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**JOB DESCRIPTION**

**JOB TITLE** Fundraising Officer

**GRADE/BAND** Band 5

**LOCATION** Base: Charity Hub, Pinderfields Hospital, with travel across Wakefield, Dewsbury, Pontefract and surrounding areas as required

**RESPONSIBLE TO** Fundraising Manager

**ACCOUNTABLE TO** Associate Director of Charity and Partnerships

**About MY Hospitals Charity**

MY Hospitals Charity is the official charity supporting The Mid Yorkshire Hospitals NHS Trust, raising and managing funds to enhance care for patients, families, and staff across Wakefield, Dewsbury, Pontefract, and the surrounding communities. The charity funds projects, equipment, services, and experiences that go above and beyond what the NHS can normally provide, improving patient experiences and supporting NHS staff wellbeing.

We are proud to be part of a national network of over 230 NHS charities, raising more than £330 million each year to support our health service.

**JOB PURPOSE**

This is a dynamic, varied role at the heart of MY Hospitals Charity’s fundraising operation. The Fundraising Officer will play a key part in delivering the charity’s income generation activities, engaging with individual supporters, NHS staff, businesses, community groups, schools, and third-party fundraisers to inspire support and manage fundraising projects.

The postholder will support a wide range of fundraising streams — including community, corporate, individual giving, events, and NHS staff fundraising — and take responsibility for the day-to-day administration of supporter engagement, events coordination, and income processing.

We’re looking for a motivated, confident communicator with a good understanding of fundraising principles, strong organisational skills, and the ability to work flexibly on multiple projects. This role would suit someone who enjoys meeting people, is passionate about making a local difference, and can balance creativity with operational delivery.

**Professional**

* Maintain a professional appearance in line with the Trust dress code
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time

**2. Key Responsibilities**

**Fundraising Activities**

* Support the delivery of the charity’s fundraising plan, working across multiple income streams including individual giving, events, community, NHS staff, and corporate fundraising.
* Plan, promote, and deliver a variety of charity-led and third-party fundraising activities, ensuring they are safe, well-managed, and aligned with charity objectives.
* Build relationships with local organisations and businesses, NHS teams and departments, and supporters to develop fundraising partnerships, sponsorship, and in-kind donations.
* Manage and support hospital staff fundraising activities, providing guidance, promotional resources, and practical support.
* Maintain effective use of online fundraising platforms such as JustGiving, Enthuse, and other digital giving tools.
* Support the delivery of charity appeals and campaigns, encouraging participation from internal and external audiences.
* Ensure excellent supporter stewardship, providing timely thank-you communications, recognition, and updates on the impact of donations.

**Community and Corporate Engagement**

* Build strong relationships with community groups, schools, faith organisations, service clubs (e.g. Rotary, Lions, WI), and local businesses to encourage fundraising support, donations, and event participation.
* Represent the charity at talks, networking events, cheque presentations, and community activities, promoting the charity’s work and developing local partnerships.
* Identify new opportunities for community fundraising initiatives and corporate involvement, working proactively to secure new supporters and partnerships.

**Event Management**

* Support the planning, coordination, and delivery of both charity-led and third-party fundraising events.
* Provide logistical and administrative support for larger events such as the annual Golf Day, Charity Ball, and NHS Big Tea.
* Attend fundraising events as a charity representative, providing on-the-day support, engaging with attendees, and managing charity resources.
* Ensure all events are risk assessed, well-resourced, and compliant with charity and NHS policies.

**Supporter Care and Administration**

* Act as a first point of contact for supporter enquiries, providing helpful, friendly advice and materials to help maximise fundraising success.
* Process and record donations in line with financial procedures, ensuring accuracy and confidentiality.
* Maintain accurate records of supporters, donors, fundraising activities, and events using the charity’s CRM system.
* Prepare donation acknowledgements, thank you letters, and certificates of appreciation.
* Produce regular activity and income reports for the Fundraising Manager.

**Volunteer Coordination**

* Recruit, support, and supervise volunteers to assist with events, fundraising activities, and charity operations.
* Provide training and guidance to volunteers to ensure understanding of fundraising procedures and charity values.
* Develop volunteer opportunities that enhance the charity’s work and recognise the contribution of volunteers.

