



Life is precious

Supporting babies, children and young people with complex disabilities and life-limiting conditions in the North-east of Scotland

Application Pack

Fundraising Team Leader



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April 2019

Dear Applicant,

Fundraising Team Leader

Thank you for your interest in the above role.

Charlie House is a locally based children's charity which engages in activities and projects to support children with complex disabilities and life limiting conditions and their families in North-east Scotland. The charity currently provides a regular Activity Club, activities for siblings and parent carer groups. Since 2014, we have also provided an annual Activity Short Break for families. We also fund a Community Nurse and we are very excited to develop the Community Support Team going forward.

Recent research has shown that the number of children and young people with a life-limiting condition in Scotland has increased by 50% over the last 10 years. There are at least 1500 children and young people in the North-east with a life limiting condition and we want to be there for every one of them.

Our existing Activities Club, Siblings Club, Parent/Carer Club and annual trip for families to Kielder are already very well attended but our aim is to have more opportunities, emotional support and choices for our families.

We are continuing to grow our existing small but perfectly formed Fundraising Team and are looking for an experienced and enthusiastic Fundraising Team Leader to lead and motivate the team. This post is a key role in supporting the ongoing development of our very special charity. As already mentioned this post will enable us to support the expansion and enhancement of our existing services, aid fundraising in order to achieve our charitable goals and also support our long term goal of providing a specialist care and support centre in Aberdeen.

We are looking for someone who is as passionate and enthusiastic as we are about helping these very special children live life to the full. If you feel that you can help us to deliver our goals, we look forward to receiving your application.

Kindest Regards,

Susan

Susan Crighton

Director of Fundraising



About Charlie House

Grampian Children's Respite Care was established in late 2010 to address the identified difficulties in accessing appropriate care and support for children and young people with complex needs, and their families, in the North-east of Scotland. The charity was launched officially in January 2013 after securing charity registration and the support of NHS Grampian and Social Care professionals in the area for our proposed projects.

In the very early days we commissioned research into caring for a child with a disability. The Carers Report highlighted the difficulties of caring for a child with a disability and the impact on finance, relationships, health and well-being of the whole family. This report echoed many other studies conducted both in Scotland and across the UK by charities such as Carers UK and Shared Care Scotland. It is widely accepted that supporting carers with their caring role means that they can care better for longer and improve the well-being of the whole family.

Children with complex disabilities, and/or life-limiting conditions, more often than not, experience a degree of social exclusion as they are not able to take part in everyday activities that others their age can. They have limited opportunities for making friends, enjoying activities and having fun. The whole family becomes more socially isolated than most and are often dealing with stressful caring situations without access to appropriate support.

Our Purpose and Vision

The charity is known publicly as Charlie House; its purpose is to engage in activities and projects to support children with complex disabilities and life limiting conditions and their families in North-east Scotland.

Our vision is that all children with life limiting conditions in the North-East receive the necessary support they require from the very start of their life journey, including a smooth transition from hospital to home, receiving practical and emotional support for the whole family, enjoying activities, making memories and living life to the full.

Our mission is to improve life quality for children with life limiting conditions and their families in North-East Scotland.

Future Plans

In the short term, our plans are to expand the Activities Club, establish sibling and parent carer support groups and expand our community team. In the long term, we will be progressing our plans for a Specialist Care Centre in Aberdeen.

For more information on Charlie House visit our website www.charliehouse.org.uk, check out our Facebook page or follow us on Twitter @CharlieHouseHQ.



