

JOB DESCRIPTION

Job Title	Fundraising Officer
Location	Southampton, Hampshire
Responsible to	Trustees of the Charity. Fundraising Development Group

The Wayne Howard Trust

Mission

The Wayne Howard Trust has set out to make a difference to people with brain injury across Hampshire to enable them to participate actively in society.

Vision

To ensure that families facing the long term effects of acquired brain injury across Southampton are provided with support, information and have access to the appropriate services as required.

Our values

We place honesty and integrity at the centre of our work.

Our group and individual experience is the cornerstone on which we build the future.

We are committed to making a positive contribution towards families reaching their potential following brain injury.

Introduction and background

Bees should not be capable of flight, yet bees have been flying for over 300 million years –Why? – because; no one told them they couldn't! The same philosophy can be applied to people who have suffered brain injuries.

Each year, an estimated 1 million people in the UK go to hospital as a result of a head injury. Males are three times more likely to have a head injury than females and the age group most at risk is between 17 and 40. Most traumatic brain injuries are caused by motor vehicle accidents, but many result from domestic and industrial accidents, sports and recreational injuries and from assaults. The effects on victims and their families can be devastating and life long.

The Wayne Howard Trust was established in 2003 following a horrific road traffic accident 2 years earlier when Wayne's family experienced first hand the difficulties faced both by the patient and the family. They experienced the harsh reality of life following acquired brain injury with little or no support at times. Wayne's long term outcome was not something that was discussed openly and as such his family often felt alone. After completing their own research into available therapy, they determined that early neuro-intervention, practical information and support were all keys to moving forward.

Today the charity focuses on three factors - information, practical support and early rehabilitation along with the following Charitable Objects:

THE RELIEF OF PERSONS WHO HAVE SUFFERED A BRAIN INJURY, THEIR FAMILIES AND CARERS, PARTICULARLY BUT NOT EXCLUSIVELY BY THE PROVISION OF ADVICE AND INFORMATION, FINANCIAL ASSISTANCE FOR THE PURCHASE OR HIRE OF SPECIALIST EQUIPMENT OR TREATMENT AND THE ESTABLISHMENT OF NEUROLOGICAL TREATMENT AND REHABILITATION CLINIC.

Job Purpose To raise funds to support the work of The Wayne Howard Trust across Hampshire, through community fundraising events, developing relationships with corporate donors, and applying for appropriate funding from foundations and trusts, as well as major and individual donors and supporters.

DUTIES & RESPONSIBILITIES

Meet agreed fundraising targets and objectives

To carry out research through a range of sources, including the Internet, publications and other external contacts, including other charities, in order to obtain relevant information to keep up-to-date on developments that affect fundraising

To keep up to date on best practice and developments within the charity sector generally and particularly changes to fundraising regulations and codes of practice

Regularly monitor, report and evaluate the performance of all fundraising operations

Use resources (money, equipment, materials) efficiently; controlling budgets and formulating and implementing fundraising plans

Build positive relationships with and exert influence over funding partners

Develop extensive network of contacts in order to ensure that all opportunities are sought and all leads are maximized

Plan, organize and manage community fundraising events

Contribute to ongoing growth and development

Set up and manage a Fundraising Committee

This post has the following special circumstances:

Willingness to work some unsociable hours and weekends

Additional requirements

The ability to drive effectively to different locations and have total access of a car