



# The Great North Air Ambulance Service

## Job Description

Job Title: Community Fundraiser (North East Region)

Department: Fundraising

Main Purpose of the job: To build and maintain new and existing relationships with local schools, community groups, businesses, and individuals across the region. To maximise awareness and income potential through excellent stewardship and face to face promotion of all fundraising initiatives and activities.

Location: Progress House, Urlay Nook Road, Eaglescliffe, Stockton-on-Tees, TS16 0QB OR homebased, depending on your location (Involves regular travel across the North East region - must have full clean driving licence)

Hours: 37.5 hours per week, to be worked flexibly as determined by the needs of the business (including some weekends and evenings, to be worked on a team rota system)

Contract Type: Permanent

Salary: Band 1 £20,500 - £23,500 per annum, plus an unsociable hours payment of £1000 per annum

Relationships:

- Responsible to: Regional Fundraising Lead
- Responsible for: Volunteers
- Liaise with: Donors, suppliers, public, and charity employees & volunteers.

Main Duties and Key Responsibilities

1. Support the Regional Fundraising Lead in the delivery of income generation objectives at regional level.
2. Represent the charity at meetings and external events, holding promotional stalls, delivering presentations, school assemblies and attending photo opportunities.
3. Responsible for distributing and servicing charity cash boxes and collecting donations adhering to cash handing protocols.
4. To assist in the planning, promotion, and delivery of a wide range of fundraising and awareness projects.
5. Provide leadership to the fundraising volunteer network, based within your geographic area. Work closely with the Regional Fundraising Lead to develop volunteers in key roles to increase scale, reach and sustainability.

6. Maintain an active and professional social media presence, working in line with Marketing and Communication's guidance.
7. Support Charity of the Year applications and pitches with a strong focus on community focused partnerships with supermarkets and high footfall locations.
8. Build and maintain relationships with donors through email, telephone, and face to face.
9. Work closely with colleagues in the Events Team to develop community events.
10. Identify opportunities, recruit, maintain and nurture relationships with existing and potential supporters to maximise support by maintaining regular communications.
11. Manage partnerships and support events, ensuring supporters and volunteers have access to relevant fundraising advice, guidance, and accurate signposting, whilst promoting best practice in fundraising
12. Provide regular feedback and report on work activity and outcomes.
13. Stock control of fundraising equipment and merchandise, including carrying out deliveries and collections of fundraising equipment to supporters.
14. General administrative duties such as telephone calls and emails, ensuring effective supporter data sharing with the charity's Supporter Services Assistants.
15. Provide support to Community Fundraisers in other regions as and when required.
16. Assist the Regional Fundraising Lead as necessary and take on duties as required.
17. Attend training to develop skills and knowledge as necessary

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by the organisation and the overall business objectives.

Employee Name:

Signature:

Date: