

## SUDEP ACTION RECRUITMENT PACK

### Application for Fundraising Coordinator

Thank you for your interest in this post. This pack will give you some more information about the role, including:

- A job description (duties and responsibilities)
- Person specification
- About SUDEP Action

### How to apply

To apply for this role, please email a covering letter and copy of your CV for the attention of Sarah Harris, Executive Assistant at [sarah.harris@sudep.org](mailto:sarah.harris@sudep.org) by 10am on Monday 20 September 2021.

**Interviews will be held, via Zoom, on Tuesday 28 September 2021.**

We will notify shortlisted applicants within 5 working days of the closing date. SUDEP Action will not be able to give feedback on applications that have not been shortlisted. For any queries about the post, please email [sarah.harris@sudep.org](mailto:sarah.harris@sudep.org), referencing 'Fundraising Coordinator Application'.

*In promoting equal opportunities, we welcome applications from all sections of the community. All applicants must be eligible to work in the UK.*

*You can access the SUDEP Action Privacy Policy (<https://sudep.org/privacy-and-cookie-policy-0>) in relation to how your personal data will be handled in reference to recruitment.*

We look forward to hearing from you soon.

SUDEP Action

## Job Description and Specification

### Post: Fundraising Coordinator

**Job Location:** This role would currently be home-based but we would expect applicants to be based within a reasonable commutable distance of our office in Wantage, Oxfordshire for office-based work for as often as 2-3 times per month. The charity is currently consulting with the team on a hybrid/flexible model of working between the office and home.

**Responsible to:** Head of Partnerships and Philanthropy

**Hours of Work:** 15-20 hours per week

**Contract Length:** 6 month Fixed Term Contract

**Salary:** £24,500 per year pro rata (Full-time equivalent at 37.5 hours)

**Standard Charity Benefits include:** 25 days annual leave plus bank holidays and extra days after two years (pro rata), pension scheme (3% employer's contribution) and flexi time scheme.

**Probation:** Appointments are subject to receipt of satisfactory references and a probationary period of one month.

### Premises and Travel

Centred in the market town of Wantage, the SUDEP Action office, based over 2 floors, is located at 18 Newbury Street, Wantage, Oxfordshire, OX12 8DA.

The remit of this role may very occasionally require travel, e.g. once a year to the SUDEP Action National Conference weekend.

### Purpose of Role

We are looking for a part-time Fundraising Coordinator with some fundraising experience to support our small, friendly, passionate and ambitious team. You will be working alongside the Head of Partnerships and Philanthropy and the Community Services and Fundraising Coordinator supporting across all areas of the charity's fundraising including community and events, trusts and corporates, individual and payroll giving, recycling, lottery and merchandise. You will also be supporting with larger bids and partnerships when required.

Some experience of fundraising will be essential, but if you are keen to learn more across all areas of fundraising, this fixed-term 6-month role will be perfect for you. Some training will be provided, but an understanding of working with vulnerable supporters will be helpful. SUDEP Action will support and guide you in developing your understanding of our unique and passionate supporter group who are dedicated to helping others come to terms with the trauma of a sudden and often unexpected bereavement and working to help save lives.

This role requires you to have attention to detail, an understanding of fundraising regulations and of fundraising recordkeeping. This role requires passion, creativity and compassion as well as a high degree of sensitivity toward our supporters. You will be able to work remotely, but may be required to visit the office occasionally.

If this role sounds like it would be of interest to you we would be delighted to hear from you and can arrange an informal chat for you to find out more.

## Principal duties and responsibilities

### 1) Funding Applications

- a) Assist with preparing and submitting effective trust applications by drafting and adapting existing cases for support
- b) Submit applications for funding donations or Charity of the Year opportunities with local, regional or national companies
- c) Submit applications to Rotary Clubs, Lions Clubs, Roundtables and WI groups within the local area
- d) Support with entering the charity into funding competitions and company token schemes
- e) Support with University RAG (Raising And Giving) applications

### 2) Fundraising Events & Campaigns

- a) Assist with SUDEP Action fundraising events (e.g. our My Way to 5K event), to include processing registrations, posting packs and supporting the setup of sponsorship pages
- b) Motivating supporters to get involved in events and raise funds through effective relationship building
- c) Supporting the design and launch of fundraising campaigns, both existing and new, and associated administrative tasks such as mailing list preparation, thank you letters and distribution of campaign items

### 3) General Administrative Tasks

- a) Writing appropriate Thank You letters to donors to create long-term relationships with supporters
- b) Responding to fundraising queries via email and phone
- c) Keeping accurate fundraising data, accurate mailing details and updating donor records on our system (Salesforce)
- d) Researching possible expansion of items and the re-ordering of existing items for the SUDEP Action online shop
- e) Supporting with preparing fundraising-specific social media posts

