

Dear applicant

Application for the post of Community Fundraising Organiser – 21 hours per week

Thank you for the interest you have shown in the above post. In this pack you will find:

- application form
- job description
- person specification
- equal opportunities monitoring form
- declaration of criminal records form
- additional information
- George House Trust's Values, Vision & Mission Statement

If you require the application pack, or any of our other materials, in a different format to support your ability to make an application please contact us.

All applications must reach us by **17:00** on **Monday 11th August 2017**

Regrettably we are unable to contact unsuccessful applicants.

If you would like further information, please contact the office on 0161 274 4499.

Please send your ALL completed forms by email to:

samuel@ght.org.uk

or by post to:

APPLICATIONS, GEORGE HOUSE TRUST
77 ARDWICK GREEN NORTH
MANCHESTER M12 6FX

Many thanks for your interest in George House Trust.

Yours sincerely

Steph Mallas
Joint Chief Executive

Job Description

Job Title:	Community Fundraising Organiser
Contract:	Permanent - 21 hours per week
Location:	Manchester
Responsible for:	Small team of community fundraising volunteers
Accountable to:	Regular Giving Manager

Key Duties and Responsibilities

1. To lead on George House Trust's community fundraising activity

- i) Promoting community fundraising for George House Trust within the LGBT community in Greater Manchester. Developing relationships with key people in community groups, businesses, schools, churches etc. within the wider community who may be unaware of George House Trust's work.
- ii) Building and maintaining existing relationships with individuals, businesses and organisations to encourage community fundraising activity
- iii) Achieving an annual target for community fundraising income.
- iv) Ensuring that information and publicity materials to support community fundraising activities are regularly updated
- v) Supporting the practical delivery of activities, including the coordination of collection tins and the supply of other fundraising materials

2. To support the planning, coordination and delivery of George House Trust events

- i) Working with other members of the Fundraising Team and the Management Team to plan and deliver external events – e.g. service user conferences.
- ii) Supporting in the creation of publicity and other materials to use at events
- iii) To work in conjunction with external events management teams and provide support as required

3. Managing Community Fundraising Volunteers

- i) Assisting in the recruitment, training, development and retention of specialist community fundraising volunteers
- ii) Providing regular briefing sessions for volunteers and creating opportunities for them to feedback on their experiences
- iii) Working with the Volunteer & Development Manager to ensure development opportunities are given to community fundraising volunteers

4. To work with members of the Board Marketing and Fundraising Sub-committee.

- i) Provide regular progress reports to meetings of this sub-committee.
- ii) Attending the meetings when asked to do so.

5. Administration

- i) Responsibility for the recording of all community fundraising activities including enquiries, conversations, meetings etc. on George House Trust's database, Civi CRM.
- ii) Sending out thank you letters to people who have organised community fundraising events for George House Trust.

General Responsibilities

- 6.** To participate in Fundraising Team meetings and Full Staff Meetings.
- 7.** To carry out all tasks in line with George House Trust policies and values and to uphold these at all times, paying particular attention to health and safety, confidentiality and equal opportunities.
- 8.** To respect and maintain appropriate confidentiality at all times.
- 9.** To carry out other work, appropriate to the level and nature of the post, as agreed by the organisation in response to changing needs and circumstances.

Note: the nature of this work may require evening and weekend work, for which time off is arranged under the terms and conditions of employment.

Terms and Conditions

George House Trust terms and conditions apply.

Salary

NJC scale 21-25 plus 8% employer pension contribution.
Current salary level is £20,138-£22,658 pro-rata.

Hours

21 hours per week

Notice period

The post requires a notice period of 4 weeks.

Person Specification

Job Title: Community Fundraising Organiser

CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
KNOWLEDGE/ QUALIFICATIONS			
<ul style="list-style-type: none"> Understanding of regulations effecting community/ events fundraising 	√		Application form Interview
EXPERIENCE			
<ul style="list-style-type: none"> Experience of community fundraising 	√		Application form Interview
<ul style="list-style-type: none"> Experience of working in the charitable sector in either a paid or volunteer capacity 		√	Application form
<ul style="list-style-type: none"> Experience of managing volunteers 		√	
SKILLS & ABILITIES			
<ul style="list-style-type: none"> Strong interpersonal skills with the ability to build strong relationships both internally and externally 	√		Interview
<ul style="list-style-type: none"> Excellent verbal and written communication skills, numerate and able to interpret complex data 	√		Application form
<ul style="list-style-type: none"> A proven ability to distil complex information and convey ideas to a range of stakeholders 	√		Application form Interview
<ul style="list-style-type: none"> Good IT, administration and database management skills 	√		Application form
PERSONAL ATTRIBUTES			
<ul style="list-style-type: none"> Able to work on own initiative 	√		Application form Interview
<ul style="list-style-type: none"> Enthusiasm and a genuine commitment to the work of George House Trust 	√		Application form Interview
<ul style="list-style-type: none"> A supportive and flexible team member 	√		Application Form
<ul style="list-style-type: none"> Willingness and ability to carry out all tasks in line with George House Trust policies and to uphold these at all times 	√		Application Form

Additional Information

George House Trust is the HIV voluntary organisation for the North West of England. We exist to support adults who are living with or affected by HIV.

