

# Fundraising Officer

## Job Pack

▶ November 2024

for healthy East London lives

A decorative graphic consisting of three overlapping arrows pointing to the right, in shades of teal, purple, and blue.

## Welcome

Thank you for your interest in becoming our new Fundraising Officer.

At Barts Charity, our vision is to provide life-changing improvements to health for the people of East London. Thanks to the passion and dedication of our Barts Charity team, we're committed to investing around £150 million in new projects over the next five years in key areas of research and healthcare. I'm extremely proud to be part of the team and of everything we've achieved so far.

You will be joining Barts Charity at an exciting time, with both sides of the Fundraising team initiating ambitious plans for growth. On the Public Fundraising side, we are transforming our approach to significantly grow revenue in this area. This includes building on our community of warm supporters around the hospitals and the work that we fund, to deliver sustainable and predictable income from an audience who have a natural affinity with our work, as well as increasing activity around community and challenge event fundraising. On the Major Gifts side, we are in an ambitious fundraising period as we identify new partners to support a number of important health projects - including a Clinical Research Facility in Whitechapel and improved Breast Cancer services in the City of London at St Bartholomew's Hospital. These projects will be transformative for our local patient population. And as our local community is one of the most diverse places to call home, what makes a difference in East London has the potential to touch lives across the world.



**Ilia Ralphs**  
Director of Fundraising

We are seeking a Fundraising Officer to join the Fundraising team to provide support across Major Gifts and Public Fundraising. This role will be split 50:50 across the two sides of the team and will be responsible for administrative tasks and supporting on key fundraising workstreams to help us achieve our ambitious fundraising targets. If you'd like to be a part of our team and grow your fundraising expertise and skills, we'd love to hear from you.





# About us





A high-angle photograph of the East London skyline, showing a dense urban area with a mix of residential buildings and modern skyscrapers in the background under a clear blue sky. A decorative graphic of overlapping teal and purple shapes is visible in the bottom left corner of the image area.

## About Barts Charity

### For healthy East London lives

As East London's oldest healthcare charity, we've been at the forefront of advancing healthcare in our community for hundreds of years. The hospitals we support strive to provide excellent care to their patients, through the highs and lows. Yet too many people's lives in East London are affected by ill health.

As the dedicated charity for Barts Health NHS Trust, we support St Bartholomew's, Whipps Cross, Newham, The Royal London, and Mile End hospitals. We're also partnered with the Faculty of Medicine and Dentistry at Queen Mary University of London and the School of Health Sciences & Psychological Sciences at City, St George's, where we fund world-leading medical research.

Together with our partners and supporters we make better healthcare possible. We invest in inspiring people and projects that have the greatest impact on the health and lives of local people. And as our local community is one of the most diverse places to call home, what makes a difference in East London has the potential to touch lives across the world.



## We are committed to

### Professional development

At Barts Charity, we prioritise continuous learning and professional growth, ensuring our staff have access to both group and individual development opportunities so that staff make the best contribution they can, enjoy good job satisfaction and progress their careers.

Regular training sessions cover a range of hard and soft skills, including unconscious bias, feedback, assertiveness, and EDI awareness. We also offer tailored programmes like a New Manager Bootcamp and fundraising skills training.

### Mental wellbeing

We support mental wellbeing through a culture that encourages open conversations about mental health, internal support for both staff and their managers and access to external support via our Employee Assistance Programme.

### Inclusive Recruitment

We are committed to creating an inclusive and accessible workplace. As a Disability Confident Employer, we actively recruit, retain, and support individuals with disabilities and long-term health conditions, valuing the unique talents they bring. We make reasonable adjustments to ensure equal opportunities throughout the recruitment process and beyond, and we welcome applications from candidates of all backgrounds, including those with disabilities.





# About the role

**Fundraising Officer**





## Terms of employment

**Salary** Up to £34,000 dependent on experience

**Contract** Permanent

**Location** Ground Floor, 12 Cock Lane, London EC1A 9BU – Hybrid working – 2 days in the office (Tuesdays and Wednesdays), 1 day in a hospital and remaining days at home.

