

JOB DESCRIPTION

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| Job Title: | Community Fundraiser |
| Main Place of Work: | Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS and such other areas as required. |
| Responsible to: | Fundraising Manager |
| Accountable to: | Chief Executive, Cobalt Health |

Line management

- There is no line management responsibilities associated with this role

Job Purpose:

Responsible for developing partnerships and income with community organisations, businesses, and individuals to help achieve Cobalt's fundraising and engagement goals.

Key Relationships

Cobalt staff team, patients, volunteers, donors and supporters.

Key areas of responsibility will include:

Operational Duties

Community Engagement & Representation

- Act as Cobalt's representative in the community, building relationships and attending local events, fairs, and networking opportunities.
- Deliver talks and presentations to community groups, schools, and businesses to promote Cobalt's work.

Local Fundraising

- Identify and pursue community fundraising opportunities and partnerships.
- Recruit and support individuals to organise their own events and activities.
- Plan and oversee small-scale community fundraising events such as coffee mornings and sponsored challenges.

Relationship Building

- Develop and maintain strong relationships with local supporters, groups, and businesses.
- Recognise and celebrate the contributions of donors and supporters.

Awareness & Advocacy

- Promote Cobalt's services and campaigns to new and existing audiences.

- Inspire community members to support Cobalt through donations, volunteering, or raising awareness.

Volunteer Coordination

- Recruit, train, and manage volunteers and community ambassadors.
- Provide ongoing support to ensure they feel empowered and engaged.

Hands-On Event Support

- Plan, set up, and manage community events to ensure their smooth running.
- Provide practical support to event participants and volunteers.

Collaboration & Teamwork

- Work closely with the Events and Community Fundraiser and Supporter Administrator to ensure activities and volunteers are coordinated.
- Collaborate with internal teams and contribute to team meetings.
- Uphold the charity's values and adhere to organisational policies and procedures.

Specific Duties

- Any other duties in accordance with the level of the role
- A willingness to work some evenings and weekends as required (time off in lieu will be given).

Management of Resources

- To assist with monitoring of supplies

Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and

not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specification

| Qualifications and Training | Essential | Desirable |
|--|------------------|------------------|
| Educated to A Level standard or equivalent relevant and demonstratable experience | ✓ | |
| Fundraising qualification and/or membership of Institute of Fundraising | | ✓ |
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| Knowledge and experience | Essential | Desirable |
| Experience in community fundraising and volunteer coordination | ✓ | |
| Knowledge of marketing across digital and traditional platforms | ✓ | |
| Experience working with local schools, businesses, and clubs for fundraising | | ✓ |
| Familiarity with CRM systems or event management tools | | ✓ |
| Established connections within the local community. | | ✓ |
| Knowledge of health and safety regulations and risk assessments | | ✓ |
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| Skills and abilities | Essential | Desirable |
| Fully IT literate, and conversant in the use of Microsoft Office applications | ✓ | |
| Good attention to detail and accuracy in data entry and record keeping | ✓ | |
| Excellent verbal and written communication skills, with the ability to communicate with a broad range of people in an appropriate and sensitive way, including public speaking | ✓ | |
| Strong organisational skills | ✓ | |
| Empathy, adaptability, and a passion for supporting the charity sector. | ✓ | |
| Able to work autonomously and as part of a team | ✓ | |
| Ability to influence | ✓ | |
| Ability to role model to promote charity's behaviours and values, and promote equality, diversity and fairness | ✓ | |
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| Personal attributes | Essential | Desirable |
|---|------------------|------------------|
| Proactive and flexible 'can do' attitude | ✓ | |
| Motivated and highly organised | ✓ | |
| Able to remain calm under pressure | ✓ | |
| Resilient | ✓ | |
| Flexibility to work evenings and weekends, with a full driving licence and access to a vehicle (subject to reasonable adjustments). | ✓ | |
| Commitment to own continuous professional development | ✓ | |