



## Niemann-Pick UK (NPUK)

### JOB DESCRIPTION

- Business Title:** Fundraising Officer
- Base:** Home based, with regular visits to NPUK Central Office:  
Suite 2, Vermont House, Concord, Washington, Tyne and Wear
- Salary:** SCP 7 £20 092 per annum for 37.5 hours per week, pro rata to 15 hours per week  
Based on NJC Scale effective 1st April 2020
- Working hours:** 15 hours per week  
Flexible working to include evening and weekend support as necessary  
Must be willing and able to travel nationwide (COVID-19 dependent) and to maximise use of virtual meeting platforms i.e. Zoom
- Line Management:** Chief Executive of NPUK
- Contract:** Employed by NPUK, the contract will be for twelve months, with the option to renew and or extend, following review. (This post is funded by charitable donations and grants and is subject to the success of the Charity in acquiring such funds)

#### Background

NPUK is a charitable organisation offering support and information to families affected by Niemann-Pick disease (NPD) and to associated professionals. Our aim is to make a positive difference to the lives of those affected by NPD and their families, through the provision of care and support, accurate information and the promotion of relevant research. We are committed to relieving sickness and distress amongst such families and to providing emotional, as well as practical support. Through the development of a strong family support network, we help to reduce feelings of isolation and despair.

The successful candidate will be required to work closely with the Chief Executive and to develop an effective working relationship with other members of NPUK staff and Trustees in support of the overall aim of the Charity, which is, to make a positive difference to the families affected by Niemann-Pick Disease through the provision of Care, Information and Research.

#### Purpose of Job:

The NPUK Fundraising Officer will work to support the vision and purpose of the charity, by raising funds in support its activities. This will include raising funds through corporate, community and individual giving, through grant giving trusts and foundations and by exploring new income streams and opportunities as they arise. The successful candidate will build and nurture relationships with donors and supporters, using all mediums to communicate regularly and effectively.

**Person Specification:**

You will be a creatively minded, highly motivated and enthusiastic person who can demonstrate exemplary personal standards of conduct and professional behaviour, with a flexible approach to work. The relevant skills and experience required to successfully undertake this role.

As a key contact for fundraising, you will be an organised, confident communicator, possessing the energy and passion for fundraising including a proven aptitude to establish, build, and maintain great relationships with communities and colleagues alike.

You will be confident in contacting community members, supporters and grant funders via all communication means, demonstrating a warm, compassionate and personable nature and the ability to work with patience, tact and understanding.

You will represent and promote the work, vision and purpose of the charity, giving presentations to various groups, associations and businesses. You will be a real team player, as well as having the ability to work well on your own initiative.

**Please Note:** this position is subject to an enhanced Disclosure and Barring Scheme Check.

Key Tasks and Responsibilities	Skills, Ability and Knowledge
<ul style="list-style-type: none"> <li>To generate support and income from community, corporate and events income streams working to agreed objectives</li> </ul>	<ul style="list-style-type: none"> <li>A thorough understanding of the Charity's aims, objectives and vision</li> </ul>
<ul style="list-style-type: none"> <li>To build strong relationships with donors and supporters to aid growth in fundraising support in any required area</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of, and ability to operate within, professional and ethical guidelines. Including equality, diversity, confidentiality and safeguarding</li> </ul>
<ul style="list-style-type: none"> <li>To proactively approach grant giving organisations and companies to deliver presentations and provide information about the charity</li> </ul>	<ul style="list-style-type: none"> <li>Excellent knowledge of legislation relevant to fundraising, GDPR and NPUK's data protection and other policies</li> </ul>
<ul style="list-style-type: none"> <li>To develop event fundraising activities working to agreed objectives</li> </ul>	<ul style="list-style-type: none"> <li>Flexibility in working hours and a willingness to travel across the UK (COVID-19 permitting)</li> </ul>
<ul style="list-style-type: none"> <li>Empower supporters to organise and undertake their own fundraising activities</li> </ul>	<ul style="list-style-type: none"> <li>Excellent IT, written and verbal communication skills</li> </ul>
<ul style="list-style-type: none"> <li>To promote the work of the charity to a wider audience using well written, sensitive and impactful propositions and presentations in person where necessary</li> </ul>	<ul style="list-style-type: none"> <li>Enthusiastic and self-motivated, you will have strong organisational skills and will pay attention to detail</li> </ul>
<ul style="list-style-type: none"> <li>Maintain accurate records and to provide regular progress reports to the Chief Executive and Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>Ability to prioritise and organise workload in the absence of any direct supervision</li> </ul>
<ul style="list-style-type: none"> <li>To support and contribute to teamwork and networking with NPUK team members and others as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Able to maintain confidential, accurate, up to date records</li> </ul>

## Education

NPUK is looking to employ a candidate who is suitably qualified and can demonstrate not only their skills and ability but sincerity of commitment and compassion. You will need to be well acquainted with the world of fundraising or and entrepreneurial in your approach to this role.

## Required:

- Experience of either fundraising and/or events management
- Ability to work under pressure and on multiple projects at the same time
- Ability to network and secure new funding streams for the charity
- Ability to represent the charity in a clear, emotive and factual way
- Ability to forge and develop relationships with individuals, corporate contacts and community groups.

Please note, it is not necessary to have a full understanding of the condition at interview stage; although knowledge and understanding of Niemann-Pick/ rare diseases is an advantage. NPUK will provide full training and information relating to Niemann-Pick disease, its, symptoms, progression and impact to the successful candidate.

## Accountability

The Fundraising Officer will be accountable to the Chief Executive and to the Board of Trustees through a Trustee nominated as the Line Manager. Regular contact with the Chief Executive will be expected in order to report progress and resolve issues. A written report for each Board meeting will be required and there is a need to keep accurate records and to collect data in support of Board Meetings and grant obligations.

The post is subject to an enhanced Disclosure and Barring Service check. Our organisation is committed to safeguarding and promoting the welfare of children and vulnerable adults within our community young people, we expect all colleagues to share this commitment.

## Terms and Conditions

Detailed terms and conditions of service for the post will be set out in the Contract of Employment

## NPUK is an Equal Opportunities employer.

If you require additional information, please contact:

**Toni Mathieson** Chief Executive, NPUK

Tel: 00 44 (0)191 415 0693

Email: [toni@npuk.org](mailto:toni@npuk.org)

## Niemann-Pick UK (NPUK)

Registered Charity Number: 1144406

Company Limited by Guarantee Registered in England and Wales No: 07775835

Registered as a Charity in Scotland No. SCO4540

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