

Dear Sir / Madam,

Re. Trust Fundraiser Job Ref: HFRTF02

Thank you for your expression of interest in the above position This document will refer to the following.

1. A job description and person specification
2. An application form. If you would like to retype the form, this should be done in the same order as the original
3. A written exercise
4. A separate personal details form*
5. An equal opportunities monitoring form*

** To keep your application anonymous these forms will be separated from your application form and retained by Personnel. They will not be used for short-listing purposes.*

How to Apply

The recruitment process will be anonymous. Application forms must be completed in full, and submitted with your written exercise, your personal details form, and your equal opportunities form. Please also enclose a covering letter stating the four reasons why you want this position, ensuring that the job reference is at the head of the page, and that you do not include any personal details in the letter (for purposes of anonymity).

CVs must not be submitted as these contain personal information and will not be forwarded to the short-listing panel.

Please ensure your application is received by 10.00am on the closing date of **Monday 15th August 2011**, and that you add sufficient postage to your application.

Mark your envelope:

Job Ref **HFRTF02**

Private and Confidential

FAO Mrs B Wheat

Personnel Officer

Katharine House Hospice

Weston Road

Stafford, ST16 3SB

It is anticipated that interviews will take place on **Wednesday 31st August 2011**. Candidates will be given the opportunity to attend an optional pre-interview tour of the Hospice before then.

Staff Benefits

You may be interested to know that on successful completion of the relevant probationary period, all permanent staff are entitled to apply for any elements of our attractive staff benefits package which they may find useful. These benefits currently include:

- Contributory Pension Contribution (matched by Katharine House Hospice up to 7% of the employee's salary)
- Childcare Vouchers
- Buying or selling of annual leave

- Flexible Working arrangements

Certain elements of our staff benefits may be available through a scheme know as 'salary sacrifice', further details of this and on all of the above will be provided at the end of the probationary period.

Finally, I know that it can be difficult to bring a job to life on paper so if you have any questions please contact me on 01785 270808 or ltaylor@khhospice.org.uk.

Thank you again for your interest in a position with Katharine House Hospice.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lisa Taylor', written in a cursive style.

Lisa Taylor
Head of Fundraising

Katharine House Hospice

JOB DESCRIPTION

Trust Fundraiser

22.5 hours

Area of Work: Fundraising

Responsible to: Head of Fundraising

Katharine House Hospice Mission

To provide the best care so that local people affected by progressive illnesses can live their lives to the full.

Department Objectives

To maximise income generation through general fundraising for Katharine House Hospice; whilst not detracting from current successes and ongoing departmental plans of lottery and retail.

Role within the Department

To maximise income generation and meet income-generation targets through trust fundraising from grant making trusts and foundations.

Current target for non-capital fundraising is £120k, with additional targets for two special projects of £50k and £200k.

Function and Responsibilities

Specific Objectives

This list is not intended to be exhaustive but is a guide to the duties to be undertaken.

1. Identify the Hospice's funding needs and write compelling application templates that will be used to persuade trusts to support these
2. Implement the existing trust work planner by submitting bids to those trusts already known to the Hospice, and undertake extensive research to identify new trust prospects
3. Contact by telephone those trusts who may fund the Hospice to establish whether we can apply to them for funds
4. Prepare and submit applications for support, including
 - o adapting templates so as to create bespoke applications for support
 - o compiling relevant documentation including annual report and accounts
 - o completing online / offline application forms as appropriate.
5. Initiate, establish and proactively manage relationships with grantmakers.
6. Monitor progress against targets (e.g. number of projects and trusts identified, number of bids submitted and total income raised).
7. Work with managers to help them identify their immediate and longer-term funding needs.

8. Produce appeal documentation for new products / services / needs as they arise
9. Maintain accurate records of all activities and ensure that they integrate with the whole fundraising function.

Other Tasks and Responsibilities

10. Develop and maintain good relations with staff
11. Maintain high levels of professionalism in all undertakings
12. Undertake relevant training to maintain skills and knowledge necessary for this post
13. Comply with all Katharine House Hospice policies and procedures and with all relevant legislation.

Smoking

The hospice has a no smoking policy. All hospice premises are considered No Smoking Zones.

Key Competencies and Skills Requirements

See below.

Person Specification: Trust Fundraiser

Requirements	
Education and Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> High standard of general education including English Language and Mathematics. 	<ul style="list-style-type: none"> RSA Word Processing II or equivalent IT qualification/s demonstrating literacy and application skills.
Experience	
Essential	Desirable
<ul style="list-style-type: none"> Working to and meeting targets Report Writing Use of the telephone at all levels Building effective working relationships at all levels 	<ul style="list-style-type: none"> Bid writing Working with volunteers Trust fundraising
Skills, Knowledge and Special Aptitudes	
Essential	Desirable
<ul style="list-style-type: none"> Outstanding written and verbal communication skills Exceptional organisational skills Ability to understand and interpret complex information and financial data Able to work to multiple deadlines The ability to work with minimum supervision High level of computer literacy, including word processing, mail merge, databases, spreadsheets, Outlook and the internet Self-servicing in admin 	<ul style="list-style-type: none"> Research skills A knowledge and understanding of trust fundraising principles Knowledgeable about the work of Katharine House Hospice and a passion for the cause Use of Donorflex
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> A 'can do' attitude Motivated Determined to succeed Enthusiastic Willing to learn An enthusiasm for the written word, and for form filling and paperwork. 	

