**CONFIDENTIAL application form for**

**Relationship Fundraiser Manager**

Please complete all sections as fully as possible. To start typing in a box, click the grey highlighted area. All boxes will expand as you type. Click to add rows.

**Why are we asking you to fill in a form, and why won’t we take CVs?**

Application forms allow us to ask every applicant for the same information. The questions and evidence we ask for are based on the person specification in the job description, and we select candidates for interview based on the examples and evidence you give us in this form. **The people who read your application will not see your name, age, gender, or any other personally identifiable information.**

**How to fill in this form**

Please complete all sections 1 to 4 as fully as possible. You must complete ALL questions in section 2 **and** the supporting statement to be considered for interview. To start typing in a box, click the grey highlighted area. All boxes will expand as you type. Click insert to add rows.

**Please let us know if you need this application form in a different format.**

|  |  |
| --- | --- |
| **Education (with establishments)** | **Academic qualifications**  **(with subject and level obtained)** |
|  |  |
| **Professional qualifications: Qualification and where obtained** | |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or most recent employment** Employer’s name and address | **Post and duties** | **From** | **To** |
|  |  |  |  |
| **Period of notice required from current employment** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment (most recent first)** | | | |
| **Employer’s name and address** | **Post and duties** | **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **How to fill in this form:**   1. **Please give examples for ALL of the points on the PERSON SPECIFICATION. We have given you an example below.** The boxes will expand as you type. 2. Show, not tell! Please avoid simply telling us how good you are at something – we need evidence, as we will select candidates o whether they have shown us they have the skills or experience.. We really want to hear how you can about the great things you have done, so please do tell us! | |
| ***EXAMPLE:***  Experience adopting a systematic approach to managing leads, developing new business contacts and successful networking | *At X, I built and managed a pipeline of potential corporate partners harnessing useful details including specific areas of interest, potential budget range and pertinent deadlines. I then uploaded this information onto our database with the aim of ensuring any approaches I made were timely and had maximum impact, plus I was able to efficiently report on progress with approaches. I utilised local business networks, digital communities and connections with existing supporters and networks to increase the overall pipeline and as a result I increased income by 20% over a 12-month period through 10 new relationships I had established.* |
| **Essential criteria** | |
| Educated to A level standard or equivalent | Please list in the qualifications section. Proof of qualifications will be requested on appointment. |
| Excellent IT skills including MS Word, Excel, Outlook and with experience of databases and database interrogation |  |
| Demonstrable fundraising experience and/or experience in a sales or business development setting |  |
| Experience adopting a systematic approach to managing leads, developing new business contacts and successful networking |  |
| Experience of setting and working toward specific income targets or budgets |  |
| Excellent written and verbal communication (face-to-face, phone and formal presentations) with a high level of attention to detail |  |
| Excellent organisational skills, including ability to work under own initiative and to effectively manage and prioritise own and team workload to achieve targets |  |
| A can-do attitude with the ability to work independently setting and driving ambitious plans |  |
| Excellent relationship management skills, both internally and externally |  |
| Understanding of and commitment to Sobell House Hospice Charity’s mission, vision and values |  |
| Commitment to promoting equity, and reviewing systems and structures to support this |  |
| Right to work in the UK | We will ask shortlisted candidates to bring proof of their right to work to the interview. |
| **Desirable criteria** | |
| Membership of relevant fundraising organisations and/or holds a relevant professional fundraising qualification |  |
| Experience managing digital channels (including LinkedIn) to generate sales leads and manage campaigns |  |
| Experience of coaching and developing a team |  |
| Successful track record in corporate fundraising |  |
| Able to work creatively and innovatively to provide and implement new ideas |  |
| Full current driving licence and preferably car owner | Proof of driving licence will be requested on appointment |

|  |
| --- |
| **Supporting statement: Please tell us why you want this job.**  **Maximum 1,000 words** |
|  |

**SEE NEXT PAGE FOR CONTACT DETAILS AND REFERENCES**

**If you are sending a hard copy, please ensure the details below are on a separate page to the rest of your form.**

|  |  |
| --- | --- |
| **Contact details**  Name:  Address:  Email Address:  Contact telephone number: | |
| **Referees**  Please give the name and addresses of two other referees (who should not be related to you) who can provide information about your professional career. | |
| **First referee**  Name:  Address:  Telephone:  Email: | **Second referee**  Name:  Address:  Telephone:  Email: |
| **Declaration:** I confirm that to the best of my knowledge, the information in this form is true and correct and can be treated as part of any subsequent Contract of Employment. I accept that providing deliberately false information could result in my dismissal. I confirm that I have the right to work in the UK and understand that I will be asked to bring original documents to prove this right if I am called for interview.  Signed       Date | |

**Closing date for applications is Monday 10 October at 9am**

**Please email your completed application forms (including the rehabilitation of offenders form) to** [**recruitment@sobellhospice.org**](mailto:recruitment@sobellhospice.org)

**We *aim* to hold interviews during the week beginning 17 October**

**Please tell us if you need us to make adjustments to help you attend the interview. We will pay reasonable expenses (capped at £50) where interviews are held face-to-face. Please let us know if you need the application form in a different format.**

**Information on documents to bring for right to work checks:** <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>