



STREETDOCTORS

StreetDoctors Community and Events Fundraising Officer

Job Description and Person Specification

Job Description

Job Title:	Community and Events Fundraising Officer
Reporting to:	Chief Executive Officer
Responsible for:	Supporting StreetDoctors volunteer teams in local fundraising efforts; and delivering StreetDoctors annual national fundraiser. You will also support the CEO in other fundraising where necessary.
Location:	London with some travel around the UK
Hours:	Up to 3 days a week. Some weekends.
Salary;	£26,000 to £30,000 per annum pro rata depending on experience
Probationary Period;	3 months
Contract;	Permanent
Notice Period;	3 months

Are you enthusiastic, entrepreneurial and driven by social purpose with a track record of inspiring and motivating others to fundraise? Do you want to work with a dynamic and growing young charity? If so, we want to work with you! StreetDoctors is looking for an enthusiastic and committed part – time Community and Events Fundraiser to join our team.

StreetDoctors is a small, dynamic and ambitious charity committed to making a difference in the lives of young people at risk of serious violence. Our dedicated network of nearly 400 medical volunteers teach young people at risk of violence what to do when someone is bleeding or unconscious. We currently have teams delivering our training in 18 different locations across England (with 5 of those teams based in London), with plans to significantly grow our reach and impact in the coming years.

StreetDoctors model of volunteer leadership means that all of our volunteer teams fundraise to support StreetDoctors work with young people at risk of violence. We need an energetic and experienced fundraiser to work closely with our teams of medical volunteers across the country. You will lead on community fundraising, supporting our volunteers to increase the amounts they raise in their local teams through a range of activities and by building a central bank of fundraising ideas and guides. You will also lead on the development of an annual StreetDoctors fundraiser. You will be enthusiastic and persistent with experience of working with young and / or student volunteers. You will have a keen eye for spotting fundraising opportunities, ensuring maximum

returns for volunteers' efforts and an understanding of the social and team benefits that fundraising can offer a team of volunteers. You will be practical and focused, willing to do whatever it takes to get a job done. You will be passionate about volunteering and social action, able to build strong relationships with StreetDoctors volunteers, and other stakeholders. You will demonstrate a genuine commitment to the organisation's growth and success and a passion for StreetDoctors' unique mission. This is your chance to make a real difference to thousands of young people's lives across the UK and beyond.

Main Responsibilities

Working closely with StreetDoctors Medical Director and our volunteer teams across the UK:

Support StreetDoctors volunteer teams in their fundraising efforts:

- 📄 Inspire, enthuse and engage volunteers in their local fundraising efforts
- 📄 Support each team to set ambitious fundraising targets each year and motivate them to exceed them
- 📄 Ensure that all fundraising complies with StreetDoctors legal obligations as a charity in England, Scotland and Wales, including any obligations relating to the Fundraising regulators
- 📄 In consultation with the Medical Director provide expert input on fundraising to the Fundraising taskforce and at StreetDoctors annual training conference, ensuring fundraising leads are supported and that volunteer fundraising efforts support local team cohesion
- 📄 Support local teams with local trust and foundation bid writing, applications and reporting.
- 📄 Supply accurate and timely progress reports on volunteer fundraising to the central team and board of trustees
- 📄 Ensure that opportunities to develop longer term funding relationships arising out of community fundraising activities are developed
- 📄 Support the development of the StreetDoctors alumni
- 📄 Develop a central fundraising resource bank, with fundraising ideas and 'how to guides'

Lead on the development, co-ordination and delivery of an annual StreetDoctors UK wide fundraising event

- 📄 In consultation with fundraising leads, central support team, our Digital Fundraising and Marketing Officer and the Medical Director develop ideas for a UK wide fundraising event
- 📄 Work with volunteer teams and the Digital Fundraising and Marketing Officer across the UK to deliver the event
- 📄 Develop a wider comms. strategy around the event to raise the profile of StreetDoctors work and the issue of youth violence

Support the development and implementation of StreetDoctors wider fundraising efforts and strategy

- 📄 Work with the Chief Executive's fundraising efforts as required

Administration and Management

- 📄 Oversee monitoring and management of all data relating to volunteer fundraising with the Medical Director, ensuring we remain compliant with data protection law.
- 📄 Work closely with the CEO and Medical Director to regularly review fundraising targets

- 📌 Troubleshoot and advise on fundraising issues as they arise
- 📌 Stay up to date with fundraising trends and own professional development

Person Specification

- 📌 You have a track record as a successful community and / or event fundraiser motivating others to exceed targets and expectations
- 📌 You are utterly reliable and organised with excellent verbal and written communication skills
- 📌 You are practical and focused, able to work independently, and as a vital part of a small team
- 📌 You have excellent attention to detail and a methodical approach
- 📌 You have a keen eye on value for money and maximising return on investment
- 📌 You are flexible with a practical ‘can do’ attitude, willing to do what is necessary in order to get things done.
- 📌 You are a team player, able to motivate and inspire others, and committed to playing a crucial role in the expansion of StreetDoctors to meet the significant demands for life saving first aid training in the UK and beyond.
- 📌 You will show yourself to be committed to the aims and values of StreetDoctors and recognise the importance and value of student volunteering.

	Essential	Desirable
Qualifications		Degree
		Membership of relevant professional bodies, (e.g. Institute of Fundraising)
Experience	Proven experience and track record as a successful event / community fundraiser	
	Experience of inspiring and enthusing volunteer fundraisers	
	Event fundraising	Managing and inspiring a team
Skills, knowledge and capabilities	Effective decision making skills, with the ability to prioritise complex tasks and implement key initiatives.	
	Able to utilise a range of different platforms for engaging donors, e.g. digital, social media etc.	
	Ability to assess value for money and return on investment for different fundraising activities.	
	Oversight and knowledge of recent changes in fundraising regulation and the implications for small to	

	medium volunteering charities	
	Proven ability to understand operational and delivery issues, identifying obstacles and finding creative solutions.	Creative and fun approach to fundraising, understanding the social opportunities it offers.
	Excellent IT and communication technology skills with competency in Office programmes.	Competent with website development programmes such as Wordpress, etc.
	Excellent communications skills.	
	Excellent time management and organisation skills.	
	Recognises the importance and value of student volunteering.	
	Commitment to own professional development as a fundraiser	
Personal Attributes	Self-assured and reliable. Energetic, solution orientated, enthusiastic, ambitious, and committed to finding creative solutions to problems. Hardworking, committed and self motivated. Showing a 'can do' attitude and proactively working to get a job done. Thrive on variety and cope well with change.	Able to engage varied stakeholders. Passionate about empowering young people through education.

To find out more about StreetDoctors, please visit www.streedoctors.org

For further information, or if you have any questions, please email jo@streetdoctors.org in the first instance.

Applications must arrive no later than **9am on Monday 11th September 2017**

To apply, please send your CV and covering letter of no more than two sides on how you meet the person specification to jo@streetdoctors.org

Initial telephone interviews will be held on **15th September** with formal interviews on **Friday 22nd September 2017**