



LauraLynn

IRELAND'S CHILDREN'S HOSPICE

PERSON SPECIFICATION

&

JOB DESCRIPTION

- CORPORATE FUNDRAISER -**
- Maternity Leave -**

PERSON SPECIFICATION

JOB TITLE: Corporate Fundraiser – Maternity Leave

Grade: V

Department: Fundraising

Report to: Corporate & Community Fundraising Manager

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> • Hold a relevant 3rd level qualification • At least 2 years' experience in a fundraising, sales or customer relations position. • Proven successful experience in corporate fundraising or a sales environment generating significant income from new and existing partnerships • Experience building relationships and high value partnerships with individuals, companies or groups. 	<ul style="list-style-type: none"> • Significant work experience in relevant corporate or fundraising sector • Experience of CRM databases • Proven fundraising experience • Experience managing volunteers
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Excellent relationship management skills. • Professional and warm communication skills, with experience in report writing and delivering presentations & speeches to diverse audiences. • Ability to prioritise, plan and organise own workload. • Excellent interpersonal skills with the ability to engage and motivate staff, volunteers and supporters. • Strategic approach to work, results orientation and attention to detail. • Ability to juggle many varied competing priorities and to meet strict deadlines. • Strong creative ability specifically in the area of problem solving and campaign creation. • Professional manner and appearance. • Creativity, energy and team-orientation. • Strong empathy with LauraLynn service users, staff, volunteers and supporters. 	<ul style="list-style-type: none"> • Understanding of event-based fundraising. • Understanding of corporate Charity of the Year opportunities.

	<ul style="list-style-type: none"> • High level of computer literacy with strong word, excel and power point skills. • Team player with the ability to combine a strategic view with monthly action plans. • Full driving licence 	
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Must possess caring and empathetic qualities and demonstrate these attributes in the course of employment. • Knowledge of fundraising environment in Ireland and of the charity market in which LauraLynn works. 	<ul style="list-style-type: none"> • Knowledge of fundraising best practice, legal requirements and health & safety
DISPOSITION	<ul style="list-style-type: none"> • Highly motivated with ability to work flexibly as part of a team and under own initiative. • Positive and proactive outlook and approach. • Willingness to work some unsociable hours and travel when required. 	

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SUMMARY

LauraLynn's Fundraising strategy aims to significantly grow fundraised income over the next few years. Corporate income has always formed a central pillar in LauraLynn's income generation and we need to continue to sustain this success while also driving income growth in this area. As part of a dynamic Fundraising Team, the Corporate Fundraiser will work to achieve our ambitious annual revenue targets. Reporting directly to the Corporate & Community Fundraising Manager, the successful candidate will primarily focus on driving the growth of corporate partnerships and income through the development and maintenance of sustainable new initiatives and campaigns in partnership with the current Corporate Fundraiser.

DUTIES AND RESPONSIBILITIES

- Working closely with the Fundraising Manager and the Corporate Fundraiser, develop, manage and retain a large portfolio of corporate partnerships, building and maintaining long-term relationships to ensure sustained support and income.
- Working with the Corporate Fundraiser, take ownership of your own portion of the portfolio of corporate partners, donors and new business projects.
- Identify research and track deadlines for corporate Charity of the Year (COTY) or partnership opportunities, working to develop links with these groups to pitch for business, ensuring that proposals are submitted in a timely manner.
- Actively engage in new business development, cultivating new relationships and developing long-term profitable partnership programmes for corporates to gain access to their support.
- Create, develop and manage new innovative fundraising campaigns to engage corporate groups, with a view to increasing participation in events and growing income.
- Work closely with the Head of Fundraising on a number of pre-agreed and potential projects, including the LauraLynn Ball and other ad-hoc projects that contribute to overall Fundraising Revenue.
- Research potential new Fundraising initiatives and projects. Produce a detailed summary report (research, recommendations, review) on each project within a defined timescale.
- Make pitches and presentations to current and potential corporate partners to create optimum engagement, build on current relationships and win new business.

- Pro-actively promote and protect the LauraLynn brand, the organisation and its programme of work, communicating its pivotal role and benefits to children, families and the wider community.
- Actively embrace CRM database, keeping data up to date and relevant at all times to ensure accurate records and reporting.
- Ensure appropriate and timely follow up and recognition of all corporate and trust donations.