We are a fully accessible office.

**Annual leave** 27 days plus bank holidays

**Pension** 8% employer's contribution

**Other benefits** Subject to completion of 6-month probation:

- Interest free travel season ticket loan
- Private healthcare insurance (taxable benefit in kind)
- Employee Assistance Programme
- Social events within office hours



## Job description

Job title	Fundraising Officer
Department	Fundraising
Reports to	Senior Stewardship Manager (Major Gifts – line manager); Community Fundraising Manager (Public Fundraising)
Key relationships	Fundraising team; donors, volunteers; Marketing & Communications team
Job purpose	Provide general team administration and process support for fundraising; support with Major Gifts donor engagement, stewardship and recognition; and community fundraising support through increased charity visibility across our hospital sites and implementation of new planned workstreams.





## About the role

This role sits within the Fundraising team which is split into two functions. The Public Fundraising side manages individual giving, challenge events and community fundraising. The Major Gifts side leads high value fundraising including major donors, trusts & foundations and corporate partnerships.

The Fundraising Officer role will be a 50:50 split across both sides of the team, working across key fundraising workstreams and providing administrative support. The role will be line managed by the Senior Stewardship Manager in Major Gifts, but will also report into Community Fundraising Manager to help coordinate this role's public fundraising objectives.

On the Major Gifts side, the role will provide general administrative support to the team including diary management for internal and external meetings, events and tours, tracking and updating team processes and our fundraising database. It will also support recognition and stewardship of major gifts and will directly support the Senior Stewardship Manager, Senior Events Manager and Major Gifts Fundraisers with their work.

For Public Fundraising this role will support our ambitions to grow our visibility as a charity in our hospital sites. You will be building relationships with Barts Health volunteers, and visiting the five hospitals regularly to talk to staff and public on awareness stands and signpost charity support. You will also support with an exciting new supporter platform – both administratively as well as on-site promotion.

The role presents an exciting opportunity for someone keen to grow and develop their experience and expertise across multiple areas of fundraising.





# About you

Who we're looking for





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## Person Specification

- An intuitive, self-starting attitude with the ability to work independently as well as part of a team
- The ability to meet deadlines, manage multiple work streams and prioritise tasks
- Excellent communication skills – verbal and written
- A proven ability to work with and through other teams and departments to maximise results
- Positive personal impact and credibility, with the ability to engage with people at all levels both internally and externally
- Confident ability to engage with members of public and hospital staff about the work of Barts Charity
- Willingness and ability to travel to one of our 5 hospital sites approx. 1 day per week (outside of Tuesday and Wednesday office days). The five hospitals are: The Royal London Hospital, St Bartholomew's Hospital, Mile End Hospital, Newham Hospital and Whipps Cross Hospital.
- Passionate about improving healthcare and the work of the hospitals, clinicians and researchers whom the Charity supports
- Ambitious and takes pride in their work with good attention to detail
- Instinctively proactive and creative in their approaches
- Experience of using of Powerpoint, Excel and Microsoft Word





**Apply**







## How to apply

Please apply with a CV and a supporting statement of no more than 2 sides of A4 to Dagmara Wolosiuk-De Paula at Harris Hill on [dagmara.depaula@harrishill.co.uk](mailto:dagmara.depaula@harrishill.co.uk) Hill. Should you have any questions before applying, please get in touch with Dagmara directly.

Deadline for applications: 4<sup>th</sup> December 2024

In-person interview and skills assessment: Stage 1 week commencing 9<sup>th</sup> December and Stage 2 week commencing 16<sup>th</sup> December

We are a friendly, diverse and inclusive team and are committed to having employees that represent all communities. We welcome applications from people from all identities and backgrounds and we particularly want to encourage people from under-represented groups to apply to work with us.

Do get in touch if we can support you in the application process by applying reasonable adjustments. All requests will be treated in confidence.





# Thank you

[bartscharity.org.uk](http://bartscharity.org.uk)



Registered charity no. 212563



 for healthy East London lives