

# Chest Heart & Stroke Scotland

## Assistant Fundraiser (East)

### Job Description



**Position:** Assistant Fundraiser (East)

**Location:** CHSS Head Office, Edinburgh

**Responsible to:** East Fundraising Manager

#### **Main purpose of job:**

Chest Heart & Stroke Scotland improves the quality of life for people in Scotland affected by chest, heart and stroke illness, through medical research, influencing public policy, advice and information and support in the community.

The main purpose of the post is to work with the Supporter Fundraising team, assisting with and developing our runs, events marketing and community fundraising programmes.

#### **Key responsibilities:**

Assist the Supporter Fundraising team in the day to day running of their programmes, including (but not limited to): CHSS's fundraising running programme (Happy Feet), community fundraising & other CHSS fundraising events programmes; help develop relationships with CHSS community fundraisers & Ambassadors; participate fully and develop good inter-team relationships;

Use the 'Raiser's Edge' fundraising database to keep track and effectively manage all potential and realised fundraising contacts across all programmes; work with the Head of Supporter Fundraising (HoSF), assisting the continued roll out and development of Raiser's Edge / Netcommunity within the Supporter Fundraising team;

Assist the HoSF and East Fundraising Manager with administration, event preparation and other general duties;

Work with and assist the Fundraising Design & Marketing Officer and Fundraising Database and Interactive Systems Coordinator with the planning, implementation and marketing of fundraising activities including work on social networks, pay per click advertising, community sites and the CHSS website;

Recruit, manage and support fundraising and administrative volunteers to assist the supporter team with its programmes;

Build and maintain links with CHSS staff & volunteers; play a full part in the workings of the charity at regional and organisational level and have a good knowledge and understanding of the work of other departments;

Ensure compliance with all relevant accounting procedures & IoF codes of conduct / codes of fundraising practise;

Occasionally drive the CHSS Fundraising Van (if driving licence held);

To participate in the CHSS appraisal and support & development process;

To comply fully with CHSS policies and procedures;

To attend training sessions and other activities as required;

Any other duties as directed by your line managers.

### **Measures of Performance:**

#### Fundraising:

- Achievement of any assigned targets
- Development of relationships
- Raising CHSS's profile
- Maintenance & development of the Happy Feet programme
- Contribution to Events programme, attracting more participants to CHSS events and aiding their development

#### Teamwork:

- Recruitment, support and development of volunteers
- Good working relationships with and support for other staff members
- Contribution to the development of the team
- Contribution to the department
- Understanding of the work of other departments of the Charity

#### Personal:

- Effectiveness of personal style
- Feedback of information to line manager and Supporter Fundraising manager
- Clarity of oral and written communication
- Demonstration of cost control, knowledge of relevant IoF standards & CHSS procedures
- Productive use of time

*The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.*

January 2012

# Chest Heart & Stroke Scotland Assistant Fundraiser (East) Person Specification



	Essential	Desirable
<b>Education &amp; Knowledge</b>	Good interpersonal skills, including the ability to create, maintain and develop working relationships.	Experience of e-marketing and using social media in a professional context
<b>Previous Experience</b>	High level of IT literacy / competency	Previous experience of fundraising and/or volunteering
<b>Aptitudes, Skills &amp; Abilities</b>	“Can-do” attitude and the ability to problem solve	Experience of recruiting and managing volunteers
<b>Values / Attitudes</b>	Excellent telephone manner	Knowledge of IoF standards
	An interest in marketing & social media	Experience of using fundraising databases ideally Raisers Edge
	Excellent communication skills (written and verbal)	Knowledge of marketing principles
	A good understanding of cost control	Previous successful experience of target driven work
	Good time management	UK Manual Driving licence
	Motivated, self-starter, willing to work alone and as part of a team	
	Experience of using databases	
	Ability to work flexibly, including evenings and weekends	
	Willing to travel across region when required	
	Commitment to ethos of the voluntary sector	

# **Chest Heart & Stroke Scotland**

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### **Further Details**



Chest Heart & Stroke Scotland comprises several departments: Finance including Accounting, IT and HR, Administration, Public Relations, Fundraising, Advice and Support and Community Services. The Finance Department is actively involved with all other departments.

#### **Summary of Terms and Conditions of Employment**

- Location:** This post is based within the CHSS Head Office, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ, however will also involve work out and about in the community, and at events around Scotland.
- Term:** Permanent
- Salary:** On a scale of £17,130 - £20,901 per annum  
Grade 5, NJC Scale Points 15 - 23  
New appointments are normally placed at the base of the salary scale unless there are exceptional circumstances.
- Hours of work:** 32.5 hours from 9.00 a.m. – 4.30 p.m. Monday to Friday.  
Please note, that much of the work of this post will also take place on evenings and weekends, sometimes at short notice, so flexibility is essential.  
Flexible working under a system of managed time will be required.
- Review of Work:** The postholder is subject to the CHSS objective setting, supervision and appraisal process.
- Annual Leave:** 24-30 days per annum, dependent on length of service, plus 12 public and local holidays.
- Pension scheme:** CHSS operates a contributory Group Personal Pension scheme, which all employees are eligible to join; contributions are on an age-related scale of 1% to 5%. There are also schemes which provides death-in-service benefit and permanent health insurance.
- Equal opportunities:** CHSS is committed to equality of opportunity and to non discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.
- Closing date for applications:** **12noon on Tuesday 7 February 2012**
- Interview Date:** **Wednesday 15 February 2012**  
(Please ensure that you are available on this date).