3. HEALTH AND SAFETY

In respect of Health and Safety these duties must be performed in accordance with LauraLynn's health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with LauraLynn Policy as set out in the safety statement, which must be read and understood.

4. QUALITY, RISK AND SAFETY RESPONSIBILITIES

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety
- Participate and cooperate with LauraLynn Quality and Risk and Safety initiatives as required
- Participate and cooperate with internal and external evaluations of the centres structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with LauraLynn quality, risk and safety requirements.

5. SPECIFIC RESPONSIBILITY FOR BEST PRACTICE IN HYGIENE

Hygiene in healthcare is defined as *"the practice that serves to keep people and the environment clean and prevent infection. It involves preserving ones health, preventing the spread of disease and recognising, evaluating and controlling health hazards"*.

- It is the responsibility of all staff to ensure compliance with LauraLynn hygiene standards, guidelines and practices.
- Department heads/managers have overall responsibility for best practice in hygiene in their area
- It is mandatory to attend infection control training yearly

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the organisation.

FLEXIBILITY:

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility on occasion as and when required by their manager.

DIGNITY AND WELFARE OF PATIENTS:

As a health care provider all staff are expected to behave towards service users and their families in a caring, professional and responsible manner. In line with the Trust in Care policy it is the duty and responsibility of all employees of LauraLynn, including this post holder, to report any concerns for the safety and welfare of patients to their line manager or head of department.

DIGNITY AT WORK:

All members of staff at LauraLynn have a right to be treated with dignity and respect and to work in a safe environment which is free from all forms of bullying, sexual harassment and harassment. Thus all staff, including this post holder, have a responsibility to help maintain such a working environment. All employees must comply with the national/LauraLynn Dignity at Work policy and ensure that their behaviour does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.

CONFIDENTIALITY:

In the course of his / her employment, the person appointed may have access to or hear information concerning the medical or personal affairs of service users or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody/destroyed in accordance with policy when no longer required.

DRESS CODE / UNIFORM:

Attire and personal appearance must, at all times, conform to a standard LauraLynn considers appropriate. Staff attached to certain departments may be required to wear a uniform or other protective clothing. Where applicable any such requirements as detailed by the immediate supervisor must be adhered to at all times.

HYGIENE:

Being a health institution hygiene plays a central role in maintaining a clean and healthy environment for our service users, families, visitors and staff. All employees of LauraLynn must always be mindful of their responsibility to maintain a high standard of hygiene including personal hygiene and as part of their role within the organisation.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

In order to reduce the risk of HCAIs, compliance with Infection Prevention and Control policies and the attendance at infection control training, are essential for all staff members. It is paramount that each staff member practice good hand hygiene techniques. Staff members have a responsibility to report any obstacles to maintaining high standards of Infection Control and hand hygiene to their line manager or Infection Control Team

QUALITY:

To ensure the provision of the highest possible quality of service to our patients, all employees at LauraLynn have a responsibility to ensure adherence to and participation in internal and external quality control and assurance programmes on an ongoing basis.

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the organisation this job description may be reviewed in light of possible new structures and/or changing needs of the organisation.

TERMS AND CONDITIONS

TENURE:

This is a **Specified Purpose** Contract of Employment (**Maternity Leave**).

REMUNERATION:

€44,128 - €52,926 as of **01st October 2021 HSE Payscales**.

Please note that whilst this position is not HSE/public funded the salary is linked to the national HSE payscales. Payment is made on a monthly basis (last Thursday) by credit transfer.

HOURS:

35 hours per week, exclusive of unpaid rest breaks.

ANNUAL LEAVE:

210 working hours per annum (30 days).

PENSION SCHEME:

Membership of superannuation (pension) scheme is compulsory. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the determined pension scheme. Further information will be issued upon appointment to the role.

RETIREMENT AGE:

Retirement age will be determined by the superannuation scheme a new employee is aligned to. Further information will be issued upon appointment to the role.

HEALTH:

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GARDA VETTING:

Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. The successful candidate will be required to complete a Garda Vetting form prior to starting with LauraLynn.