

Lifelites

JOB DESCRIPTION

|                                     |   |                                  |  |
|-------------------------------------|---|----------------------------------|--|
| <b>Job Title:</b>                   | Fundraising Officer   | <b>Job Code:</b>                 |  |
| <b>Division:</b>                    | Lifelites   | <b>Department/Home Location:</b> | Fundraising & PR, mainly Lifelites office (London) |
| <b>Accountable To:</b>              | Head of Fundraising & PR                                    | <b>Direct Reports:</b>           | 0  |
| <b>Team Size:</b>                   | 8   | <b>Geographic Working Area:</b>  | British Isles                                      |
| <b>Peers – Own Team/Department:</b> | Fundraising & PR  | <b>Peers (Other Departments)</b> |  |
| <b>Budget Responsibility:</b>       | Targets for donations from individuals and sponsored events | <b>Description of Budget:</b>    |  |

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| <b>Job Purpose:</b> | <p>Lifelites is a small charity with a unique mission to donate life-changing technology packages to give life-limited and disabled children using hospice services a chance to play, be creative, control something for themselves and communicate, for as long as it is possible. We donate this technology, including training on how to use it and technical support, for children using every children’s hospice service in the British Isles.</p> <p>The Fundraising Officer is a key role within the Fundraising &amp; PR Team, with the responsibility to build mutually beneficial relationships between supporters and potential supporters of Lifelites and the work that we can only do with their support. To further Lifelites goals by proactively developing relationships with new fundraisers and donors, as well as providing first class stewardship of existing supporters and collaborating with colleagues throughout the organisation.</p> |
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**PERSON SPECIFICATION:**

| <b>Requirement</b> | <b>Essential</b>  | <b>Desirable</b>  |
|--------------------|---|---|
| <b>Education</b>   | <ul style="list-style-type: none"> <li>● Good levels of literacy, numeracy and general education</li> </ul>   |   |
| <b>Experience</b>  | <ul style="list-style-type: none"> <li>● Proven track record in charity fundraising or customer services role with proven ability to instigate, build and develop relationships</li> <li>● Experience of project planning, management and evaluation</li> <li>● Excellent organisational and time management skills</li> <li>● Ability to inspire and motivate others</li> <li>● Experience of collaborative working</li> </ul> | <ul style="list-style-type: none"> <li>● Experience of public speaking and presentations</li> <li>● Experience of working with and managing volunteers</li> <li>● Knowledge of the challenges faced by people with disabilities</li> <li>● Experience of making a case for support and writing fundraising materials</li> </ul> |

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| <b>Knowledge</b> | <ul style="list-style-type: none"> <li>● How to raise funds</li> <li>● Working knowledge of relevant fundraising law, fundraising regulations and best practice</li> <li>● Good working knowledge of MS Office suite</li> </ul>  | <ul style="list-style-type: none"> <li>● Knowledge of the voluntary sector</li> <li>● Experience of using a database</li> </ul> |
| <b>Skills</b>    | <ul style="list-style-type: none"> <li>● Able and confident relationship builder</li> <li>● Ability to organise self, prioritise varied workloads, plan effectively and work to deadlines</li> <li>● Ability to achieve high quality output, demonstrating patience and perseverance when faced with challenges</li> <li>● Excellent communication skills with the ability to communicate effectively and creatively, both verbally and in writing</li> <li>● Ability to present information using a variety of approaches and tools to a diverse range of audiences</li> <li>● Ability to actively support colleagues and build good working relationships at all levels</li> <li>● Willingness and ability to work flexible hours as needed with some evening and/or weekend working required</li> </ul> | <ul style="list-style-type: none"> <li>● Full UK Driving license with access to own vehicle</li> </ul>                          |

**Values** - We have identified some core values that enable us to be successful in our aims. Whichever role you take on within Lifelites, you will be asked to demonstrate the adoption of our values in order to safeguard our reputation and contribute to our development. (A copy of our values can be found in your induction pack and on our website).

**Note:** This job description is developed as a general guideline for what is required in this role, and is not a definitive statement. The operational requirements of the organisation as well as annual objectives will influence the requirements of all jobs and employees. In other words, job holders will be expected to carry out reasonable tasks required of them, over and above what is described herein. This job description is also subject to review and change from time to time, subject to discussion with the post holder(s).

| <b>Action:</b> | <b>Name:</b>  | <b>Date:</b>   |
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| Reviewed by:   | Samuel Davies | 24 August 2021 |