



Southampton
Hospitals Charity

Community and Events

Fundraising Officer

Recruitment pack



Welcome

Thank you so much for your interest in the Community and Events Fundraising Officer role. We're genuinely delighted that you're considering joining us at Southampton Hospitals Charity. This is a wonderful moment to come on board, and we're excited to be welcoming new talent into our growing team.



Our Charity is dedicated to enhancing the care and experience of patients across the hospitals and services run by UHS. Everything we achieve is made possible through the generosity of our supporters, and fundraising sits at the heart of our impact.

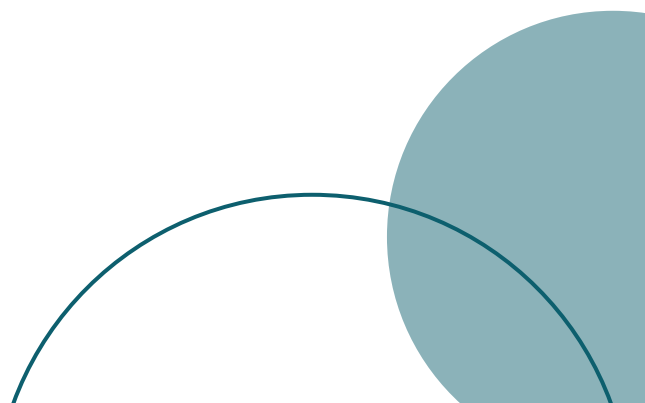
That's why this role is so important. As we continue to grow and expand our work, we're looking for someone who is not only organised and proactive, but also warm, personable, and able to build strong relationships throughout our community. Many of our donors have a deep personal connection to the hospital, and this role plays a meaningful part in helping them give back in ways that matter.

This is a genuinely exciting time for us—with new plans, new opportunities, and a team who are passionate about making a difference every day. If you feel inspired by our mission and believe you can help us achieve even more for our patients, we would be absolutely delighted to hear from you.

Warmest wishes,

Beth Hall

Director of Operations and Resources



About the Charity

Who we are

Southampton Hospitals Charity works to improve the care and services provided by University Hospital Southampton NHS Foundation Trust. We make grants to support with improving patient care, clinical outcomes, the hospital environment, and pioneering research.

Our incredible supporters enable us to make a difference to thousands of patients every year. Our mission is to raise funds to support world class healthcare at University Hospital Southampton NHS Foundation Trust, and we work to ensure that donations have a real impact for patients, staff, and families.

Our vision

Our vision is for Southampton to be a city of good health, enabled by outstanding medical care and innovative world-leading research.

Our mission

Our mission is to deliver grant programmes that are instrumental in driving outstanding clinical care and outcomes for patients accessing hospital and community services.

Our intention

To Think Big

We will make a significant difference to patients and their families.

To Think Local

We will become Southampton's health charity of choice.

To Think SHC

We will be a best-in-class NHS charity, delivering for supporters.

Our work so far

Modernising patient and family environments

Some of our most impactful work involves refurbishing and creating dedicated patient and family spaces across the hospital. These projects help create modern, comfortable, and welcoming wards, clinical spaces, waiting areas, and relatives' rooms.



Supporting patients in and out of hospital

We are committed to supporting holistic patient care, including patient wellbeing and prevention and early intervention initiatives that promote long-term health and independence.



Research and innovation

From research into new treatments for children with cancer, to exploring the connection between diabetes and liver disease, and investigating how artificial intelligence can support better diagnosis and treatment of patients, we are committed to supporting groundbreaking research and innovation, helping to develop new ways of working and better treatments for patients.



Job and role description

Job title: Community and Events Fundraising Officer

Reports to: Fundraising Manager

Direct reports: No direct reports

Role purpose

We are seeking a highly motivated and driven individual to join our growing Fundraising Team as a Community & Events Fundraiser.

Working closely with the Fundraising Manager, you will be responsible for developing and delivering a range of community and event-based fundraising initiatives. Your role will involve engaging supporters, building strong relationships within the community, and maximising income through creative and impactful fundraising activities.

Inspiring supporters, both current and new to take part in our signature events or stewarding them as they arrange their own across our local community.

The post holder will require a good knowledge of fundraising and considerable energy and enthusiasm that will inspire patients, visitors, hospital staff and the local community to choose Southampton Hospitals Charity as their preferred charity.