At present we are supporting over 2000 people per year, making us the largest HIV support charity outside London.

We were founded in 1985 as "Manchester AIDSLine" and are the UK's second oldest HIV charity (after the Terrence Higgins Trust).

We have a long record of campaigning and lobbying to secure the best possible quality of life for all people with HIV and to challenge discrimination against people with HIV.

The support we offer includes: one to one advice, information and support, treatment advice, volunteer community support, financial support, special courses and events, and peer support group spaces.

Our income comes from a variety of sources: local Government, central Government, charitable trusts, lottery distribution bodies, fundraising, donations and earned trading income. We have a robust income strategy in place, which is reviewed and monitored bi-monthly.

We have PQASSO Level 2 – a quality assurance standard.

Employment at George House Trust:

We currently employ 16 people.

We also have around 150 trained and managed volunteers, and hold the Investing in Volunteers Quality Mark.

New employees are subject to a six-month probationary period.

Full time staff work a 35 hour week, normally Monday to Friday, though some evening and weekend work is necessary. This post is a 21 hour per week post.

Our current opening hours are 9.00am to 8.00pm on Mondays and Thursdays and 9am to 5pm on Tuesdays, Wednesdays and Fridays.

All full time staff members are entitled to five weeks paid holiday plus Bank and Public Holidays.

Because of the nature of the duties the post holder will be expected to undertake, you are required at the short-listing stage to disclose details of any unspent criminal convictions. Only relevant convictions/information will be taken into account. Any failure to disclose relevant information could result in dismissal or disciplinary action by the organisation.

The values and vision of George House Trust

Values

George House Trust believes in dignity, respect, empowerment, integrity, recognising difference and being passionate about our work.

Dignity

We believe that to treat someone with dignity is to treat them as being of worth in a way that is respectful of them as valued individuals.

We also believe that where dignity is present people feel in control, valued, confident, comfortable and able to make decisions for themselves.

Respect

We believe that this is best demonstrated by a willingness to show consideration and appreciation for the feelings, wishes or rights of others

Empowerment

We believe in empowerment as a goal for all service users in order to have the freedom to act, think, respond, initiate and make decisions.

Integrity

We treat people with integrity through being honest and having strong principles.

Recognising difference

We recognise that each individual is unique. We explore these differences in a safe, positive and nurturing environment and make an effort to understand each other beyond simple tolerance, to embrace and celebrate the diversity of difference between each individual.

Being passionate about our work

Our passionate approach means we put energy, enthusiasm and excitement into our charity and its services. Our ambition is materialised into action to put as much heart, mind, body and soul into our work.

Vision

George House Trust's vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination. Our vision is for all people to know their HIV status and to be HIV aware.

Mission Statement

- We will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.
- We will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.
- We will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.
- We will challenge HIV stigma and discrimination and promote a better understanding of HIV.

COMMUNITY FUNDRAISING ORGANISER ADDITIONAL INFORMATION

George House Trust

We are a well-respected charity with a deserved reputation for providing good quality services to people living with HIV. Our work is service-user focussed, which means that all new services are designed and shaped by the people who use our services, and often delivered by people who are living with HIV.

We have a unique governance structure that puts service users at the heart of decision making. At the current time almost 60% of our Trustees are people living with HIV, which keeps HIV at the very heart of the charity.

Our values underpin everything that we do, and we seek to work with people and organisations that uphold these values of dignity, respect, integrity, recognising differences, empowerment and being passionate.

We have a small staff team of fifteen, high levels of staff retention, and it's fair to say that everyone at George House Trust feels passionate about their role and the work that we do. This includes Trustees, staff and volunteers.

George House Trust is the kind of organisation where everyone is encouraged to think creatively about doing things differently or better. Staff are encouraged to participate in broader discussions about the future direction of the charity, and the culture is open and participative. Interests are nurtured and staff are trained and developed.

Community Fundraising

Since our inception almost 32 years ago, community fundraising has been a vital source of income for our charity. The LGBT community's response to the arrival of HIV in Manchester in 1985 was to organise to raise funds for people living with the virus.

This generous tradition continues, and the LGBT community combines having great fun whilst raising money, For example, the massive annual Tooty Booty event

<https://www.youtube.com/watch?v=Xi5ll4TLxmg>

or a smaller scale fundraising event in one of the bars on Canal Street.

We are keen to develop community fundraising beyond the LGBT community, and build on the links that we have begun to establish with schools, colleges, hospitals and businesses.

Community Fundraising Volunteers

We have a team of valuable skilled and experienced community fundraising volunteers who are dedicated and able to attend events at nights and weekends.

Outside of volunteering they are all successful professionals in their chosen field. They are confident about representing our charity and are wonderful ambassadors. They are an invaluable asset for the Community Fundraising Organiser.

Events

For the last two years we have hosted hugely successful Drag Balls in partnership with the best of Manchester's Drag Queens, many of whom are Ambassadors for George House Trust. We plan to build on this success in coming years.

