

**THE ROYAL AIR FORCE BENEVOLENT FUND**

<b>JOB PROFILE</b>			
Role:	Community Fundraiser	Date profile last reviewed:	January 2019
Name:		Reports to:	UK Community Fundraising Manager
<p><b>1. MAIN SUMMARY OF ROLE:</b></p> <p>To achieve annual community fundraising income target and contribute to the successful fundraising outcomes of the UK Community Fundraising Team through supporter recruitment, management and development. To recruit and supports volunteers across your area and enforce the RAF Benevolent Fund brand.</p>			
<b>NEED TO</b>			
<p><b>2. KEY RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To meet your Community Fundraising and Challenge Event target and contribute to the success of the UK Community Fundraising Team, through the delivery of the agreed annual business plan.</li> <li>• To recruit supporters for the RAFBF's challenge events and national events programmes.</li> <li>• To recruit volunteers to support the Community Fundraising events and challenges</li> <li>• To improve income from existing relationships with serving and ex RAF local communities, RAF Reserves, Air Cadet Organisation staff and cadets and University Air Squadron staff and cadets. Generate and cultivate new relationships to ensure targets are met.</li> <li>• To oversee fundraising activities in your assigned geographical area, ensuring that supporters and volunteers are provided with advice, appropriate support materials/equipment and encouragement to raise income. To enforce the RAF Benevolent Fund Brand at all times.</li> <li>• To ensure and implement effective project management of fundraising activities, including H&amp;S risk assessments, stock management, process income and contribute to post-activity evaluation.</li> <li>• To organise the RAFBF involvement at events as agreed in the annual business plan.</li> <li>• To use communications channels such as social media, general correspondence and presentation/speaking events to promote RAFBF community fundraising initiatives and thank supporters.</li> <li>• To ensure that all supporters and prospective supporters are managed on the CARE database and are appropriately updated in line with the Data Protection Act.</li> <li>• To adhere (and ensure volunteers do similarly) to statutory regulations concerning fundraising activities and with Institute of Fundraising and</li> </ul>			

<p>Fundraising Standards Board best practice guidelines.</p> <ul style="list-style-type: none"> <li>• To signpost welfare enquiries directly to the relevant RAFBF welfare staff or external organisations, as required.</li> <li>• To adhere to RAFBF Staff Handbook with respect to all fundraising activities.</li> </ul>					
<b>COMPETENCIES REQUIRED FOR THE ROLE</b>					
<p>Deciding &amp; Initiating Action Working with People Relating &amp; Networking Persuading &amp; Influencing Creating &amp; Innovating Delivering Results &amp; Meeting Customer Expectations Following Instructions &amp; Procedures Adapting &amp; Responding to Change Achieving Personal Work Goals &amp; Objectives</p>					
<b>QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE</b>					
<p><b>4. Academic/Professional Qualification, skills and experience.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="177 1128 799 1173" style="text-align: center;"><u>Essential</u></th> <th data-bbox="799 1128 1422 1173" style="text-align: center;"><u>Desirable</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="177 1173 799 1576"> <ul style="list-style-type: none"> <li>• Good level of educational attainment including English and Mathematics.</li> <li>• Fundraising experience gained from working in a charity.</li> <li>• Proven experience of delivering fundraising targets.</li> <li>• ability to develop great relationships with supporters and volunteers.</li> <li>• Proven ability to influence and motivate people to support.</li> </ul> </td> <td data-bbox="799 1173 1422 1576"> <ul style="list-style-type: none"> <li>• Evidence of CPD</li> <li>• Post graduate education</li> <li>• Institute of Fundraising Certificate</li> <li>• Some knowledge and/or experience of the RAF</li> <li>• Analytical skills - income, expenditure and Return on investment</li> <li>• Knowledge of charity Law</li> <li>• Knowledge of events management</li> </ul> </td> </tr> </tbody> </table>		<u>Essential</u>	<u>Desirable</u>	<ul style="list-style-type: none"> <li>• Good level of educational attainment including English and Mathematics.</li> <li>• Fundraising experience gained from working in a charity.</li> <li>• Proven experience of delivering fundraising targets.</li> <li>• ability to develop great relationships with supporters and volunteers.</li> <li>• Proven ability to influence and motivate people to support.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of CPD</li> <li>• Post graduate education</li> <li>• Institute of Fundraising Certificate</li> <li>• Some knowledge and/or experience of the RAF</li> <li>• Analytical skills - income, expenditure and Return on investment</li> <li>• Knowledge of charity Law</li> <li>• Knowledge of events management</li> </ul>
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<p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Travel to other RAFBF and UK locations. Evening, weekend and overnight stays (as appropriate).</li> <li>• Car owner and possessing a full clean UK driving licence.</li> <li>• Carry out any other duties that is within the scope of the job as requested by the Regional Director.</li> </ul>					
<p><b>Signature</b></p> <p>I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.</p> <p>Postholder's Signature: _____ NAME: _____</p>					

Line Manager's Signature:

NAME:

Date:

## **General Information:**

### **Smoking**

The RAF Benevolent Fund has a no-smoking policy.

### **Equal Opportunities**

You are required to comply with the Fund's Equal Opportunities Policy and ensure that employees receive equal treatment at all times.

### **Health and Safety**

You must discharge your responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for your own health and safety and that of others. You must also ensure that agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

### **Confidentiality**

You are subject to the Data Protection Act 1998 and must not disclose confidential information, particularly that relating to employees, beneficiaries and their records. You are also responsible for the accuracy and integrity of any information which you enter. You must not use personal data held by the Fund for any unauthorised purpose nor disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Fund, unless expressly authorised to do so by Head of Secretariat who is the Data Protection Officer.

### **Risk Management**

The Trustees of the Fund have adopted a policy of risk management which accords with Charity Commission requirements. Risk management is the responsibility of each member of staff. Suggestions that might assist the Fund in meeting its objectives in a pragmatic and cost-effective way should be directed to your line manager or the Fund's Risk Review Co-ordinator.

### **Conflict of Interests**

You may not, without the consent of the Fund, engage in any outside employment. In accordance with the Staff Handbook, you must declare to your line manager any private interest or voluntary/public duties which could potentially result in personal gain as a consequence of your employment with the Fund. Interests that might appear to be in conflict should also be declared.

### **Place of Work**

You may be required to work on the Fund's alternative sites from time to time.

### **Review**

This job profile is intended as a basic guide to the scope and responsibilities of your post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with you.