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|  | **Job Title:** | **Fundraising Support Officer (Herefordshire)** |  |
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|  | **Reporting To:** | **Events & Area Fundraising Manager** |  |
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|  | **Job Summary:** | |  |
|  | Supporting the Fundraising Executive for MAAC’s southern counties, the Fundraising Support Officer will assist with a number of key community fundraising-based activities including attending events, cheque presentations, talks and school visits within Herefordshire.  The role will help build relationships with existing supporters and will support the Fundraising Executive in developing new donors in Herefordshire, acting as an ambassador for the charity in the area.  Working with the Fundraising Executive and the Events & Area Fundraising Manager, you will support the delivery of the community elements of the Herefordshire county plan, including interacting with individuals, community groups, schools and small community businesses. | |  |
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|  | **Main Duties of the Post:** | |  |
|  | **The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of MAAC which may be amended from time to time.**  Main day to day duties include:   * Working with the Fundraising Executive for the southern region, support the delivery of key community tasks within Herefordshire as detailed in the county plan and as determined by wider fundraising objectives. * Support the achievement of agreed annual targets relating to community and events. * Carry out community-facing tasks as determined by the Fundraising Executive and Events & Area Fundraising Manager including, attending cheque presentations, delivering talks, and visiting schools. * Help generate support for the charity via community fundraising. * Support with attendance at Herefordshire-based third party events and networking sessions, as agreed with the Fundraising Executive. * As part of the Fundraising team, help with MAAC charity managed events as required. * Carry out day-to-day general supporter admin, including phone calls, emails, and updating the CRM system to ensure supporter records are accurate. * Compile a monthly report to detail all activity planned and actioned in Herefordshire. * Assist in the delivery of our CPR/Bleed control training programme within the community. * Help build relationships with MAAC’s Herefordshire-based volunteers, and support the recruitment of new volunteers in the area. * Support the delivery of stewardship plans for Herefordshire-based supporters. * Act as a positive ambassador for the MAAC brand, helping to raise awareness of the charity and its work across the Herefordshire area. * Keep abreast of the fundraising landscape generally and in the Herefordshireregion, spotting opportunities, emerging trends and aligning with MAAC’s objectives and priorities. * Play an active role linking with the wider fundraising team, to ensure join up around specific areas of fundraising focus. * Accept and receipt cash donations from supporters, following MAAC’s cash handling procedures. * Provide support and guidance to those who wish to raise funds for MAAC. * Work closely with the MAAC retail team to support the opening of the new Hereford shop and also help to promote MAAC’s merchandise range within the county.   **The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties.** | |  |

**ADDITIONAL INFORMATION**

This job description should be regarded as a guideline of the duties required and is not definitive. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder.The post holder will be required to adopt and undertake different or new duties as may be required in line with professional and service development.

**CHARITY POLICIES & PROCEDURES**

All employees must adhere to and perpetuate all Charity policies and procedures including those relating to Fraud management, Whistleblowing, Information governance, Code of Conduct, Health and Safety, Confidentiality, No Smoking at Work and Equal Opportunities in Employment; including responsibilities under the Disability Discrimination Act. Failure to do so may result in disciplinary action.

**HEALTH & SAFETY AT WORK ACT**

The post holder is required to take responsible care for the health and safety of him/her and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with the charity to ensure that statutory and charity safety regulations are adhered to.

**MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS**

Reducing risk is everyone's responsibility.  All staff in the charity must attend training identified by the Chief Executive (or by the Business Manager).  The charity uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve the service provided.  All employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity” and specifically with reference to hand hygiene and aseptic techniques.

**CONFIDENTIALITY**

All employees must observe and comply with the requirements of the Data Protection Act 2018, and associated legislation, and with the Common Law Duty of Confidentiality. The unauthorised use or disclosure of donor, staff or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018, or associated legislation.

**FREEDOM OF INFORMATION**

The post holder must be aware that any information held by the Charity in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Charity's policies.'

**CONTINUING PROFESSIONAL DEVELOPMENT**

There is a requirement to participate in the Charity’s Personal Development and Review process. Personnel are required to attend training as required by the Charity to help them perform their role safely and competently and to ensure the safety of others. This includes induction and refresher training at charity set intervals, as defined in the Workforce management policy.

**REGISTRATION**

If applicable, you are required to be fully registered with the appropriate association for your post and for you as post-holder. Failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation**. NB:** It is your duty to ensure that your registration is kept up to date.

**DISCLOSURE AND BARRING SERVICE (DBS)**

Post holders whose work involve, or may involve, direct contact with vulnerable adults and/or children, and/or with access to managing accounts, are subject to DBS checks every three years. Where you work directly with vulnerable adults or children, under the conditions of the Rehabilitation of Offenders Act 1974, as amended, you are not entitled to withhold information about convictions which otherwise might be considered ‘spent’. There is an ongoing obligation to declare any civil or safeguarding issues, investigations, convictions and cautions against you, during the course of your employment

**SAFEGUARDING**

The Charity has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004).

**TRAVEL TO OTHER SITES**

You may be required to travel to any of the airbase locations or locations where fundraising events take place. Please complete the travel expenses form. Expenses will not be paid where travel expense forms are not fully completed.

**SMOKING STATEMENT**

The Charity is a NO SMOKING environment. Smoking in all areas of the building and premises is prohibited. Smoking may only take place in non-public areas.

**DIVERSITY AND EQUAL OPPORTUNITIES**

The Charity welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.