

Join our team!

Fundraiser



**St Vincent's
Hospice**

the little hospice with the big heart



stvincentshospice.org

Scottish Charity No. SCO06888

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Overview: Fundraiser

Reporting to
Fundraising Manager

Salary
£30,000 – £32,000 per annum

Hours
Full time,
37.5 hours per week

Working pattern
Flexible and hybrid working,
with regular community visits
and evening and weekend
work where required

Status
Permanent

Holidays
27 days plus 8 bank holidays

Location
St Vincent's Hospice, with
travel across Renfrewshire,
North Ayrshire and
surrounding communities

Direct Reports
None

As Fundraiser at St Vincent's Hospice, you will build local relationships and generate income that supports specialist palliative and end of life care for patients and families. Reporting to the Fundraising Manager, you will deliver agreed community, corporate and events activity, with responsibility for personal income and activity targets.

This is a proactive, hands-on role. You will spend time in the community, approach potential supporters, deliver talks, develop opportunities and follow through on commitments. You will help individuals, groups, schools and businesses turn their interest in the hospice into lasting support.

You will work closely with the Income Generation Assistant. You lead relationship development and income growth within your allocated areas; the Assistant coordinates central bookings, volunteer rotas, collecting-can records and practical administration. The Fundraising Manager agrees priorities, named leads and any exceptions. You remain responsible for your own contact records, agreed actions and supporter follow-up.

We welcome applicants with transferable skills from fundraising, communications, marketing, sales, business development, account management, events or community engagement. You do not need experience across every fundraising area. We are looking for someone who builds relationships, takes initiative and is motivated to learn and achieve results.

To apply, please email your CV and cover letter to recruitment@svh.co.uk or complete our application form via <https://stvincentshospice.org/vacancies>

Key Responsibilities

Income Generation Targets and Performance

- Take responsibility for achieving agreed personal income and activity targets across the allocated community, corporate and events portfolio.
- Agree priorities, local areas, campaign activity and measurable objectives with the Fundraising Manager, maintaining a practical weekly and forward work plan.
- Identify prospects, make approaches and fundraising asks, and progress opportunities from initial interest through to confirmed support and ongoing engagement.
- Maintain an active pipeline showing the opportunity, likely value, status, next action and expected timescale; distinguish prospective income, confirmed commitments and money received.
- Review progress regularly, identify barriers early and agree action with the Fundraising Manager where activity or income is off track.
- Provide concise updates on visits, approaches, follow-up, income, commitments and risks, using data and learning to prioritise the opportunities with the greatest potential.

Community Fundraising and Local Area Development

- Develop relationships with community groups, clubs, faith organisations, businesses, schools and youth groups across agreed local areas.
- Plan regular visits and local outreach, researching the area beforehand and agreeing clear objectives for contacts, asks and follow-up.
- Identify opportunities for supporter-led fundraising, collections, talks, workplace or school activity and participation in hospice events.
- Encourage schools and education groups to take part in suitable campaigns and activities, providing clear information and practical support.
- Support community fundraisers from their first enquiry through planning, delivery and thanks, helping them choose activities suited to their interests and circumstances.
- Develop local area plans from the relationships and opportunities identified, coordinating with retail shops and other hospice colleagues where helpful.
- Encourage repeat fundraising and wider involvement, ensuring every promising opportunity has a named owner and next action.

Key Responsibilities

Bucket Collections Collecting Cans and Talks

- Identify new collection venues and opportunities through local relationship building, coordinating approaches with the Income Generation Assistant before contacting an organisation.
- Develop venue relationships, encourage participation and lead or attend agreed bucket collections, working with the Assistant on bookings, volunteer arrangements, equipment and income recording.
- Recruit new collecting-can host sites through local visits and conversations, explain the arrangements and provide full placement details to the Assistant for the central register and servicing schedule.
- Maintain relationships with allocated collecting-can hosts, identify opportunities beyond can placement and undertake agreed placements, uplift or replacement visits within the shared schedule.
- Build relationships with adult groups and other audiences, secure interest in hospice talks and pass booking details to the Assistant for central coordination.
- Prepare and deliver engaging talks using approved materials, explaining the hospice's work and making appropriate requests for fundraising or other support.
- Identify and lead follow-up after talks, collections and visits to develop repeat involvement, partnerships and wider support.
- Provide prompt activity details, feedback, income information and next actions to the Assistant and maintain your own supporter records.