Applicants should use additional sheets where there is insufficient space, quoting Job Reference on each additional page.

Position Applied For: Trust Fundraiser

Job Ref: **HFRTF02**

1. Education, training and personal development

Please list the educational establishments you have attended, giving details of the start and finish date of your attendance, the name of the establishment, any qualifications you have obtained, the grade awarded (if appropriate) and the date of the award. Please start with the most recent and go back to your secondary school.

Date Started	Date Finished	Name of Establishment	Qualification(s) Obtained	Grade	Date

2. Other Training / Education

Please give details of any other training, education or development you have undertaken. Give details of the date, nature of the training, place and outcome. Please feel free to include informal training and development, any internal study days by your employer, or any seminars you have attended that you think may be relevant.

Date Finished	Nature of training / Development	Training provider (if applicable)	Qualification(s) Obtained

3a. Employment

Please tell us about your current or most recent employment.

Job title:	
Employer:	
Month and Year Started:	Current Salary:
Please detail your role and responsibilities:	
Month and Year Left (if applicable):	
Reason for leaving:	

3b. Employment Continued

Please list all previous employment (other than described in 3a) with your most recent first. Please explain any gaps in your employment history.

Date Started	Date Left	Employer's Name & Location	Your Position or Job Title	Reason for leaving or gaps in employment

4. Attributes

Please describe your three main attributes (as you see them) and outline how these will help with this position.

5. Please describe briefly why this position interests you.

6. Please describe an example of when you have exceeded expectations in your working life.

7. Please give details of any other information you feel may be useful to support your application.

8. **Referees** Please give the names of two referees, one of which must be your current or most recent employer. If selected we will require references that are satisfactory to us from these referees.

Name:	<input type="text"/>	<input type="text"/>
Job title:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
Tel No.:	<input type="text"/>	<input type="text"/>

Please indicate how Personal Employer known:

Please do not contact prior to interview

Personal Employer

Please do not contact prior to interview

9. **Professional Registration**

If the position you have applied for requires the applicant to be registered with a professional body, please state the body you are registered with and your registration number or reference.

Professional Body: _____ Registration Id: _____

I declare that I have answered the above questions honestly and fully. I realise that, if appointed, any false or incomplete statement on my part may result in termination of my contract.

Signature _____ Date _____

Please return to Mrs B Wheat, Personnel Officer, Katharine House Hospice, Weston Road, Stafford ST16 3SB.

For Internal Use Only:

Date received: _____

By: _____

PERSONAL DETAILS FORM

This sheet is separated by the personnel department prior to the short-listing procedure. Please ensure that you complete all sections.

Data Protection: Applicants completing this form will be giving consent for their personal data to be stored in computer systems. This data is held solely for the purposes of recruitment and monitoring equal opportunities. Only the successful candidate's details will be retained, all other data will be destroyed six months after the completion of the recruitment process.

Position Applied For: Trust Fundraiser

Job Ref: **HFRTF02**

1. Personal Details

Forenames:

Surname:

Address:

Post Code:

Contact details:

Home Tel:

Mobile Tel:

Work Tel:

e-mail:

Please include only contact details you are happy for us to use.

2. Do you have a disability that we might need to take into account during our selection procedure (for example if you have difficulty with stairs, or your vision or hearing is impaired)?

Yes

No

3. Are you able to provide proof of your right to work in the UK?

Yes

No

4. Please indicate how you heard of this post, be as detailed as possible

Signature _____ **Date** _____

Please enclose this sheet with the main application form.

EQUAL OPPORTUNITIES MONITORING FORM

Information for the Applicant:

Katharine House Hospice seeks to employ people only on the basis of their competence to undertake the role for which they have applied. We try to ensure our selection processes are not influenced by a candidate's age, gender, marital status, religion, or ethnicity. Further, we seek not to discriminate against people with disabilities.

Your completed form will be opened and retained by the Personnel Department and used for statistical purposes only to enable us monitor adherence to our equal opportunities policy.

Please do not enter any personal details on this form.

1. How would you describe your ethnic origin:

- | | |
|---|---|
| <input type="checkbox"/> Afro-Caribbean | <input type="checkbox"/> White British |
| <input type="checkbox"/> African | <input type="checkbox"/> Other European |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Far Eastern |
| <input type="checkbox"/> Other or Mixed Descent | |

2. You are: Male Female

3. Your age is: 16-25 26-40 41-55 56-65 66+

4. Marital Status (Please State): _____

5. Religion (Please State): _____

6. Are you registered disabled? Yes No

7. Do you have an unregistered disability? Yes No

If you have answered **Yes** to questions 6 and/or 7 please state the nature of your disability:

Please enclose this sheet with the main application form.

Trust Fundraiser – application exercise

As you know we are looking for a persuasive communicator and a master of the written word. You are asked to complete this short exercise to demonstrate your written communication skills.

Please answer the following questions in no more than 75 words per answer. At the end of each answer please indicate the number of words used. Your answers can be in any layout / format you wish.

- 1. What is a Trust Fundraiser?**
- 2. What does Katharine House Hospice do?**
- 3. What are the key ingredients for compelling, persuasive written language?**
- 4. What are the four reasons why you should you get this job?**

Please return your answers with the rest of your application pack.

Thank you.