

## Job Description | Charity Fundraiser (face-to-face sales executive)

### Purpose of the role

To engage with members of the public in a variety of locations and/or working door to door seeking their commitment to become long term supporters of St Margaret's Weekly Prize Draw Lottery by signing up to regular monthly direct debit donations.

To be a representative of and an ambassador of St Margaret's Hospice.

### Job Detail Summary

<b>Position:</b>	Charity Fundraiser (face to face sales executive)
<b>Hours:</b>	The role can be full-time or part-time depending on the candidate. Full-time – 40 hours per week working 5 days out of 7 Part time – By agreement
<b>Status:</b>	Permanent
<b>Report:</b>	Field Sales Director
<b>Days of work:</b>	Can be flexible to suit the candidate
<b>Salary:</b>	Full time salary: £22,880 per annum, £440 / week. £11 / hour Part time salary: Pro rata accordingly
<b>Benefits</b>	Uncapped weekly bonus scheme, contribution to travel costs, uniform (as required by client), membership of the Company pension scheme
<b>Holiday:</b>	31 days including 8 Bank/Public Holidays (of which 3 days are to be taken during the Christmas/New Year closure)
<b>Location:</b>	Various locations as determined by the Company from time to time.

### Key responsibilities:

1. To achieve your personal target to recruit direct debit donors for St Margaret's Hospice
2. To be a passionate advocate for our St Margaret's Hospice
3. To be the public face of St Margaret's Hospice at a variety of locations
4. To engage with members of the public explaining the work of St Margaret's Hospice and seeking their support by way of monthly direct debit donations
5. To work such hours as are necessary to meet St Margaret's Hospice fundraising objectives
6. To abide by all company policies and procedures, which are provided to you upon commencement of your employment with St Margaret's Hospice

7. To abide by the rules of the Institute of Fundraising and Fundraising Regulator and the Gambling Commission and other bodies as advised from time to time.

**General:**

1. Always conduct yourself in a professional manner
2. Travel as required with the possibility of occasional overnight stays
3. To securely keep confidential information in your possession
4. Complete required paperwork accurately and on time
5. Be able to talk knowledgeably and enthusiastically about St Margaret's Hospice
6. The role will have physical demands, which may include standing for long periods of time, walking, and setting up heavy display equipment including Gazebos and stands
7. Ensure that your appearance is always smart and tidy, maintaining uniform to Company standards
8. Ensure your ID badge is worn and is visible and is shown to every customer contacted
9. Attend meetings as required.

<b>Person Specification</b>		
<b>Criteria</b>	<b>Attributes</b>	
	<b>Essential</b>	<b>Desirable</b>
<b>Previous Experience</b>	Experience of working within a role where you are required to achieve weekly targets.	Experience, whether paid or unpaid, of the voluntary sector and fundraising in particular.  Some fundraising and/or campaign management experience. Previous experience within a Sales role.
<b>Skills /Abilities / Knowledge</b>	Excellent interpersonal and communication skills – an effective and engaging communicator.  Ability to work well under pressure and to meet targets.  Experience of engaging with the public.	Some knowledge of the Charity sector.

<p><b>Attitude and Approach</b></p>	<p>Proactive, positive, resilient, determined, tenacious, results focussed.</p>	
<p><b>Personal Attributes</b></p>	<p>Ability to work on your own, without close and constant support and supervision.</p> <p>Able to manage your time effectively to optimise the number of donors recruited.</p> <p>Flexibility around working hours in order to maximise outcomes.</p> <p>Self-motivated.</p>	
<p><b>Additional Requirement</b></p>	<p>Full current driving licence and own vehicle.</p> <p>Willing to undergo a basic DBS (criminal record) check.</p> <p>Able to commit to a flexible working pattern of 5 x 8hour days in 7 to include Bank Holidays and weekends. (Pro-rata for part time).</p>	