



**BRANDON CENTRE FOR COUNSELLING AND PSYCHOTHERAPY
FOR YOUNG PEOPLE**

26 Prince of Wales Road London NW5 3LG

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A. OUTLINE OF POST

Job Title: Events and Community Fundraiser

Hours: 14hrs p/wk (negotiable)

Salary: £28,000 to £30,000 per annum (pro rata) or £100 to £120 per day

Reporting to: CEO

Place of work The Brandon Centre, 26 Prince of Wales Road, London
NW5 3LG

Contract: 4 to 5 months fixed term

B. JOB SUMMARY

Purpose of role: The Brandon Centre celebrates our 50th Anniversary this year and this role will focus on ensuring we are maximising the profile and fundraising opportunities that the anniversary offers. You will be leading on organising the 50th anniversary event as well as outreaching to local organisations to fundraise for our 50th anniversary appeal in September and October.

50th Anniversary responsibilities:

- Managing the overall programme of works for the 50th anniversary in order to maximise the benefit to the Brandon centre.
- Working with internal and external stakeholders to ensure delivery of the B50 work plan and its goals.
- Planning and organising the delivery of the B50 celebration event in October.
- Making approaches to local businesses (shops, restaurants, estate agents etc.) to support us through customer or employee fundraising
- Making approaches to schools, colleges and universities to fundraise for the Brandon Centre during the 50th appeal
- Making approaches to places of worship and community groups to support us during the 50th appeal

- Recruiting and managing volunteers for bucket collections
- Supporting on the launch of our 'Friends of Brandon' scheme for regular individual and corporate donations
- Working with existing funders to increase/maximise B50 in year donations
- To be responsible for the smooth stewardship of donors, ensuring all donors are personally thanked quickly and receive appropriate communications
- To be the first and main point of contact for logging & collating all Brandon 50 business development opportunities and ensuring all correspondence is followed up in a timely manner

General responsibilities for all Brandon Centre staff

All employees of the Brandon Centre are required to observe legislation, Brandon Centre policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities, data protection, freedom of information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

Confidentiality and data protection

All Brandon Centre employees are required to ensure that personal data and personal information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with the Brandon Centre's policy on confidentiality and information governance, and data protection legislation. Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose, and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies as instructed. All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

Safeguarding of children and adults

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at the Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an ongoing basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of the organisation.

Health records, record keeping and record management

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon Centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

Equality and Diversity

The Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The post holder will ensure compliance with the Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Waste disposal

All staff must ensure that waste produced within the Centre is disposed of in such ways that control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Smoke free environment

There is a no smoking policy in operation in the Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on the premises. This job description is designed to reflect duties currently incorporated in this post. These may change in light of a change in the service provided by the Centre, but any such change will be fully discussed with the post holder. This job description is subject to an annual review.

| | Essential Requirement | Desirable |
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| Qualifications | | <p>Degree in any discipline or relevant professional experience in income generation</p> <p>Relevant training/ experience or qualification, to the equivalent of postgraduate level</p> |
| Experience | <p>Experience of event management and coordination</p> <p>Relationship management and networking skills with internal and external stakeholders</p> <p>Experience of working independently on own initiative, demonstrating flexibility to adapt to different challenges</p> | <p>Experience of working in adult and/or child and adolescent mental health/sexual health, other relevant charitable or public sector organisation</p> <p>Track record in community fundraising</p> <p>Experience of recruiting and managing volunteers</p> |

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| <p>Knowledge and skills</p> | <p>Ability to manage a range of tasks in order to meet agreed priorities and deadlines; ability to project manager, monitor, review, evaluate and report progress</p> <p>Excellent communication skills, both written and verbal with the ability to communicate information within and outside the Brandon Centre</p> <p>Advanced IT skills especially in use of Microsoft, Google Apps, digital and social media</p> | |
| <p>Personal qualities</p> | <p>Calm and works well under pressure, including working flexibly.</p> <p>Highly organised and able to prioritise workloads</p> <p>Good verbal and written communication skills</p> <p>Team player</p> <p>Demonstrates problem solving abilities, resourceful, finds ways to get things done and makes things happen</p> | |
| <p>Motivation and Expectations</p> | <p>Highly motivated and able to enthuse stakeholders and funders</p> <p>High expectation of self and others</p> <p>Able to work for the benefit of the team</p> | |