

1. Job details	
Job title	Community Fundraising Coordinator
Salary band	Band 5
Accountable to	Community Fundraising Manager

2. Job summary
<p>To deliver community fundraising initiatives across the geographical area. To provide a high standard of stewardship to key individuals, units and fundraising groups to secure and increase levels of income and support. Advise fundraising volunteers and supporters on all legal requirements, fundraising policies, regulations and ensure that activities meet the St John Ambulance brand perspective. To recruit and retain new volunteers with a fundraising focus.</p>

3. Main duties and responsibilities	
1	Developing and maintaining sustainable relationships with supporters in local communities – adding value to their relationship with SJA, motivating them to maintain and increase their support
2	Coordinating activities in the region in order to achieve agreed budgets, deadlines and stewardship levels
3	Recruiting, inducting, training/coaching, retaining and supporting volunteers in line with the volunteer strategy
4	Building relationships internally and externally to develop opportunities and prospects to support the SJA fundraising strategy and regional objectives and create new funding opportunities.
5	Prepare and administer correspondence and relevant paperwork and ensure maintenance of full and accurate database (Raisers Edge) records. Maintaining accurate records, analysing financial and non-financial data to monitor and improve performance and mitigate risk
6	Develop a calendar of activity across the whole region, including organising fundraising events across a wide spectrum from coffee mornings to large scale events.
7	Monitoring and feedback on local intelligence in order to inform future product development that will benefit fundraising for SJA
8	Work closely with other teams to optimise the impact of SJA throughout England (e.g. Events, Corporate, Individual Giving, Door to Door/Face to Face, Brand and communications)
9	Liaising with external organisations and local authorities to obtain permissions and licences as required, keeping fundraising legal.
10	Analysing and proactively managing area development in order to achieve agreed targets
11	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

4. Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential and desirable criteria		Method supporting assessment
	E	D	
Education and qualifications			
Educated to GCSE level or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Experience			
Experience of recruitment, supporting and managing volunteers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of maximising income from community fundraising streams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of using fundraising databases such as Raiser's Edge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of working within a successful fundraising environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of researching trust/foundations and evaluating their propensity to give	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to inspire others in the achievement of their goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to prioritise a varied workload effectively in order to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Good knowledge of fundraising standards and guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Good knowledge of SJA operations (products and services)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Motivation			
Ability to work on own initiative and be an active and supportive team member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability and willingness to travel within the region with some national travel required and with full driving licence and access to a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Have the passion, energy and drive to inspire others and to deliver income growth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Willingness to undertake evening and weekend work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: KH

Date of preparation: October 2016