



LauraLynn

IRELAND'S CHILDREN'S HOSPICE

PERSON SPECIFICATION

&

JOB DESCRIPTION

- Regional Fundraiser -

LAURALYNN

LauraLynn, Ireland's Children's Hospice was formed in 2011 following the merging of the long standing Children's Sunshine Home and the LauraLynn Foundation, and now comprises LauraLynn Hospice Service and The Children's Sunshine Home Disability Services. Our Disability Services are based on our campus in Leopardstown, Dublin 18 and our Hospice Services operate from our campus in Dublin and our community teams in Dublin, Mallow Cork, and Ballinasloe Galway.

LauraLynn Hospice provides specialist palliative and supportive care services to meet the needs of children with life limiting conditions and their families. Our Model of Care is centred around five pillars - direct care, family support, symptom management, end of life care and bereavement support.

Our Disability Services comprises Willow View – a residential care service that is home to six adults with intellectual disabilities and Hazel House - a respite service for children with complex intellectual and physical disabilities.

While our disability services are funded by the Health Services Executive (HSE) our hospice service is mainly funded through fundraised income and private donations, supplemented with some statutory funding.

VISION

Children and their families have the care and support they need at all stages of their journey.

MISSION

To take a leading role in improving the quality of life of those in our care, by delivering specialist care and support that is accessible and equitable.

Our mission will be underpinned by Advocacy, Research and Education and will be achieved through collaboration with our healthcare colleagues, statutory bodies, donors and funders, and the children and families in our care.

VALUES

- Compassion
- Collaboration
- Excellence

Benefits

- Strong sense of purpose and meaning
- Flexible working options
- Learning & development opportunities
- Pension Scheme
- Comprehensive induction programme
- Extensive in-house person-centred training programme for nursing, clinical and care staff
- Generous annual leave
- Active wellbeing supports including an inhouse occupational health service and a free 24/7/365 employee assistance programme (EAP) for staff and their immediate family members
- Subsidised canteen
- Free car parking
- VHI group scheme
- Membership to HSSU Credit Union
- Bike to work scheme

PERSON SPECIFICATION

JOB TITLE:	REGIONAL FUNDRAISER – MUNSTER REGION
GRADE:	V
DEPARTMENT:	FUNDRAISING
REPORT TO:	HEAD OF CORPORATE AND COMMUNITY FUNDRAISING

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> • Educated to 3rd Level preferably in business, marketing, PR or events. • A minimum of 3 years' experience in a fundraising role within a charity or related environment • Experience of leading and organising successful fundraising, sales, campaign events. • Experience building relationships and high value partnerships with individuals, companies or groups. • Experience of CRM databases 	<ul style="list-style-type: none"> • Significant work experience in relevant fundraising sector • Experience managing volunteers
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Excellent relationship management skills. • Professional and warm communication skills, with experience in report writing and delivering presentations & speeches to diverse audiences. • Proven experience in event management and planning. • Proven track record in income generation and budgetary management. • Ability to demonstrate initiative in achieving targets within a competitive environment. 	<ul style="list-style-type: none"> • Understanding of event-based fundraising. • Understanding of corporate Charity of the Year opportunities. • Knowledge of social media an advantage.

	<ul style="list-style-type: none"> • Keen focus on income generation at agreed and acceptable return on investment. • Ability to work across teams and engage staff in fundraising activities. • Ability to prioritise, plan and organise own workload. • Excellent interpersonal skills with the ability to engage and motivate staff, volunteers and supporters. • Strategic approach to work, results orientation and attention to detail. • Ability to juggle many varied competing priorities and to meet strict deadlines. • Strong creative ability specifically in the area of problem solving and campaign creation. • Professional manner and appearance. • Creativity, energy and team-orientation. • Strong empathy with LauraLynn service users, staff, volunteers and supporters. • High level of computer literacy with strong word, excel and power point skills. • Team player with the ability to combine a strategic view with monthly action plans. • Full driving licence. 	
<p>KNOWLEDGE & UNDERSTANDING</p>	<ul style="list-style-type: none"> • Must possess caring and empathetic qualities and demonstrate these attributes in the course of employment. • Knowledge of fundraising environment in Ireland and of the charity market in which LauraLynn works. 	<ul style="list-style-type: none"> • Knowledge of fundraising best practice, legal requirements and health & safety
<p>VALUES & BEHAVIOUR</p>	<ul style="list-style-type: none"> • Must possess the LauraLynn values of compassion, collaboration and excellence and demonstrate these in the course of their employment. • Be a LauraLynn ambassador at all times, in and out of work by representing the organisation in a positive and professional manner. • Support and collaborate with marketing, communication and fundraising teams to raise awareness of the services that LauraLynn provide. 	

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SUMMARY

LauraLynn's Fundraising strategy (2023-2027) aims to significantly grow fundraised income over the next few years. A key part of this growth will come from expanding our fundraising presence nationally, in line with our extended Care services. Corporate & Community income has always formed a central pillar in LauraLynn's income generation, and we need to expand our presence nationally to help drive income growth in this area.

This is an exciting opportunity to join a dynamic Fundraising Team and develop our first ever regional fundraising presence in the Munster region, based in our office in Mallow. Reporting directly to the Head of Corporate & Community Fundraising, the successful candidate will primarily focus on generating local support for LauraLynn in the Munster region driving the growth of Corporate and Community income, through establishing local corporate partnerships and developing and maintaining new initiatives and campaigns in partnership with the current Corporate & Community Fundraising Executives. The new Regional Fundraiser will also work very closely with the Care team in Mallow cultivating strong, collaborative and positive relationships.

