



## **About Air Ambulance NI**

Air Ambulance NI is your local charity that provides the Helicopter Emergency Medical Service (HEMS) for Northern Ireland in partnership with Northern Ireland Ambulance Service. The service brings urgent medical assistance to anywhere in the province, operating seven days a week between 7am and 7pm. This Doctor / Paramedic service brings clinical interventions to those whose lives are at serious risk following significant trauma or medical emergency. Effectively the service brings pre-hospital emergency hospital care direct to the casualty.

Air Ambulance NI needs to raise £2m each year to sustain and develop the service.

## **Fundraising Co-ordinator (Regional) Armagh and Down**

The Fundraising Co-ordinator will work with our Head of Fundraising and the fundraising team to help grow new and additional sources of funding. Ultimately you are helping to ensure that Air Ambulance NI continues to be financially sustainable to provide this service.

The geographic region to be covered for this role is Armagh City, Banbridge and Craigavon Borough Council area and Newry, Mourne and Down District Council area.

This role will be office based in Lisburn or home based working remotely with attendance at our head office in Lisburn on a regular basis. This will be agreed with the candidate.

The role is integral to achieve the fundraising goals and objectives of the charity's income generation strategy and provide an outstanding supporter experience.

Thank you for your interest and we hope this information will help support you in your application.

**To apply send your CV to [info@consulthr.co.uk](mailto:info@consulthr.co.uk) by 5.00 pm on 11 April 2022 .**

Please note that the following date is being held for interview:

Thursday 21<sup>st</sup> April 2022

## Job Description

Job Title:	Fundraising Co-ordinator
Job Category:	Fundraising
Job Type:	Permanent – Full time
Salary:	Competitive
Reporting into:	Head of Fundraising
Location:	Home Based with regular Head Office visits

### Job Purpose:

As a key member of a small but mighty, highly motivated, and skilled team, you have a vital role in maximising income, awareness, and profile for Air Ambulance NI. You will be part of the team delivering an annual income target upwards of £2m. Within an agreed area, you will build lasting and valuable relationships with supporters, companies, groups, volunteers, and local media.

### Key Duties and Responsibilities:

1. Contributing to Air Ambulance NI income for the agreed area.
2. Build long term relationships to grow a network of inspired and engaged local support of the charity in your own designated fundraising area. This will involve giving our supporters an excellent experience, advising on fundraising legalities, maximising income, and awareness. You will proactively develop support from the community and corporate sectors.
3. Act as an ambassador for Air Ambulance NI and assist with raising awareness and income from our membership programmes – Club AANI and Junior Club.
4. Assist with event organising where appropriate and encouraging support of events.
5. Work with the Volunteer Co-ordinator and AANI volunteers to increase capacity and ensure cover across the province.
6. Develop local profile in the area through proactive networking and PR in local media.
7. Work closely with team members to maximise performance and support each other.
8. Receive, record, bank, and process income to ensure all activities are safe and compliant in accordance with Air Ambulance NI policies and procedures.
9. Ensure that accurate and up to date financial and supporter records are maintained and are accessible.
10. Undertake administrative duties as required in support of the role.
11. Be familiar with and adhere to all relevant Air Ambulance NI policies and procedures as well as fundraising legislation, Fundraising Regulator Code, and best practice.
12. Any other duties as reasonably required within the skills, knowledge, and experience.

A team approach is central to the success of Air Ambulance NI's fundraising: This job description will be subject to review and may change to meet the evolving needs and changing circumstances and is not intended to be rigid and definitive but should be regarded as providing a summary of the nature of the role within which the individual works.

## PERSONNEL SPECIFICATION

### Essential Requirements

- Third level qualification, Level 3 Diploma, or a Foundation Degree
- One years' experience in fundraising, **or** in a role where you have delivered against targets and drove activity in line with key plans.
- Computer literate and good knowledge of MS Office and social media platforms
- Excellent organisational skills.
- Proven team player
- Prepared to work flexible hours
- Excellent communication and interpersonal skills including experience of interacting with people at all levels, and the ability to speak in public.
- Proven ability to multi-task, prioritise and work to deadlines.
- Current full driving licence and business insurance, and access to a car to enable travel throughout N.Ireland or some other form of transport to allow the post holder to carry out the duties of the post in full.
- Strong written and verbal communication skills

### Desirable Requirements

1. Two plus years working experience in fundraising **or account management role**
2. Experience working with voluntary clubs or groups
3. Volunteer management or supporting with public relations