 

**We are Northern Ireland’s only charity dedicated to helping cancer patients, the terminally ill and older people with a disability hold on to their companion pets at a time when they need them most.**

**Job Description**

**Job title:** Community Engagement and Fundraising Lead

**Reports to:** Operations Manager

**Operational Area :** Northern Ireland

**Location:** Home based with travel throughout Northern Ireland (except Western HSC Trust area)

**Salary:** £35,416 (pro rata), £21,250 pa (actual) 21 hours a week; two-year contract with possible extension **Hours:** 21 hours per week. (2-year contract funded by The National Lottery Community Fund NI with possibility of extension).

**Job purpose:**  This is an exciting new role within our charity.  We are seeking a dynamic ‘people person’ - and animal lover - who is a self-starter and a great communicator with excellent inter-personal skills. Working closely with Rosie’s Trust Marketing and Communications Lead, the right candidate will relish identifying and building productive relationships with a range of stakeholders, including existing and potential donors and funders, and generating income growth. This is a fantastic opportunity for an innovative and independent thinker who thrives on getting out and about to meet new people and advocate passionately on behalf of Rosie’s Trust; it’s definitely not for the desk bound!

**Key Roles and Responsibilities**

* Working closely with the Marketing and Communications Lead, to implement – and enhance where appropriate – Rosie’s Trust ‘Funding and Communications Strategy’.
* To secure in-person presentations and meetings with potential corporate partners, individual donors, trusts and foundations, and statutory bodies.
* To initiate, develop and sustain relationships with potential funders, sponsors and individual donors in the corporate, Trust and statutory, and community and voluntary sectors.
* To identify community events and activities that Rosie’s Trust can leverage to raise funds as well as our profile.
* To support the work of the newly-formed ‘Friends of Rosie’s Trust’ fundraising committee.
* To provide excellent donor care and support through face-to-face interactions, telephone, email, social media and written communications.
* To continuously explore and develop new fundraising opportunities.
* Working closely with the Marketing and Communications Lead, to ensure that all communications and campaigns activity supports income growth by building, cultivating, stewarding and growing Rosie’s Trust supporters.
* To develop a measurement and evaluation framework to monitor progress and inform monthly reports to the Board.
* Support the Trustees, Director and staff with relationship fundraising approaches.
* To comply with Rosie’s Trust policies and procedures.
* To be available to work at weekends and evenings, as and when required.
* To perform any other duties as and when required by senior management or the Board.

**Selection Criteria**

**Essential:**

1. At least 5 years’ experience in a ‘people-facing’ role.
2. Can demonstrate excellent communications skills (written and verbal).
3. Can demonstrate excellent inter-personal skills, which include examples of influence, negotiation and persuasion skills across a wide range of stakeholders.
4. Can demonstrate ability to think creatively and strategically.
5. Demonstrable experience in public speaking and presenting.
6. Proficient IT skills and demonstrable workplace experience in the use MS Office and other relevant programmes.
7. Proven ability to work as part of team.
8. Access to a suitable vehicle that will enable the incumbent to carry out the travel requirements of the post in an efficient and effective manner.



**Application Form**

Rosie’s Trust is a unique NI charity dedicated to helping people with cancer, a terminal illness or older people with a disability hold on to their companion pets at a time when they need them most.

**Guidance Notes for completing your application form**

1. Please complete all sections of this application form.
2. The short listing process will be based solely on an assessment of the strength and quality of the evidence provided in your application form.  It is essential therefore that you provide sufficient detail to demonstrate how and to what extent you meet the requirements.
3. Please do not change or remove any of the sections of this form
4. If you need to add any supplementary information, please keep this to a maximum of 300 additional words marked on a separate piece of paper.  Any inclusions over 300 words will not be considered
5. We reserve the right to apply additional criteria if necessary as part of the shortlisting process.
6. If you require an alternative form of application please contact catriona@rosiestrust.org

**Closing date: 5.00pm, Friday 24 March, 2023.**

Please return your completed application form to catriona@rosiestrust.org

Completing this application and returning it electronically will be accepted as a signed application.

