovative, Ambitious and that we **ACT with Integrity**.

Summary

You will be proactive in engaging individuals in local communities to maximise income generation by developing and maintaining relationships. Our community fundraisers steward relations with Individual fundraisers, schools, community groups, in memory and challenge eventers. The role of a community fundraiser is varied and extremely rewarding. Supporting fundraisers who want to make a difference which sits at the heart of ACT's Fundraising Strategy. What's more, with our new five-year strategy we are soon to launch major fundraising campaigns for a new cancer hospital and a new children's hospital, our fundraising is set to reach an incredible level. Whilst our community fundraising incorporates various income streams you will be tasked and targeted to generate income from a specific area which may vary over time.

You'll be working closely with the Community Fundraising Manager and Head of Community Fundraising to help us make our Community Fundraising programme a genuine success, helping us to maximise the lifetime value of our supporters by ensuring we offer the very best stewardship and gratitude to those who fundraise and donate to Addenbrooke's.

Ultimately, you'll be playing a crucial role in helping to ensure that the greatest number of people are having the greatest impact to make Addenbrooke's even better.

Main Duties and Responsibilities

Strategy and planning

- Work closely with the Community Fundraising Manager and Head of Community Fundraising to support the implementation of the region-wide Fundraising Strategy
- Devise, implement and evaluate an annual fundraising plan, as part of the region-wide Fundraising Strategy
- Plan and deliver effective, exciting, and appropriate fundraising activities.

Fundraising

- Deliver a range of fundraising activities across the region.
- Attend fundraising and other events as required across the 6 counties in the East of England. This will involve some weekend and evening work along with traveling and transporting event materials.
- Develop and nurture relationships with fundraisers, with the aim of maximising the funds they raise.
- Work closely with colleagues to involve them in building relationships with supporters and in fundraising activities as required.
- Act as an ambassador for fundraising in the region and build awareness of the benefits of fundraising for ACT.
- Monitor, evaluate and identify learning points from each area of activity.

Targets and budgets

- Achieve agreed income targets.
- Plan and monitor the allocation of the budget in conjunction with the Community Fundraising Manager and Head of Community Fundraising

Data, reporting, and administration

- Record data accurately using Donorfy database.
- Produce reports and supply data as required.
- Respond to enquiries made by phone, post, and email.
- Acknowledge donations appropriately; write effective thank you letters.

Communications

- Devise and implement a communications plan to promote fundraising initiatives in the region, working with the Communications Team
- Working with the Communications team follow up potential PR opportunities.
- Provide content for ACT communications channels, e.g., newsletters, enewsletters, impact magazine, appeals and social media.
- Work with supporters to raise awareness of ACT.

General corporate requirements

- To adhere always to ACT's policies and procedures as varied from time to time.
- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes, and dealings and not to make

public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO

- To ensure the effective and efficient use of ACT's resources
- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
- To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers, and their relatives.
- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility outlined.

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to hr@act4addenbrookes.org.uk

The closing date for applications is 18th May 2025, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.



We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.

ADDENBROOKES CHARITABLE TRUST

COMMUNITY FUNDRAISER

PERSON SPECIFICATION



Essential Skills

- Great communication skills
- An excellent eye for detail
- Strong organisational skills
- Experience of managing multiple priorities and strict deadlines
- Conscientious approach to your work
- A good team player
- Strong numeracy and computer literacy with Microsoft Office packages
- Ability to build strong relationships.
- Ability to inspire and motivate supporters.
- Ability to work unsupervised whilst also being a team player.
- Previous experience of working in a similar fundraising role within a charity or not-for-profit organisation
- Enthusiastic with a positive attitude
- Empathy and understanding
- Driving licence

Desirable

- Experience of using Donorfy or other fundraising databases
- Creative flair
- A passion and enthusiasm for the work of ACT, and for working in a hospital setting.



ADDENBROOKE'S CHARITABLE TRUST CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Medicash
- Employee Assistance Programmes
 - Health Assured
 - WeCare
 - Medicash
- 25 days of Annual Leave + Bank Holidays
 - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme