

Childhood Eye Cancer Trust

**Recruitment pack
Fundraising Officer**

About Childhood Eye Cancer Trust



The Childhood Eye Cancer Trust (CHECT) is the only UK charity solely dedicated to helping families and individuals affected by retinoblastoma (Rb), a rare form of eye cancer. We:

- Provide support and information to families and individuals.
- Fund research into the prevention and treatment of retinoblastoma.
- Raise awareness among health professionals and the public.
- Influence policy to improve services for patients.

We know that when a child is diagnosed, it can be a distressing and frightening time for everyone, and we are here to help. We also understand that for some people retinoblastoma can have a long term impact and so we offer lifelong support from anyone affected - from diagnosis to adulthood.

We are here to help.

For more information please visit www.chect.org.uk

Thank you for your interest in this vitally important position at the Childhood Eye Cancer Trust.

We are a relatively small charity that delivers big things in terms of the impact that we make. The team at the charity are our biggest asset and you will be joining a collaborative, professional, and dedicated bunch who are friendly, warm and welcoming.

The Fundraising Officer role is pivotal in supporting a wide range of the charity's activities from growing income from individual donors to managing CHECT's overall admin and operations.

Please don't hesitate to contact CHECT by emailing recruit@chect.org.uk if you need any additional information and we very much look forward to receiving your application.

Richard Ashton - Chief Executive



Fundraising Officer

Post:	Fundraising Officer
Reports to:	Fundraising Manager
Place of work:	Hybrid - 2 days a week in Aldgate, London office to spend time with the team and 3 days working from home.
Hours:	Full time - 37.5 hours per week - flexible working available
Salary:	£25,000 - £27,000 DOE
Terms of employment:	Permanent contract
Annual leave entitlement:	25 days + bank holidays
Pension:	NEST pension scheme

Why work for CHECT?

- Small friendly team which allows for greater autonomy, collaborative and agile working
- Direct relationships with families and fundraisers
- Enhanced sickness and maternity policies
- Drop-in lunch time and Friday chit chats
- Occasional weekend work to attend events, for which TOIL will be provided
- Training opportunities for all staff
- Hybrid working between London office & working from home

“Since my little girl was diagnosed with Rb, I felt helpless but knew I wanted to do something. I got my running shoes out with a group of close friends and started running, and then we decided to run and try to raise not just money but awareness for other people who like us who hadn’t heard of Rb and could miss the signs...”



Role objectives

We are looking for someone who is passionate about helping families affected by retinoblastoma and shares our values to increase income through effective fundraising and stewardship, raises awareness through communications and appeals, expanding our social media and website content and supporting our exciting fundraising efforts.

You will have a high level of autonomy and will be given the opportunity to develop new ideas in a role that is varied and flexible.

Key responsibilities

Income Generation:

- Build on and develop our fundraising endeavours as we look to grow our income enabling us to support more families affected by Rb
- Support the Fundraising Manager to sustain and grow income from individual donors in line with agreed targets
- Support the Fundraising Manager to identify new and potential donors
- Ensure all fundraising activity is in keeping with the Fundraising Regulator's Code of Fundraising Practice and is compliant with fundraising regulations
- Ensure all fundraising activity is in keeping with CHECT's values and guidelines

Donor Engagement and Stewardship:

- Work with the Communications Manager and Fundraising Manager to provide excellent stewardship to all donors resulting in long-term support
- With support from the Fundraising Manager, develop supporter journeys for all donors
- Process donations, including recording donations, thanking supporters in a timely manner and responding to all enquiries via the fundraising inbox
- Assist the Fundraising Manager with organising fundraising events e.g London Marathon. As well as attending and helping at events which may include some evening and weekend working
- Contribute to appeals, marketing materials and digital content
- Support individuals in their initiatives to raise funds for CHECT

Donor Management:

- Update and maintain supporter records to ensure accuracy and integrity of data on ThankQ, GDPR forms, GA declarations, material orders etc
- Review and update database records to ensure accuracy of data records to ensure accuracy of data in a timely manner

Admin, Operations & Finance:

- Continue to update the fundraising income spreadsheet providing updates to the team as and when needed
- Maintain fundraising resources, sourcing and ordering stock in line with fundraising budget
- Identify additional sources of finance and other support from organisations in addition to CHECT
- Supporting the team with ad hoc duties including post

General:

- Support the Fundraising Manager with additional fundraising activities including volunteer support and Regional Fundraising Champions
- To undertake other duties and responsibilities requested by the Fundraising Manager, CEO and other staff members.

Person specification

- Empathy with the core goals and purpose of the charity.
- A well organised fundraising professional with strong attention to detail, the ability to own targets and work well against deadlines.
- An open communicator, able to engage with people at all levels, flexible and friendly, working well as part of a small, highly committed and enthusiastic team.
- IT literate and highly competent in MS Office and database management.
- Excellent organisational skills including setting up and managing project/event plans.
- Self-motivated, creative and practical; able to work on own initiative.
- Is able to communicate with our members with the utmost empathy and sensitivity

Skills and abilities

Essential

Desirable

- E** Demonstratable experience in raising income from fundraising activities including: Community Fundraising, Challenge Events, Memorial and Individuals.
- E** Demonstratable experience of successful donor stewardship, ensuring the highest levels of donor care
- E** Ability to communicate clearly and effectively, verbally and in writing to different audiences, confidently and diplomatically
- E** Ability to use Social Media platforms such as Facebook, Instagram, X for posting and campaigns
- E** Experience of using CRM databases (e.g ThankQ) and Microsoft products
- E** Excellent organisational and time management skills
- E** Excellent attention to detail
- E** Ability to work well with others in a small team and build relationships

- D** Ability to record and monitor financial data, accurately and efficiently for reporting
- D** Knowledge and experience of health charities and/or children's cancer
- D** Passionate about CHECT's mission to support families affected by retinoblastoma
- D** Knowledge of GDPR/data protection

How to apply

To apply, please, email recruit@chect.org.uk with your CV **and** a covering letter outlining how your skills and experience match the role.

The deadline for applications is **19th June**.

We will be reviewing applications and interviewing on an ongoing basis.

We look forward to hearing from you!