Working with the Income Generation Assistant

- Agree the named lead contact and practical responsibilities for each organisation and activity, recording the lead, last contact and next action in Raisers Edge NXT or the agreed shared system.
- Use the Assistant's central calendars and registers to coordinate activity and avoid duplicate approaches, bookings or servicing visits.
- Provide timely briefs for bookings, materials, volunteers and other support; the Assistant manages routine booking and logistical arrangements within agreed plans.
- Retain responsibility for relationship development, personal income targets, agreed local delivery, your own record keeping and completing promised actions.
- Coordinate timely thanks with the Assistant and provide the personalised information needed for acknowledgements and impact updates.
- Work as colleagues without a line management relationship; refer competing priorities, proposed changes of ownership or unresolved gaps to the Fundraising Manager.

Key Responsibilities

Corporate Fundraising

- Research and approach local businesses within the agreed portfolio, identifying suitable opportunities for sponsorship, employee fundraising, charity partnerships and other support.
- Prepare tailored approaches, proposals and presentations, seeking guidance from the Fundraising Manager for significant or complex opportunities.
- Build and maintain relationships with allocated corporate supporters, agreeing clear next steps and following up fundraising commitments.
- Support the Fundraising Manager with larger partnerships and introductions, ensuring the lead relationship owner is clear.
- Provide appropriate recognition and impact information, identifying opportunities to renew or grow support.
- Record contacts, commitments and agreed benefits accurately and follow the hospice's partnership approval and ethical fundraising processes.

Events Campaigns and Volunteer Engagement

- Deliver allocated hospice event and campaign activity, including participant recruitment, promotion, supporter engagement and agreed practical arrangements.
- Recruit and support participants for challenge events and third-party fundraising activities, encouraging participation and helping people meet fundraising goals.
- Work with the Assistant on registrations, resources and logistics, and with communications colleagues on approved promotional material.
- Encourage volunteers to support local fundraising, working with the Assistant and Volunteer Coordinator on recruitment, induction, rotas and briefings.
- Provide on-the-day guidance to volunteers at activities you lead and follow agreed safety, cash-handling and escalation procedures.
- Evaluate participation, income, costs and supporter feedback, recommending practical improvements.

Key Responsibilities

Supporter Care and Team Referrals

- Provide friendly, responsive and compassionate supporter care, maintaining trust and keeping commitments.
- Ensure supporters receive appropriate thanks, recognition and information about the difference their support makes.
- Respect personal circumstances, accessibility needs and communication preferences, recognising when a supporter needs additional assistance.
- Refer in-memory fundraising, tribute, legacy, lottery and regular-giving opportunities to the Individual Giving Manager, agreeing a sensitive handover and avoiding competing approaches.
- Support agreed activity within those programmes when allocated by the Fundraising Manager in coordination with the Individual Giving Manager; programme ownership remains with the Individual Giving Manager.
- Represent the hospice professionally at visits, meetings, presentations and events, and escalate feedback or complaints through agreed procedures.

Financial Management Data and Compliance

- Maintain accurate and current Raisers Edge NXT records of your contacts, activity, opportunities, commitments and follow-up actions, undertaking systems training as needed.
- Provide accurate information for forecasts and reporting, record income in line with agreed allocation rules and avoid double counting shared activity.
- Monitor costs against agreed activity budgets, obtain necessary approvals and use resources carefully.
- Follow agreed procedures for receiving, securing, recording and handing over donations, collection materials and funds.
- Follow relevant fundraising standards, data protection, consent, safeguarding, event safety and hospice requirements, completing training and seeking advice where necessary.
- Complete required administration and handovers promptly, keeping supporter information secure and reporting concerns or discrepancies.
- Participate in induction, probation, regular supervision and development reviews and undertake other duties appropriate to the role.



