



YORKSHIRE
AIR AMBULANCE

Registered Charity No. 1084305



Job Information Pack



West Yorkshire Community Fundraiser

- Full-time position, regular evening and weekend work required.
- Home based, travelling within the West Yorkshire area.



Our Mission Statement:

To provide, deliver and develop with integrity, transparency and pride, state-of-the-art emergency response air ambulances for the protection of human life across Yorkshire and its environs.

About the role:

We are currently seeking to recruit an experienced and professional Community Fundraiser for the West Yorkshire region. The main purpose of this role is to assist with the Charity's fundraising strategy across West Yorkshire, in order to obtain sufficient funds to provide life-saving air ambulances available to the people of Yorkshire.

If you would like to be part of this high-profile, successful regional Charity and think that your skills and experience fit the bill for this exciting role... we look forward to hearing from you!



Summary of the role:

JOB TITLE	West Yorkshire Community Fundraiser
LOCATION	Home based (travelling primarily in the West Yorkshire area)
REPORTING TO	West Yorkshire Regional Fundraiser
HOURS	Full Time (flexibility essential, with frequent evening and weekend work required).
ADDITIONAL INFO	Requirement to work some unsocial hours both in the evenings and weekends. A vehicle (small van) is provided with this role to be kept at home.
JOB PURPOSE	To assist with the Charity's fundraising strategy across West Yorkshire, in order to obtain sufficient funds to provide life-saving air ambulances available to the people of Yorkshire.



Key Responsibilities and Duties

- ❖ To assist in managing the West Yorkshire events' diary.
- ❖ To assist in delivering the annual income budget for the West Yorkshire region, working closely with the existing Community and Regional Fundraiser.
- ❖ To follow up and ensure all funds are donated from notified events and recorded correctly on the YAA's database and financial system (CRM).
- ❖ To act as an ambassador for the Yorkshire Air Ambulance by undertaking public speaking engagements, attending cheque presentations, and representing the Charity at community events throughout West Yorkshire.
- ❖ To raise awareness of the Charity in the Region and maximise all income-generating opportunities in the local community, including using social media and other channels.
- ❖ To organise and manage the Charity's presence at community events/functions and ensure appropriate fundraiser or volunteer attendance as required. To act as the first point of contact for fundraising events and supporters.
- ❖ To recruit, induct and manage the volunteers and ensure they comply with the Charity's policies and procedures.
- ❖ To utilize the CRM system to effectively manage our donor base, maximising income.
- ❖ Follow the requirements of GDPR, data protection and security.
- ❖ To take responsibility for handling cash and dealing directly with the public on behalf of the charity. To comply with the Charity's financial systems and processes and to ensure effective governance.
- ❖ A willingness to drive the charity's promotional vehicle. Full training will be provided.
- ❖ To be responsible for the region's stock and fundraising resources and notifying when orders need to be placed.
- ❖ To plan for and attend regional meetings/planning meetings/volunteer meetings.
- ❖ To be responsible for handling cash and dealing directly with the public on behalf of the Charity. To comply with the Charity's financial systems and processes.
- ❖ To ensure all systems and processes are followed in accordance with operating procedures.
- ❖ To always observe Health and Safety requirements and comply with the Charity's policies and procedures.
- ❖ To undertake other duties and training as may reasonably be required from time to time.

Knowledge and Skills Required:

Essential:

- ❖ Previous experience in community fundraising, sales or an income generating role.
- ❖ Experience of developing and maintaining long term customer/donor relationships.
- ❖ Experience of presenting to a variety of groups.
- ❖ A willingness to travel and work unsocial hours both in the evenings and at weekends.
- ❖ Computer literacy (Microsoft Office Outlook/Word/Excel/PowerPoint).
- ❖ Have suitable home-based accommodation to provide a satisfactory working environment.
- ❖ Clean driving license and access to own car although a charity vehicle is provided for work mileage.

Desirable:

- ❖ Experience of project/event management.
- ❖ Residing within the West Yorkshire area.
- ❖ Experience of working from home.
- ❖ Experience of working to an income/expenditure target.



Additional information:

- ❖ Salary £22,000.
- ❖ Discretionary annual staff bonus scheme based on the Charity's financial performance and personal KPIs.
- ❖ 22 days paid holiday per annum plus statutory Bank Holidays.
- ❖ Contributory pension scheme.
- ❖ Life Assurance.
- ❖ The successful applicant may be subject to a full Disclosure and Barring (DBS) check.
- ❖ Interviews will take place on Friday 11th February 2022.
- ❖ If you wish to discuss the job role in more detail, please contact Helen Berriman, West Yorkshire Regional Fundraiser 07385 089007.

Closing date for this role is: Friday 21st January 2022 12 noon.



Application process:

To apply for this position:

- ✓ Complete the application form (downloadable from our website www.yaa.org.uk)
- ✓ Provide a covering letter
- ✓ Complete the Equal Opportunities form (*optional*)

Please email completed applications back to us by forwarding it to: recruitment@yaa.org.uk .



GDPR & our Recruitment Privacy Statement:

The Yorkshire Air Ambulance complies by law with the Data Protection Act 2018 and the EU General Data Protection Regulation. Attached with this pack is a copy of our Recruitment Privacy Statement. This advises you of how the Charity collects and processes your personal data. The Privacy Statement also declares how the Charity will comply with GDPR and the Data Protection Act 2018. Please ensure you download and read the Statement before completing and submitting your application for employment.