DUTIES AND RESPONSIBILITIES

- Reach vital fundraised income financial targets within budget and time frames.
- Design, develop and implement fundraising plans and activities to ensure that agreed targets are achieved.
- Lead on the pro-active development and implementation of existing community campaigns, corporate partnerships, and fundraising activities.
- Identify, cultivate, secure, and manage a portfolio of new community and corporate supporters.
- Build networks to maximise funding opportunities for community and corporate partnerships.
- Organise and manage specific fundraising initiatives independently such as Regional Events, Third Party Events, Annual Campaigns, Church Gate and other collections, school and corporate presentations.
- Deliver engaging presentations to current and potential fundraisers as appropriate; also attending and often speaking at cheque presentations and events.

- In close collaboration with the Corporate and Community Fundraising teams in Dublin, liaise with the marketing and communications team to develop media and PR programmes, monitor outcomes, and recommend changes for future campaigns.
- Work with the existing fundraising team to develop localised case for support materials that require funding in the local area and provide support to the special gifts officer in engaging HNWI's and Trust & Foundations.
- With support of Fundraising Team, proactively engage our fundraising volunteers, recruiting and retaining key volunteers to speak at and attend events and presentations on our behalf.
- Deliver excellent and consistent high standards of donor care and relationship management to parents, service users, community groups and companies fundraising for LauraLynn.
- Maintain excellent records of approaches, responses and networks of relevance on the organisation's database.
- Record and receipt in-coming cash to the department in line with agreed Handling Procedure, with support from the administration team in Dublin.
- Ensure partners, volunteers and committees receive adequate and appropriate administrative support.
- Adopt a flexible and adaptable test, learn and innovate approach to activity.
- Participate in, and contribute to, team meetings, regionally and in Dublin as required.
- Pro-actively promote and protect the LauraLynn brand, the organisation and its programme of work, communicating its pivotal role and benefits to children, families and the wider community.

FLEXIBLE WORKING

LauraLynn offers flexible working options to staff depending on the role and needs of the service and in line with the Flexible Working policy. Staff wishing to apply for flexible working should discuss their request with their manager in the first instance. Our policy can be accessed at the following link: [Flexible Working Policy.pdf \(lauralynn.ie\)](#).

PROFESSIONAL DEVELOPMENT AND MANDATORY TRAINING

Maintaining the necessary skills and knowledge is important in this role. This being the case the postholder must ensure their continuous development including abiding by any professional code of practice or ethical code applicable to the role. It is also incumbent on the postholder to ensure all mandatory training deemed necessary is up to date.

HEALTH AND SAFETY

In respect of Health and Safety these duties must be performed in accordance with LauraLynn's health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and

responsible manner in line with LauraLynn policy as set out in the safety statement, which must be read and complied with.

QUALITY, RISK AND SAFETY RESPONSIBILITIES

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.
- Participate and cooperate with LauraLynn quality, risk and safety initiatives as required.
- Participate and cooperate with internal and external evaluations of the organisation's structures, services and processes as required, including but not limited to, the national hygiene audit, national decontamination audit, health and safety audits and other audits specified by the HSE or other regulatory authorities.
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with LauraLynn quality, risk and safety requirements.
- Maintain a clean and healthy environment for our service users, families, visitors and staff.
- Maintain a high standard of hygiene including personal hygiene as part of their role within the organisation.
- Attend infection control training yearly.

FLEXIBILITY:

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility on occasion as and when required by their manager.

DIGNITY AND WELFARE OF SERVICE USERS:

As a health care provider all staff are expected to behave towards service users and their families in a caring, professional and responsible manner. In line with the Trust in Care policy it is the duty and responsibility of all employees of LauraLynn, including this post holder, to report any concerns for the safety and welfare of service users to their line manager or head of department or to the Designated Liaison Person, which applicable.

DIGNITY AT WORK:

All members of staff at LauraLynn have a right to be treated with dignity and respect and to work in a safe environment which is free from all forms of bullying, sexual harassment and harassment. Thus, all staff, including this post holder, have a responsibility to help maintain such a working environment. All employees must comply with the national/LauraLynn Dignity at Work policy and ensure that their behaviour does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.

CONFIDENTIALITY:

In the course of his/her employment, the person appointed may have access to or hear information concerning the medical or personal affairs of service users or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody/destroyed in accordance with policy when no longer required.

DRESS CODE / UNIFORM:

Attire and personal appearance must, at all times, conform to a standard LauraLynn considers appropriate. Staff attached to certain departments may be required to wear a uniform or other protective clothing. Where applicable any such requirements as detailed by the immediate supervisor must be adhered to at all times.

QUALITY:

To ensure the provision of the highest possible quality of service to our service users, all employees at LauraLynn have a responsibility to ensure adherence to and participation in internal and external quality control and assurance programmes on an ongoing basis.

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the organisation this job description may be reviewed in light of possible new structures and/or changing needs of the organisation.

TERMS AND CONDITIONS

TENURE:

This is a permanent contract of employment.

REMUNERATION:

Grade V - €49,702- €59,457 as of 1st June 2024.

Please note that whilst this position is not HSE/public funded the salary is aligned to the national HSE paycales
Payment is made on a monthly basis (last Thursday) by credit transfer.

HOURS:

30 hours per week, exclusive of unpaid rest breaks. Hybrid working arrangements are available at LauraLynn.
This being the case consideration will be given to applying suitable working arrangements where appropriate.

ANNUAL LEAVE:

30 days/210 working hours per annum.

PENSION SCHEME:

Membership of superannuation (pension) scheme is compulsory. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the determined pension scheme. Further information will be issued upon appointment to the role.

RETIREMENT AGE:

Retirement age will be determined by the superannuation scheme a new employee is aligned to. Further information will be issued upon appointment to the role.

HEALTH:

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GARDA VETTING:

Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. The successful candidate will be required to complete a Garda Vetting form prior to starting with LauraLynn.