**Marketing and Communications Support**

* Contribute to the promotion of fundraising campaigns and events via the charity’s social media channels, website, and digital platforms.
* Work alongside the Fundraising Manager and Communications Team to draft engaging content for newsletters, case studies, press releases, and marketing materials.
* Attend public events, charity stalls, and internal staff events to promote the charity’s work and fundraising opportunities.

**General Responsibilities**

* Contribute to the charity’s annual plans, budgets, and income targets.
* Assist in developing and updating fundraising resources, marketing materials, and supporter information.
* Ensure all fundraising activities comply with relevant legislation, the Fundraising Regulator’s Code of Practice, NHS Trust policies, and GDPR.
* Maintain strict confidentiality relating to patient, donor, and organisational information unless specific consent has been provided.
* Provide monthly activity and income reports as required.
* Be flexible to work occasional evenings and weekends to support charity activities (TOIL policy in place).
* Attend relevant regional NHS fundraising meetings and training opportunities.
* Carry out other duties appropriate to the role and support the wider charity team during busy periods.
* Respect the customs, values and spiritual beliefs of supporters, patients, carers and their relatives.
* Maintain patient, organisational, colleague and donor confidentiality at all times unless specific written consent has been provided for the release of details.

**3. Resources and Finance**

* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* All staff at The Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:
* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns

**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the trust
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all time
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy

Smoking is not permitted: -

1. Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Teaching NHS Trust
3. In the entrances of any The Mid Yorkshire Teaching NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Teaching NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**PERSON SPECIFICATION**

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| **POST TITLE: A&C POST REF NO. LOCATION:** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * Educated to degree level or equivalent relevant experience in fundraising, marketing, events, business, public relations, or a related field. * Evidence of continuing professional development. | * Recognised fundraising qualification (e.g. Institute of Fundraising Certificate or Diploma). * Event management or volunteer management training. | Application form  Interview |
| **Experience** | * Experience of working in a fundraising, marketing, events, or community engagement role. * Experience in planning, delivering, and promoting fundraising activities, campaigns, or events. * Experience of developing and maintaining positive relationships with a range of stakeholders, including individuals, community groups, or businesses. * Experience of working to income targets and reporting on fundraising performance. | * Experience of working within the NHS, charity, or voluntary sector. * Experience of using a CRM or donor management system. * Experience of delivering talks or presentations to varied audiences. * Experience in volunteer management or supervision. | Application form  Interview  References |
| **Knowledge and Awareness** | * Good understanding of fundraising principles, methods, and regulations, including the Fundraising Regulator’s Code of Practice. * Awareness of the importance of supporter stewardship and donor care. * Knowledge of event planning processes, including risk assessments and logistics. * Good understanding of safeguarding, data protection (GDPR), and confidentiality in a fundraising or healthcare setting. * Awareness of own limitations. | * Knowledge of the NHS charity sector or NHS organisational structures. * Awareness of local community networks and businesses in Wakefield, Dewsbury, Pontefract, and surrounding areas. * Understanding of digital fundraising platforms (e.g. JustGiving, Enthuse) and online giving trends. | Application form  Interview  references |
| **Skills and Abilities** | * Excellent written and verbal communication skills with the ability to engage, inspire, and build rapport with diverse audiences. * Strong organisational and administrative skills, with the ability to manage multiple projects and deadlines effectively. * High level of IT literacy, including proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint). * Ability to deliver well-planned, safe, and engaging fundraising events and activities. * Confident in representing the charity at events, meetings, and public settings. * Ability to work flexibly, independently, and as part of a team. | * Experience in creating marketing or social media content. * Familiarity with graphic design tools (e.g. Canva) for promotional materials. * Ability to generate fundraising ideas and develop new opportunities for income generation. | Application form  Interview |
| **Personal Attributes** | * Enthusiastic, positive, and approachable with a passion for making a difference to local communities and NHS services. * Self-motivated and proactive with a creative, solutions-focused attitude. * Resilient and calm under pressure, able to manage challenging or sensitive situations appropriately. * Commitment to equality, diversity, and inclusion in all areas of work. * High standards of professionalism, integrity, and confidentiality. * Flexible, with a willingness to work occasional evenings and weekends (TOIL policy in place). |  | References  Interview |
| **Other** | * Full UK driving licence and access to a vehicle for work purposes (with travel required across Wakefield, Dewsbury, Pontefract, and surrounding areas). * Willingness to undertake mandatory NHS and charity-specific training as required. * Ability to represent MY Hospitals Charity positively and professionally at all times. |  |  |