Main responsibilities

Community and Events

- Working with the Fundraising Manager to develop and implement strategies to support the growth from community fundraising activities.
- Acting as a key point of contact for community fundraisers, providing guidance, resources, and support to help them achieve their goals.
- Develop an annual calendar of participation events, including leading on the creation and delivery of marketing activity for these initiatives to maximise promotion, engagement and income.
- To work closely with the Hospital Engagement team within the Charity Hub to help ensure good cross stewardship, maximise hospital staff participating in events and being on-hand to meet with potential donors.
- Planning, organising and delivering fundraising events, ensuring they are delivered on time, within budget, and meet income targets.
- Support with the recruiting, training and managing event volunteers to ensure successful delivery of events and show them a high standard of care and support to retain them.
- Cultivate and manage relationships with supporters, ensuring excellent stewardship and engagement.
- Identify and develop opportunities to grow the Charity's supporter base (including working collaboratively with other teams to integrate community and event fundraising with other areas of the organisation).
- Representing the Charity at external functions, events, giving talks and presentations as required.
- Work closely with the marketing team on the planning and delivery of marketing activity for all fundraising events and initiatives, taking responsibility for generating content, scheduling activity and driving audience engagement.
- Build a robust fundraising pipeline across community and events, monitoring and evaluating the success of fundraising activities, producing regular reports and data analysis.
- Setting and manage income and expenditure for all fundraising initiatives, ensuring cost-effectiveness and profitability.
- Keeping accurate records of donor interactions, income, and expenditure on the charity's database (Beacon).
- Performing other duties as reasonably required within the role.
- To liaise and manage relationships with external suppliers such as 3rd party event organisers, event companies and venues.

Person specification

Knowledge and experience

- Experience of increasing income through successful community events, corporate or volunteer fundraising programmes or equivalent transferable experience from another sector.
- A proven track record of delivering an excellent customer/supporter stewardship experience.
- Experience of managing multiple projects and budgets.
- Demonstrable experience using data insight and analysis to inform decision making.
- Excellent IT skills including using Excel, Word, Outlook and Power Point as well as experience of administering and maintaining dedicated supporter databases.
- Knowledge of a Fundraising Database and knowledge of fundraising regulations.

Skills, abilities, and behaviours

- Excellent interpersonal and negotiation skills with the ability to motivate and influence people.
- Ability to build personal, meaningful relationships with colleagues, customers, supporters and donors.
- Ability to adapt quickly and be solutions focussed.
- Ability to prioritise and manage a demanding workload and work on several priorities at once.
- Ability to work as part of team and to use own initiative.
- Knowledge and experience of using a CRM database (Beacon).
- Excellent communication skills with an ability to prepare and deliver compelling presentations and engage with a wide range of audiences.
- Good written skills with the ability to communicate with different stakeholders.
- Self-driven and results orientated with a positive outlook and clear focus on supporters.
- Willingness to work hard and attend, where necessary commitments outside normal office hours.
- A Full UK driving license and access to a car.

Terms of appointment and how to apply

Reports to: Fundraising Manager

Salary: £30,000 to £32,000

Hours: 37.5 hours per week

Contract: Permanent

Pattern of work

We offer hybrid working to provide flexibility for our staff. As part of this approach, the required time working in the office for this role will be dependent on contractual hours. For this role 3 days would be required in the office.

Place of work

Southampton General Hospital, Tremona Road, Southampton SO16 6YD. Please note we are also looking at office spaces in and around Southampton

Benefits of working here

- Between 5% and 10% matched pension contribution.
- 27 days paid annual leave (plus bank holidays), pro-rata according to contracted hours.
- Generous enhanced maternity, paternity, and adoption leave schemes, alongside statutory entitlements.
- Access to Occupational Health support.
- Employee benefits package via Vivup.

How to apply

To apply, please send the following to recruitment@southamptonhospitalscharity.org:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Closing date: Friday 17 April

Interviews: w/c Monday 27 April



Southampton Hospitals Charity is a charitable company limited by guarantee, registered in England and Wales (Company No: 15421829, Charity No: 1206909).

Registered Address: Southampton Hospitals Charity,
Mailpoint 135, Southampton General Hospital,
Southampton, SO16 6YDle