



INCOME GENERATION TEAM ADMINISTRATOR

JOB DESCRIPTION

ABOUT US

Paul Sartori Hospice at Home is a registered charity offering care and advice for Pembrokeshire people living in the later stages of any life-limiting illness.

We provide a range of services in the patient's home.

We also aim to help those close to the patient during the illness and through the bereavement period.

The Hospice at Home service is free of charge, available 365 days of the year and operates a 24/7 on-call service.

OUR MISSION

To provide sustainable services that promote good end of life care in Pembrokeshire

OUR VALUES

The Paul Sartori Foundation's core values guide our everyday decisions and actions. We encourage everyone involved with the charity to accept and demonstrate positive values.

- **Caring** is accepting others. It's being compassionate, generous, sensitive and thoughtful.
- **Honesty** is shown through integrity, fairness and sincerity in words and deeds. It's being trustworthy and trustful.
- **Respect** is acknowledging the inherent worth in oneself and others. It's treating others fairly and justly.
- **Responsibility** is being accountable for one's behaviour, obligations and actions. It's doing what's right.

ABOUT THE ROLE

Salary: Competitive pro rata salary, auto enrolment pension scheme

Hours: 37.5 hours (some unsociable hours)

Holiday: 25 days, plus time in lieu for bank holidays and unsociable hours worked

Reporting: Directly to the Charity Manager

Location: Paul Sartori House Offices, Haverfordwest

SUMMARY OF THE ROLE

The Income Generation Team Administrator will support our small fundraising team and volunteer managers who specialise in generating funds for the Hospice at Home Services alongside individuals, community groups, major donors and local businesses.

The aim of the Income Generation Team is to grow our fundraising income year-on-year in order to sustain the demand for our Hospice at Home Services in Pembrokeshire alongside over 400 volunteers.

The post holder will deliver an efficient administrative support service to the fundraising team, volunteer managers and general supporters; to act as a point of contact for fundraising and volunteering enquiries and assist with all activities which help support our volunteers and raise funds for the Hospice at Home Service.

KEY RESPONSIBILITIES:

- To provide appropriate fundraising and volunteer administrative support including the maintenance of appropriate volunteer records and reports
- To provide appropriate volunteer recruitment support; maintain and develop networking opportunities and assist with the placement, support and training of volunteers, where appropriate
- Organise volunteer recruitment events and the annual Paul Sartori Volunteer Awards event and assist with other events, where appropriate before, during and after
- Participate in internal and external events where required – these can include unsociable hours
- To prepare timely editorials, newsletters and other promotional material and distribute to the necessary media contacts
- To provide support, where necessary, to fundraisers, volunteers and supporters by issuing materials requested, such as collection boxes, t-shirts, etc
- To identify and research funding as requested by the income generation team such as sponsorship for events, raffle prizes etc.
- Support senior managers in updating relevant policies and procedures
- Promote our services, at all fundraising events and at our shops, through social media and other marketing methods including our own website
- Update new and existing online platforms to ensure all Paul Sartori Hospice at Home information is relevant and up to date i.e. giving sites, information portals such as PCC, PAVS and Unity Lottery etc.
- To attend relevant meetings
- Provide cover for colleagues if necessary
- Support the fundraising and volunteer strategy
- To ensure appropriate levels of health, safety and confidentiality
- And any other reasonable activity as needed for the Foundation

PERSON SPECIFICATION:

The successful applicant will have:

Meticulous attention to detail and a high degree of accuracy

Excellent communication skills in writing and in person, with a commitment to sensitively communicating the charity's work and values

Excellent organisational, administrative and time management skills

Excellent IT skills with specific experience in Microsoft Office. The previous use of Wordpress would be an advantage

The ability to use own initiative, manage own workload and that of others

Experience of working in a similar role or experience of working within the third sector

Experience of engaging and/or managing volunteers would be an advantage

Experience of managing projects and events would be an advantage

An enthusiastic, positive and flexible approach

Collaborative team-player experience and a "Can Do" attitude, getting involved in whatever needs to be done to achieve the Paul Sartori Hospice at Home fundraising aims

CAR OWNER ESSENTIAL

TO APPLY

Please email your CV and a covering letter to sandra@paulsartori.org by Friday 1 June 2018. You will receive acknowledgement within 48hrs. For fairness of this process we cannot accept any CV's after this date.

ABOUT THE INTERVIEW PROCESS

We will review all CV's and covering letters and advise both successful and unsuccessful applicants after 19th June 2018, by email.

Interviews will take place at Paul Sartori House, Winch Lane, Haverfordwest, Pembrokeshire, SA61 1RP on the 25th and 27th June 2018.

INTERVIEW STRUCTURE

There will be a 15 minute scenario test at the beginning of the session, followed by a 30 minute interview. The applicant will be assessed against a scoring system based on a set of competency based questions and the results of the test.

CONFIDENTIALITY

Individual CV's and covering letters will be treated in the strictest of confidence. The Foundations Confidentiality and Privacy policy will apply.

We will hold unsuccessful applications for 2 weeks should feedback be required. After 2 weeks all documents will be destroyed sensitively.

For further information please visit our website at www.paulsartori.org or contact Sandra Dade on telephone number 01437 763223 or e-mail sandra@paulsartori.org