

HALIFAX SOCIETY FOR THE BLIND



36 Clare Rd
Halifax
West Yorkshire
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Halifax Society for the Blind (HSB) has a vacancy for a Fundraising Manager (part time 22.5 hrs per week)

Annual salary: £15,210-£15,795 for a 22.5 hour week (£25,350-£26,504 FTE), subject to annual performance review.

Post: Fundraising Manager.

This is a new appointment and the first Fundraising Manager to be employed by the Society. Your role is to generate significantly more income than you cost.

You will start with a blank sheet of paper and therefore will need to be a highly motivated, confident, self-starter, brimming with ideas and the desire to raise money to sustain the charity and improve the quality of life for people affected by sight loss in Calderdale.

Fundraising activity at present is very low and is reliant on a few volunteers and staff who raise money by ad hoc fundraising, whilst doing their main job. However, the trustees see this as a fantastic opportunity to build on the goodwill and community spirit which exist towards HSB. The only way is up!

The post requires a high degree of flexible working and travel across the district and as such some evening and weekend work will inevitably be required.

HSB is a long-established expert organisation with a bright and dynamic future, which is undergoing great change as it moves to more suitable accessible and prominent premises in Halifax town centre, from where new and innovative services will be delivered. The successful applicant will play an important and essential role in enabling the charity's development and success.

Person Specification E = Essential Requirement D = Desirable Requirement

Experience and Qualifications		Method of assessment
Experience of Fundraising	E	Application form References
Experience of Working in the Voluntary sector	D	Application Form
Experience of working in the sight loss sector	D	Application Form & interview
Experience of running digital fundraising campaigns	D	Application Form & interview

Experience of bid writing and making applications to charitable trusts	D	Application Form & interview
Skills and Abilities		
Ability to communicate clearly and effectively in a structured way, both verbally and in writing with a range of individuals and organisations.	E	Interview and application
Adaptability, able to respond to a varied workload and different challenges	E	interview
Ability to communicate with staff in a professional manner - to develop and maintain appropriate positive relationships with a range of stakeholders including supporters, service users and volunteers.	E	interview
Ability to work on own initiative and liaise with colleagues as and when required	E	interview
Ability to prioritise and manage own workload	E	interview
IT literate and competent in use of Microsoft Office software including Word, Excel and Outlook, or equivalent	E	Application form
Experience with social media such as Facebook, Twitter and Instagram	D	interview
Holder of a car driving licence and access to a vehicle, or access to use of a vehicle, where a disability impairs the applicant's ability to drive.	E	Interview
Qualities and Competencies		
An outgoing and engaging personality and the ability to relate to all of our stakeholders generally, but in particular our supporters, service users and volunteers	E	interview and application
A good sense of humour	E	interview
Personal commitment to equal opportunities society policies and anti-discriminatory practices.	E	Interview
Self-motivated and the ability to motivate and support others	E	interview
Conscientious and thorough in record keeping, data collection and data protection	E	Interview

As a member of staff at HSB you will be required to:

- Understand and comply with all relevant legislation and HSB's policies and procedures, including, but not limited to, GDPR, data protection, safeguarding and health & safety. Confidentiality of information relating to service users, volunteers and staff is of paramount importance.
- To bring to the attention of the CEO any serious problems or areas of concern.
- Work as part of a team for the benefit of our service users. Staff are expected to be conscientious, adaptable and flexible in their duties.
- Actively promote the work of HSB as an independent charity for support and provision of services to people living with sight loss.
- Undertake appropriate training as and when required.

The future is down to you

Halifax Society for the Blind is a supportive innovative organisation and therefore there are possibilities for a successful candidate to develop their role and grow with the organisation.