



***Join Air Ambulance NI and be part of the charity that makes pre-hospital emergency care available to the people of Northern Ireland.***



### **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 for twelve hours per day. 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 £2.5m each year to sustain and develop the service.

### **Air Ambulance is vital in saving lives, brains and limbs.**

Since the service commenced in July 2017, we have been tasked over 3,500 times, helping people like Barney Surgenor from Antrim.



While working on gutters Barry fell, receiving a serious head injury, thankfully after treatment at scene and transported to hospital Barney has made a full recovery. Barney's fiancé Pauline shares poignant memories from that day. Pauline said, *"It was a day I'll not forget in a hurry. I had been looking after the grandchildren when a phone call came through to say Barney had had an accident at work. Barney runs an outdoor services company and was cleaning guttering at the time. I got to scene as fast as I could, but the helicopter was already taking off with Barney on board to be transferred to the Royal Victoria Hospital."*

*The consultant told me that Barney was in a critical condition with a skull fracture from his forehead right to the base of his neck and had three bleeds on the brain.*

*He was in hospital for 4 days though when he did get home, he was a different person. The bleeding to part of the brain had caused a change in his personality meaning that my usually chatty Barney was quiet and withdrawn. Thankfully, after a few weeks my Barney was back and incredibly in 6 weeks he was back to work!"*

### **Air Ambulance NI Structure**

Air Ambulance NI is governed by a voluntary board of Trustees who have a wealth of experience in the third sector, business, aviation, health, financial and legal

governance. The Charity employs 7 full time staff and 2 part-time and due to continued development of the charity we are delighted to be strengthening the team.

### **Current Position in the charity team**

#### **Area Fundraising Manager (Regional) North Antrim, Derry/L'Derry and Causeway Coast**

We are now recruiting for a Fundraising Manager to work with our Head of Fundraising to help grow new and additional sources of funding. As a charity, a key investment we make is in our team, and we want to recruit a team player who matches our values of Respect, Integrity, Teamwork and Accountability. This role will save lives by helping to ensure that Air Ambulance NI continues to be financially sustainable.

A Diverse Employer, Air Ambulance is committed to eliminating unlawful discrimination and to encouraging equality and diversity among our workforce. Our aim for the charity is to be truly representative of all sections of society and those we serve, and for every employee to feel respected and able to give their best.

#### **Air Ambulance NI offers**

- \* 25 days annual leave, with additional increments based on length of service
- \* 10 statutory holidays
- \* Fixed Christmas Closure
- \* Time Off In Lieu in compensation of additional hours worked in the evening or weekend including time and a half TOIL for Sunday
- \* Enhanced sick pay
- \* Enhanced maternity, paternity and adoption pay
- \* Provision of branded uniform/workwear
- \* 5% contributory pension scheme
- \* Work related professional membership fees
- \* Quarterly training and development opportunities
- \* Access to work van for business purposes

The geographic region to be covered for this role is shown below:



This role will be home based with attendance at our head office in Lisburn on a weekly basis.

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 Friday 29th of September at 4pm.

**Interviews are planned to take place on Monday 9<sup>th</sup> and Wednesday 11<sup>th</sup> October 2023**

## **JOB DESCRIPTION**

### **Area Fundraising Manager**

**JOB TITLE:** Area Fundraising Manager – Derry/ L'Derry and Causeway Coast and Glens

**LOCATION:** Home Based

#### **JOB PURPOSE:**

As a key member of a highly motivated and skilled team, you have a vital role in maximising income, awareness and charity profile to help deliver an annual income target upwards of £2.5m. You will build lasting and valuable relationships with supporters, companies, fundraising groups, volunteers and local media.

#### **Responsibilities:**

1. Contributing to the Air Ambulance NI Fundraising Strategy and budget development.
2. Develop, lead and deliver an agreed action plan for your area.
3. Build long term relationships to grow a network of inspired and engaged local communities supporting Air Ambulance NI in your own designated fundraising area. This will involve personally developing support from the community and corporate sectors, as well as fundraising support groups and focusing on high potential relationships.
4. Team Lead for at least one assigned income project.
5. Actively recruit support of Air Ambulance NI's membership programme.
6. Recruit and develop volunteer ambassadors to increase capacity and ensure cover across the province.
7. Develop local profile in the area through proactive networking and PR in local media.
8. Work closely with team members to maximise performance and support each other.

9. Receive, record, bank and process income in accordance with Air Ambulance NI policies and procedures.
10. Ensure that accurate and up to date financial and supporter records are maintained and are accessible
11. Undertake administrative duties as required in support of the role.
12. 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.
13. 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 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 guidelines within which the individual works.

## PERSONNEL SPECIFICATION

### Essential Requirements

- At least three years' work experience in a charity or relevant corporate role (ie client facing, marketing or sales position).
- Degree level qualification OR a minimum of 5 years' experience working in a charity or relevant corporate role (client facing / marketing or sales position).
- Experience of developing business growth and management.
- Proven experience of achieving financial targets and competent budget management.
- Experience of dealing with a wide variety of people.
- Experience of excellent written and verbal communications, including making presentations.
- Excellent organisational skills demonstrated through experience of multi-tasking, prioritising and working to deadlines.
- High level of experience and competence with IT including all Microsoft packages.
- Hold a full, current driving license with business insurance and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post in full.
- Flexible and available to work hours to meet the needs of the role – including evenings and weekends.

### Desirable Requirements

- Three plus years fundraising experience.
- Event organisation experience.
- Volunteer management experience.