### 4) Other

- a) Enable SUDEP Action to keep building strong and effective donor relationships through opportunities for pro-active engagement and effective stewardship
- b) Consistently uphold the standards of the charity by both word and example
- c) Ensure all aspects of work comply with health and safety, equal opportunities and other legislation and established SUDEP Action Policies

## Person specification

### Essential Experience and Skills

- 1) Minimum of one years' experience in a fundraising role
- 2) Excellent written and verbal communications skills
- 3) Experience of working with digital record keeping with donors and specifically with fundraising databases
- 4) Excellent organisational skills, attention to detail and the ability to manage a busy and varied workload with a positive can-do attitude
- 5) Excellent interpersonal, networking and relationship building skills
- 6) Knowledge of fundraising regulations and good governance practices
- 7) An understanding of the SUDEP Action bereaved supporter base and implications on language and communication styles
- 8) A good standard of general education; educated to at least 'A' Level standard

### Desirable

- 1) Knowledge and experience of Salesforce
- 2) Managing sometimes emotionally demanding work
- 3) Working with a wide range of people and organisations
- 4) Experience of sensitively and accurately communicating with and responding to a range of audiences, including bereaved supporters
- 5) Experience of fundraising from companies and trusts

### **Essential - General requirements for all roles at SUDEP Action**

- 1) Motivated to support the strategic aims of the charity
- 2) Willingness to undertake training including minimum bereavement training
- 3) Willingness and ability to work occasionally, with reasonable notice, outside normal office hours and at other locations which may require some travel (e.g. for certain fundraising events)
- 4) Willingness and ability to operate in accordance with the values and policies of SUDEP Action, along with working flexibly in response to changing organisational requirements. Any change in job description will always be in consultation with you with a view to reaching agreement on changes. The charity reserves the right to make changes to your job description.

### **About us - SUDEP Action**

We are a national charity with global reach working directly with people who experience sudden deaths in epilepsy and with researchers and professionals to reduce risk. We work to make services better and campaign for policy change that will help end SUDEP and epilepsy deaths. Epilepsy is in the top ten of all causes of death in people under 70 with at least 21 deaths a week in the UK, mostly sudden deaths in young and otherwise healthy people.

The charity is responsible for getting SUDEP (Sudden Unexpected Death in Epilepsy) recognised by epilepsy organisations, the medical profession and Government. Our focus is increasing the speed of a change in culture, so more people are aware that epilepsy can be fatal and making sure more people with epilepsy know what can be done to reduce risk; with a view to reducing deaths.

#### **Support**

We have supported and involved families bereaved by epilepsy for 25 years. Our expertise in providing tailored support to families after sudden epilepsy deaths is world renowned from years of experience and research into this area.

Our unique model offers a triage service helping us to connect with need at any point in time, whether it involve practical, expert and emotional support, advising on coronial investigations, supporting people to self-advocate for change, and enabling bereaved families to be part of a community which supports and campaigns. The support team

includes a generic counsellor and a case worker, but the whole team is also supported and trained to be able to positively engage with our bereaved supporters.

### **Research**

Our dedicated research programme meets a gap in major research funding to tackle epilepsy deaths. We support and fund research that supports change 'on the ground'. Our current projects include a clinical trial on a wearable apnoea device with the potential to alert when life-saving intervention is needed; an **Epilepsy Deaths Register** helping to learn lessons from epilepsy deaths; and good practice epilepsy risk discussion and management tools.

### **Information and training**

We provide access to a wealth of up-to-date information to people with epilepsy, their families, health professionals and those bereaved by Epilepsy. Including award-winning good practice toolkits, The **SUDEP and Seizure Safety Checklist** for health professionals, its' patient app version, **EpSMon** as well as sharing the latest research, sector news and policy updates.

### **Influencing**

We work as part of the Neurological Alliance & National Voices groups to influence national Government to improve the policies and guidelines that affect people with epilepsy and people bereaved following a sudden epilepsy death. Using our detailed knowledge of what's happening on the ground we campaign to challenge preconceptions and help bring about change. Through our expert clinical groups, conferences and events, we provide professionals involved in the field of epilepsy, epilepsy deaths and bereavement with opportunities to share knowledge, experiences and solutions – coming together to make change locally, nationally and globally.

Examples of how we make an international impact are the annual global awareness day, **SUDEP Action Day (October)** and the research and advocacy platform of the **SUDEP Global Conversation**.

For more information and our annual report, visit our website: [www.sudep.org](http://www.sudep.org)