



SHC – Charity Coordinator Job Description

Job title: Charity Coordinator

Reports to: Deputy CEO

Hours of work: 37.5 Hours per week

Location of work: Brighton Office but with flexible working options

Salary: Circa £25,000' per annum depending on experience

Job type: Permanent. Subject to successfully passing a six-month probationary period

Job summary

The Sussex Heart Charity is an independent, local charity originally founded in 1987. We were called Brighton Heart Support Trust but changed our name to the Sussex Heart Charity in 2007.

Our main objective is to support the care, treatment and rehabilitation of heart patients in both East and West Sussex.

We work towards achieving this objective by:

- Purchasing innovative equipment
- Development of new nurse lead services
- Supporting cardiac staff education and training
- Supporting research and development
- Funding a successful community Automated External Defibrillator (AED) project
- Support and develop after hospital and community-based projects

We are now developing an ambitious strategy to help us meet the challenges of the future. As we enter this pivotal phase for strengthening and developing our position as one of the leading Heart Care charities in Sussex, we are looking to recruit new members to our team.

This role will report to the Deputy CEO, is full time and predominantly office based with the option of some home working.

Key responsibilities

Planning and Administration

- Manage the SHC's fundraising and business development CRM, keeping up-to-date records of all applications submitted, approaches in progress and opportunities secured
- Develop and maintain administrative systems, including logging key documents, for agreement and contracts
- Work with the leadership team to develop our fundraising and business development strategy

- Work to develop communications to send to our supporters, maintaining the SHC's reputation, ethos and friendly tone
- Attend donor and corporate events on behalf of the SHC

Fundraising

- Manage our funder pipeline and identify new funding opportunities through research and networking
- Lead on funder reporting including managing deadlines, writing reports, and working with colleagues to gather good content
- Support with relationship management of funders to ensure their long-term support of the SHC
- Lead on coordinating occasional fundraising events such as, dinners and one-off larger events that facilitate income generation
- Support with other fundraising activities
- Adhere to the highest standards of donor care and fundraising compliance

Business development support

- Support with the management of the business development pipeline, monitoring and flagging new business development opportunities
- Support the management of partnership relationships, including responding to requests for information and contributing to the development of partnership proposals

Other Responsibilities

- Management of public face of the SHC on the phones, email, and face to face.
- Direct responsibility for developing and maintaining team planning tools, including those needed for the CEO and Board
- Attend and assist with SHC events
- Oversee management of stock control system for SHC resources and marketing
- Support the Deputy CEO and CEO to manage the work and requirements of the SHC Board and Committees
- Oversee administrative support for key SHC activities and provide assistance when required
- Oversee the management of the SHC office environment
- Manage all relevant relationships with key suppliers
- Oversee finance functions for the SHC Team and Board
- Oversee the management SHC Health and Safety Policy, Risk Assessments and assist with other HR policies
- Other support for the office, team and CEO as required

Person Specification

What we are looking for

- You care about improving the lives of people with cardiac conditions
- You have outstanding writing skills
- You're great with people
- You're highly professional and organised
- You're a self-starter with an entrepreneurial, get things done attitude

Experience needed for this role

Essential Experience

- Excellent writing, numeracy and IT skills and attention to detail
- Effective communicator, able to get on well with people of all levels
- Organised and able to juggle multiple priorities
- Demonstrable time management skills

Preferable Experience

- Experience of working in fundraising or transferable skills
- Experience working for a charity
- Knowledge of (or commitment to learn about) heart health and cardiac conditions

As a precondition of employment, we'll need you to:

- Complete an enhanced Disclosure and Barring Service (DBS) check
- Provide two satisfactory references, at least one of which should be from your most recent employer

SHC Recruitment Process

How to apply

Visit <https://sussexheartcharity.org/careers/> and upload your CV and answer the questions.

Please also complete the equality and diversity monitoring questions.

The SHC is happy to receive video or voice recording submissions answering the questions above alongside a CV and equality and diversity monitoring form.

Please be aware that neither format is preferred, and all applications will be considered equally.

The SHC is keen to invite applicants from the most diverse range of backgrounds as possible.

We therefore would like to hear from people from ethnic minority communities and people with lived experience of cardiac conditions.

We are committed to improving the diversity of our team and we want to ensure that our recruitment process is inclusive and accessible to everyone. Completing the equality and diversity monitoring form alongside your application helps us to achieve this, so please do fill this in, if you are able to.

Once the applications have been received, your equality and diversity information will be separated from your application and will remain anonymous throughout the selection process.