



**YORKSHIRE**  
AIR AMBULANCE

Registered Charity No. 1084305



# Job Information Pack



## East Region Community Fundraising Assistant

- Part time flexible position, regular weekend work required.
- Home based, travelling within the East Yorkshire area. Specifically Hull, Goole, Selby.
- Fixed term contract for 12 months.



## **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:

Do you want to feel as though you are helping to save lives every day? When working for YAA as a Community Fundraising Assistant that is exactly what you will be doing! Raising the profile of this amazing charity, you will be active within the designated community at fundraising events and local shows building relationships with our supporters/donors.

We are currently seeking to recruit an enthusiastic, professional person, able to engage with all members of the public to increase the contributions of individuals and groups through providing support and advice where necessary. You'll provide support to the East Yorkshire Community team by attending events across the region, engaging with our volunteers, donors and supporters.

This role is initially a 12 month fixed term contract.

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:

<b>JOB TITLE</b>	Community Fundraising Assistant (Fixed Term Contract)
<b>LOCATION</b>	Travelling primarily in the East region of Yorkshire (Hull, Goole, Selby) attending events where needed (our fundraising regions are on the map below). Applicants must live within this area.
<b>REPORTING TO</b>	East Community Fundraiser
<b>HOURS</b>	Part time, 20 hours a week. There may be weeks where additional hours may be available.
<b>ADDITIONAL INFO</b>	<p>Requirement to work a minimum of three weekends a month, either a Saturday or Sunday. This is to be agreed ahead of time with the Community Fundraiser.</p> <p>A small van is provided with this role to be kept at home, for work related activity with all work-related travel costs covered.</p> <p>Expenses can be claimed for work related additional costs as agreed with Community Fundraiser.</p> <p>Some lifting &amp; handling will be required.</p>
<b>JOB PURPOSE</b>	<p>Working closely with the Regional Team, fully participate in the fundraising activity across the region, to work towards the annual financial income &amp; expenditure targets in order to ensure the life-saving air ambulances are available to the people of Yorkshire.</p> <p>To ensure all donors have a great experience and feel fully supported and engaged when raising funds for the charity in line with the charity's principles and values.</p>



# Key Responsibilities and Duties

- ❖ To assist in covering the East region's events diary. Also on occasion assisting in the South Yorkshire region.
- ❖ To act as representative of the Yorkshire Air Ambulance by raising awareness through representing the Charity at community fundraising events throughout the East region.
- ❖ Regular liaison with our volunteers.
- ❖ To ensure that Yorkshire Air Ambulance presence is clearly visible at events, using charity gazebos, merchandise, and promotional materials, set up to the required standard.
- ❖ To take responsibility for handling cash raised at fundraising events.
- ❖ Comply with the charity's policies and processes including Financial, Health & Safety (including carrying out risk assessments), GDPR, data protection and ensure effective governance.
- ❖ Working with the team to manage the region's stock and fundraising resources. Ensuring the storage units are kept well stocked and presentable.
- ❖ To attend regional meetings/planning meetings/volunteer meetings.
- ❖ To undertake other duties and training as may reasonably be required from time to time.

# Knowledge and Skills Required:

## Essential:

- ❖ Previous experience in sales or customer service role.
- ❖ A willingness to travel and work unsocial hours at weekends.
- ❖ Have suitable parking available at home for a small car sized van.
- ❖ Have a suitable remote working space
- ❖ Clean driving license and access to own car although a charity vehicle is provided for work mileage.
- ❖ Excellent communication/interpersonal skills and able to speak to a variety of different stakeholders.
- ❖ Residing within the East region (Must be in the Hull, Goole, Selby area).

## Desirable:

- ❖ Experience of project/event management.
- ❖ Previous experience of stock management.

# Skills and Abilities:

**Communicating with Others** - Pitches communication at the right level both verbally and in writing and checks for understanding. Good listening skills. Uses information to influence others.

**Generating Ideas** - Continually seeking to improve the service offered by the team by coming up with improved systems and processes and added value activities. Considers pros and cons and impact on team and resources.

**Building Relationships** - Works well with others. Co-operates willingly with others. Able to quickly build effective relationships with all levels both internally and externally and meet the needs of the individual. Treats others with dignity and respect and able to gain the trust of others. Builds strong relationships with others.

**Flexibility and Adaptability** - Adopts a flexible and adaptable approach. Recovers well from setbacks and resistance from others. Remains calm under pressure and focused on the task. Encourages others to do the same.

**Making Decisions** - Anticipates issues and takes action to address underlying cause. Reaches effective decisions by gathering and analysing relevant information balancing cost, benefit, and risk implications. Considers options, weighs up pros and cons before deciding on action.

**Delivering Results** - Accepts accountability and ownership. Ensures self and team delivers on time and to required standard. Has high standards and leads by examples. A good role model. Creates enthusiasm in others.

**Self-Motivated** - Works well on their own or as part of a team. Demonstrates a positive attitude. Energetic and enthusiastic.



## Additional information:

- ❖ Hourly rate of £13.10 ph.
- ❖ 25 days paid holiday per annum plus statutory Bank Holidays (pro-rata).
- ❖ Company van provided with full travel paid for.
- ❖ Laptop, smart phone and branded clothing.
- ❖ Monthly work from home allowance.
- ❖ Commitment to training and personal development for all staff, including access to short online training sessions.
- ❖ Contributory pension scheme (contributions matched by the Charity up to 8% and annual pensions advice).
- ❖ Employee assistance programme covering Financial, Mental and Physical Wellbeing.

**Closing date for this role is: Wednesday 21st May 2025**  
**Interview date: Wednesday 28<sup>th</sup> May 2025 (TBC)**



# Application process:

## **To apply for this position:**

- ✓ Provide a CV and covering letter stating how your experience, knowledge, abilities and skills match the job requirements along with why you are applying via the website.
- ✓ Complete the Equal Opportunities form (optional)

The closing date for this role is **Wednesday 21<sup>st</sup> of May at 5pm.**

If you wish to discuss the job role in more detail, please contact Tessa Klemz, Regional Fundraising Manager on 07825 894649

If you need to contact the recruitment team about your application, please email [recruitment@yaa.org.uk](mailto:recruitment@yaa.org.uk).

## **Other things to note:**

We reserve the right to close the vacancy early if required and would encourage applicants to send in their applications as soon as possible rather than waiting for the closing date.

We encourage applications from all backgrounds and groups – we value equality, diversity and inclusion in all our employment practices, including recruitment, selection and induction. If you require any documents in another format or adjustments to any part of the recruitment & selection process, please do let us know.

## **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. 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 on our website before completing and submitting your application for employment.*





**YORKSHIRE**  
AIR AMBULANCE

Registered Charity No. 1084305

**We look forward  
to receiving your  
application**