

Job Vacancy

Fundraising and Support Officer

Salary: £25,000 + 6% pension contribution

Location: Edinburgh

Benefits:

- 6% employer pension contribution
- 24.5 days annual leave plus statutory bank holidays
- Employee assistance programme in place with free access to confidential, professional legal and health advice
- Home working: where appropriate staff can split time between the office and home as agreed with their line manager
- Cycle to work scheme

Meningitis Research Foundation: We are a leading UK, Irish and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia. It is an exciting time for the charity as we expand our reach and impact to meeting the challenges of meningitis and septicaemia wherever they exist in the world.

The candidate: The ideal candidate will be a natural leader with excellent communication skills. They will bring real energy and drive to a role that requires flexibility, working with volunteers and developing and securing fundraising opportunities in their community.

The application process: The closing date for completed applications by email is 9am 11th February 2019. Interviews will be held on week beginning 18th February 2019. If you have any questions or would like to discuss the role further please contact Diane McConnell, Dianem@meningitis.org.

Following receipt of satisfactory references the successful candidate will be able to start work as soon as possible after receiving their offer of employment.

Please return application and equal opportunities forms via e-mail to laurah@meningitis.org or post to Laura Hardidge at Meningitis Research Foundation, Newminster House, Baldwin Street, Bristol, BS1 1LT. Please be advised that CVs alone will not be considered.

MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for PVG checks.

About Meningitis Research Foundation

Meningitis Research Foundation is a leading UK, Irish and international charity working to defeat meningitis wherever it exists.

Meningitis and sepsis are together the second biggest infectious killer of children under the age of 5 globally. It strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure "no other family has to go through what we have".

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems.

We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Over nearly 30 years we have played an instrumental role in helping to reduce death and disability from meningitis and septicaemia wherever it exists. To achieve this our incredible supporters have enabled us to fund research in the UK, Europe, North and South America, Sub-Saharan Africa, and Australasia.

With a drive to continue ongoing work in the UK and Ireland whilst growing our international presence significantly, we are about to embark on a new phase of development for the charity. We believe there has never been a more exciting time to join our 40 strong team at offices in Bristol, Edinburgh, Belfast and Dublin.

We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated professionals to grow. We reward with good working conditions, competitive salaries and terms and conditions, respect and equal opportunities

Job Description Fundraising & Support Officer

Context

Community is the heartbeat of MRF and this role is key to ensuring MRF is part of every community. You will develop our profile, build partnerships and strengthen our work with volunteers to ensure they have the skills and opportunity to raise funds on our behalf.

Purpose

- To support, develop and inspire volunteers, community fundraisers and key supporters, utilising these networks to raise funds that enable MRF to achieve a world without meningitis and septicemia
- To ensure individuals and families affected by meningitis and septicaemia have the support, guidance and information they need
- To raise the public profile of the MRF with families and key stakeholders in the community
- To deliver the agreed community fundraising strategy, implementation plan, targets and income growth

Reports to

Regional Director – Diane McConnell

Responsibilities

Key Tasks

- Identify, build, motivate and continuously develop and train a network of volunteers and supporters and inspire them to maximise the funds they raise through their networks and communities
- Support individuals and families affected by meningitis and septicaemia by listening, providing guidance, and information and also by signposting them to additional information and services available
- Identify, recruit and train volunteers to raise awareness of the disease in their communities and to carry out various functions within MRF
- Where volunteers are not available and/or donations are of high value or of strategic significance, attend cheque presentations and collect funds on behalf of MRF
- Develop relationships with schools, colleges and universities and give presentations to raise awareness, support and engage financial help
- Identify suitable local corporate partners and trusts, build relationships and work with them to raise funds
- Represent the charity in local media as required
- Liaise with local scientists and Universities who may be able to provide experts to comment on key stories in the local press
- Work with volunteers and community representatives to develop regional annual activity plans and budgets to reach fundraising targets aligned to the Community Fundraising Strategy
- Report on progress against plans in person, through presentations and in writing as required
- Raise awareness of the disease through sharing charity communication messages and campaigns, through talks and presentations or attendance in person at events with high level external stakeholders or high level potential donors

Personal Development and General:

- To be flexible and be sensitive to the needs of MRF members and its employees
- To contribute to the overall development of the MRF through establishing positive working relationships and effective lines of communication with colleagues, partners, volunteers and other stakeholders
- To keep abreast of best practice and legal statutory requirements for the role
- To keep abreast of MRF's strategy, and of current developments in the field of meningitis and septicaemia
- To take responsibility for own development and training needs in consultation with the Regional Director
- To carry out other duties as reasonably required by Chief Executive, Regional Director and/or Board of Trustees

This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

Person Specification

		Essential or Desirable
Training, Experience and Qualifications	A track record of success in developing and securing new community fundraising opportunities and income by implementing a variety of fundraising methods	E
	Experience of meeting targets (financial or other)	E
	Managing financial information and budgeting	E
	Successfully dealing with several tasks or projects at one time	E
	Positively and successfully working with volunteers	E
	PR/Marketing	D
Knowledge and Skills	Understanding of Microsoft Office products including Outlook, Word, Excel and PowerPoint	E
	Social media	D
	Voluntary sector	D
	Excellent written and verbal communication skills and the ability to develop and maintain strong relationships with a diversity of people	E
Personal Attributes	Ability to support and inspire volunteers to achieve amazing things for the charity through fundraising and community led activity and events	E
	Creative, proactive and commitment to MRF's cause and organisational values	E
	Ability to remain calm, work under pressure and meet deadlines	E
	Effective organisational and project management skills	E
	Discrete and confidential	E
	Demonstrable ability to develop and deliver proposals, pitches and presentations to a wide range of stakeholders and decision makers	E
	Self-motivated and able to work on own initiative, or as part of a team	E
	Reliable, flexible and consistent	E
	Willingness to carry out a range of administrative tasks and routine activity	E
	Ability to effectively influence, negotiate and motivate others	E
General	Able to work unsocial hours and a willingness to travel, overnight	E
	A car is required with unrestricted use and full driving licence	E
	This role will require a PVG check	E

Terms and Conditions - Essentials

Location

Your normal place of work will be 1 St Colme Street, Edinburgh, EH3 6AA with frequent travel within Scotland, occasional travel elsewhere including the UK and Ireland and potentially further afield depending on the post held.

Salary

£25,000 including 1% employee pension contribution + 6% employer's pension contribution. Paid in arrears on or around 25th of each month.

Hours of Work

36.25 hours between 9.00 am to 5.00 pm Monday to Friday. Able to work unsocial hours and a willingness to travel overnight.

Annual Leave

24.5 days + statutory & public holidays. The Charity's holiday year runs from 1st April to 31st March.