If you have any queries regarding your application, please contact Catriona on

0739 363 0522.

We look forward to hearing from you!

**Position applied for: Community Engagement and Fundraising Lead**

**Personal details:**

|  |  |
| --- | --- |
| Title  |   |
| Name   |   |
| Address  |     |
| Postcode   |   |
| Contact number  |   |
| Email address  |   |

Are you a volunteer or have you volunteered with Rosie’s Trust in the past? Yes/No

**Education and training**

|  |  |  |
| --- | --- | --- |
| **Place of study** | **Qualification/s awarded** | **Date of award** |
|  |  |  |
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**Further/higher education qualifications e.g. NVQ’s, BTEC, HND, Degree or equivalent**

|  |  |  |
| --- | --- | --- |
| **Place of study** | **Qualification/s awarded** | **Date of award** |
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 **Membership of Professional Bodies**

|  |  |  |
| --- | --- | --- |
| **Name of Professional Body** | **Class/grade (if applicable)** | **Date (from start to end)** |
|  |  |  |
|  |  |  |
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**Work related training**

Please give details of any relevant training courses you have been on, particularly those in the last five years

|  |  |  |
| --- | --- | --- |
| **Organising body** | **Course title/subject** | **Date** |
|  |  |  |
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**Work history**

Please do not go back more than 10 years unless you have particular experience from that time that is relevant to this role.  Please provide as much information as possible, starting with your current or most recent job.  (You may use additional sheets if necessary)

**Current/most recent employment**

|  |
| --- |
| Job Title:   |
| Date commenced:   | Date left or notice required:   |
| Current or most recent salary and benefits:    |
| Name of employer:    |
| Address of employer:   |
| Main Responsibilities:              |
| Reason for wanting to leave / leaving:     |

**Please give details of your employment history in reverse chronological order for up to 10 years only.  Indicate any career breaks and the reasons for them and state other full time commitments.**

|  |  |  |  |
| --- | --- | --- | --- |
|  Employer’s name and address  | Job title and salary  | Dates: from - to  | Reason for leaving  |
|                                                 |   |   |   |

**Statement addressing essential criteria**

Please demonstrate using examples how you meet the 10 essential criteria detailed in the job description. Please do not exceed 300 words per criterion. .

* **At least 5 years’ experience in a ‘people-facing’ role.**
* **Can demonstrate excellent communications skills (written and verbal)**
* **Can demonstrate excellent inter-personal skills, which include examples of influence, negotiation and persuasion skills across a wide range of stakeholders.**
* **Can demonstrate ability to think creatively and strategically.**
* **Demonstrable experience in public speaking and presenting.**
* **Proficient IT skills and demonstrable workplace experience in the use MS Office and other relevant programmes.**

* **Proven ability to work as part of team.**
* **Access to a suitable vehicle that will enable the incumbent to carry out the travel requirements of the post in an efficient and effective manner.**

**Additional information**

**References**

Please give the name and address of two referees.  Please include your current or last employer.  Your referee should ideally be your line manager or an individual in a higher level position who can comment on your performance.

*NB: references will only be contacted with your prior agreement.*

**Referee 1**

|  |  |
| --- | --- |
| Name:  |   |
| Relationship:  |   |
| Company:  |   |
| Address:  |   |
| Tel:  |   |
| Email:  |   |

**Referee 2**

|  |  |
| --- | --- |
| Name:  |   |
| Relationship:  |   |
| Company:  |   |
| Address:  |   |
| Tel:  |   |
| Email:  |   |

**Interview requirements**

Please let us know if you have any specific requirements in order to attend an interview.

**Declaration and Consent**

If shortlisted for interview you will be required to disclose details that may be verified, if appropriate. Applicants are encouraged to disclose convictions and Rosie’s Trust will consider these on their merit as appropriate. All posts within Rosie’s Trust undergo an enhanced Access NI check.

I declare that the information I have given is complete and accurate.

|  |
| --- |
| Print name:   |
| Date:   |