Role Profile

Position	Fundraising Team Leader
Type	Permanent
Hours	Full-time, 37.5 hours per week with some unsocial hours
Location	Aberdeen, Office based and in the community
Reports to	Director of Fundraising
Responsible for	Supporting the Fundraising team to reach the financial targets as set in the annual budgets.
Role purpose	Leading the Fundraising Team, you will be responsible for ensuring increased income generation and awareness in line with targets through implementation and delivery of key events, building relationships and supporting stakeholders.
Responsibilities	<ul style="list-style-type: none"> • Lead and manage the development of the Fundraising Team • Work with the Director of Fundraising to prioritise and co-ordinate projects and their associated fundraising activities • Liaise with the Director of Marketing to ensure all Fundraising Marketing requirements are met • Collating reports as requested by the Director of Fundraising <p>Events & Fundraising</p> <ul style="list-style-type: none"> • Co-ordinate and develop key Charlie House Fundraising Events • Co-ordinate Fundraising Events on the day including set up, briefings, etc. as required • Develop and maintain new and existing relationships with supporters through active engagement and encouragement • Presenting to potential corporate partners for support • Oversee accurate record of finances for all Fundraising Events <p>Corporates & Community</p> <ul style="list-style-type: none"> • Work with Volunteer Co-ordinator to identify, nurture and develop “Friends” Groups in the community <p>General</p> <ul style="list-style-type: none"> • Ensure that the Code of Fundraising Practice is followed at all times • Ensure information is recorded and maintained in line with GDPR • Ensure Health & Safety policies and procedures are followed at all times, including Risk Assessments • Attending networking events representing Charlie House as required • Ensure all procedures are up to date and followed • Ensure that Sales Force is maintained and up to date • Adhering to GDPR guidelines



Key external contacts	<p>You will develop strong links with:</p> <ul style="list-style-type: none"> • Ambassadors • Corporates • Individuals • Board of Trustees
Key internal contacts	<p>You will work closely with the Director of Fundraising, Fundraising Team, Volunteer Co-ordinator, Board of Trustees and Ambassadors to deliver targets</p>
Financial dimensions	<p>Ongoing fundraising is required annually to support our current projects and operational costs.</p> <p>The Big Build capital Campaign is c£8m. This role will play a key part of raising the required income.</p> <p>You will be responsible for delivering financial target incomes annually as set out and agreed in the fundraising strategy.</p>
Other considerations	<p>You will be required to occasionally work outwith normal office hours to attend meetings, events and give talks. You will also be required to travel frequently throughout the North-east although expenses are covered and time off in lieu is given where possible and/or appropriate.</p>
Holiday entitlement	<p>25 days annually plus public holidays pro rata</p>



Personal Specification

<p>Essential experience</p>	<ul style="list-style-type: none"> • Proven track record of organising successful fundraising events from initiation to delivery • Liaising directly with suppliers and agreeing contract terms • Event budget management • Leading and motivating a team and working with volunteers
<p>Essential skills & abilities</p>	<ul style="list-style-type: none"> • Outstanding verbal communication skills, with the ability to influence and persuade at the highest levels • Excellent collaborative and team skills • Strong interpersonal and networking skills • Strong time management skills with the ability to work flexibly when required • Able to work independently and to deliver on promises • External computer skills and database knowledge
<p>Qualifications</p>	<ul style="list-style-type: none"> • Degree in any subject (desirable) • An Institute of Fundraising certificate or diploma (desirable) • Full UK driving licence



Application Procedure

How to apply

To apply for this post, please read the attached information, role and person specifications carefully. If you feel that your skills are suited to the needs of the role please send or email your CV, with two references, and a covering letter to include a statement identifying any relevant skills, experience and abilities that match the specifications required to:

susan@charliehouse.org.uk

or to:

Susan Crighton
Charlie House
38 Albyn Place
Aberdeen
AB10 1YN

The closing date for applications is **5pm on Thursday 25th April 2019**.

Interviews

Interview dates are expected to be **Monday 29th** and **Tuesday 30th April 2019** and will take place in Aberdeen. Please indicate in your covering letter any dates that are unsuitable, we will try to accommodate these if your application to interview is successful.

References

Please give the names and addresses of two people who can provide an assessment of your suitability for this post. **One should be your current or most recent employer**. References will not be taken up until the position is offered and accepted.

Work Permit

If you require a work permit to work in the UK please inform us in your covering letter.

Data Protection

All information provided will be kept in accordance with the requirements of the Data Protection Act.