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Person specification

Who we're looking for

We welcome people with relevant transferable skills and the motivation to develop as a fundraiser. Experience across every income stream is not required. The successful applicant will be comfortable approaching people, asking for support, working towards agreed income targets and maintaining reliable follow-up.

Essential Criteria

- Relevant experience in fundraising, communications, marketing, sales, business development, account management, events, customer engagement or community activity.
- Evidence of building positive relationships, securing support, increasing engagement or delivering agreed objectives in a relevant setting.
- Confidence to approach new contacts, explain an opportunity and ask for support, with willingness to develop effective fundraising skills.
- Clear written and verbal communication skills, including the ability to speak to groups and present information engagingly with training and preparation.
- Good organisation, initiative and follow-through, with the ability to manage visits, opportunities and deadlines.
- Willingness to take responsibility for agreed income and activity targets, monitor progress and respond constructively to feedback.
- Ability to coordinate activity with colleagues and volunteers, sharing information and respecting agreed responsibilities.
- Good numerical awareness and the ability to maintain accurate records, monitor activity and use information to improve results.
- Confidence using everyday IT tools, with willingness to learn Raisers Edge NXT and relevant fundraising systems.
- Compassion, discretion and the ability to communicate sensitively with people affected by illness or bereavement.
- Awareness of confidentiality and a commitment to learning and applying ethical fundraising, consent and relevant safety requirements.
- Commitment to equality, inclusion and the values and mission of St Vincent's Hospice.
- Ability to travel regularly across the hospice's catchment and work evenings and weekends where agreed activity requires it.



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Who we're looking for

Desirable Criteria

- Experience of community fundraising, corporate support, events, collections, talks or supporter-led activity.
- Experience of working with schools, businesses, community groups or volunteers.
- Experience of generating income, making successful asks, developing partnerships or working towards sales or fundraising targets.
- Experience of managing a pipeline of opportunities, tracking next actions or evaluating campaigns and events.
- Experience of a CRM or fundraising database, particularly Raisers Edge NXT.
- Knowledge of the charity or hospice sector, supporter stewardship or relevant local networks.

Personal Qualities

We are looking for someone who is:

- **Proactive** — identifies opportunities and turns interest into practical action.
- **Relationship-focused** — builds trust and maintains thoughtful, consistent contact.
- **Accountable** — takes ownership of agreed targets, actions and outcomes.
- **Organised** — keeps visits, records and follow-up on track.
- **Resilient** — responds positively to setbacks and feedback.
- **Collaborative** — works constructively with the Assistant, colleagues and volunteers.
- **Compassionate** — respects supporters' circumstances and wishes.
- **Curious** — willing to learn, test ideas and improve fundraising activity.



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Benefits

Working with us

- Salary of £30,000 – £32,000 per annum
- Generous annual leave entitlement plus public holidays
- Pension scheme
- Flexible and hybrid working opportunities
- Ongoing professional development and training
- Employee wellbeing support
- Free onsite parking
- Access to on-site lunch/refreshment options
- Access to Blue Light Card discounts
- Opportunity to work for a respected and valued local charity
- A supportive and compassionate working culture where your work has real impact

Our Commitment

At St Vincent's Hospice, every member of our team helps local people receive care, comfort and support. As Fundraiser, you will build the relationships, income and community involvement that help sustain vital services for patients and families. We value transferable skills and will support the successful applicant to develop the knowledge needed for the role.

This job description provides an outline of the role and may be reviewed in consultation with the postholder as services and ways of working develop.