



Jessie May

More than a Hospice at Home

**Community
Fundraising
Officer**

August 2025



Contents

Page 2 – Introduction from our Director of Income Generation and External Engagement

Page 3 & 4 – About Jessie May

Page 5 & 6 – Job Description

Page 7 – Team Relationships

Page 8 – Jessie May Culture and Code of Conduct

Page 9 – Person Specification

Page 10 – Terms and conditions and benefits

Page 11 – How to Apply

Thank you for your interest in joining the Jessie May Income Generation team as our Corporate Fundraising Manager.

This is an exciting time to join us. We've just completed our biggest campaign yet, which has boosted brand awareness and opened up new opportunities. Our fundraising team is vital to providing the much-needed funds that allow exhausted parents to take a break, siblings to spend precious time together, and children to simply be children.

Jessie May was founded by a family for families, and ensuring the child's voice is heard remains at the heart of everything we do. Our dedicated teams of specialist nurses, nursing assistants, and family support staff touch the lives of hundreds of family members each year. Our vision is simple but powerful: that every child and young person with a life-limiting or life-threatening condition can enjoy the best possible quality of life and, when the time comes, choose to live and die at home, surrounded by their loved ones.

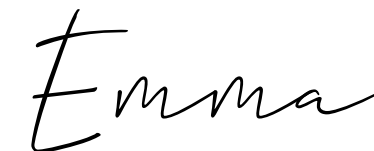
Together, we help create moments of joy and memories to treasure when they are needed most.

The successful candidate will have proven experience in identifying new business opportunities, building a pipeline of support, and delivering exceptional stewardship and account management for existing partners. You'll be an inspirational fundraiser, a collaborative team player, and committed to contributing to our shared annual target of £2 million.

If this opportunity excites you and you have the skills, experience, and passion we're looking for, we'd love to hear from you. Please complete our application form and send it along with your CV by 5pm, Monday 1 September.

For an informal conversation about the role, contact **Emma Carter** at emma.carter@jessiemay.org.uk to arrange a call.

From,



About Us

At Jessie May, we provide specialist nursing care, at home, for children with life-limiting and life-threatening conditions. We support parents, siblings and wider family members in Bristol, South Gloucestershire, North Somerset, Bath and North East Somerset, and Wiltshire.

Through life and death, bereavement, and grief, we are here for families for as long as they need us - support for weeks, months, and years.

With us, seriously ill children can still be children, and their families can make memories to look back on when they need them most.

Our families let Jessie May into their homes, both physically and emotionally, offering expert care and much-needed space for parents and carers to rest, and recharge.

Because they know the children so well, the nurses can advocate for children in clinical settings, so their voices and needs are always heard, whilst also supporting worried families during extremely difficult times. When the end of a child's life approaches, they're there too, offering the kind of gentle, familiar care that only long-term, trusted relationships can provide.

Our Vision

Our vision is that all children and young people with life-limiting or life-threatening conditions are supported to have the very best quality of life possible, and to choose to live, and to die, in their own homes with their families.

Our Mission

Our mission is to provide the very best care and support possible, at home, for children and young people with life-limiting or life-threatening conditions and their whole families. For the whole journey in life, at the end of life, and in bereavement.

Our Values

**We are kind,
passionate
and
committed**

**We are honest,
respectful and
collaborative.**

**We put
children and
families first**

Job description

Post	Community Engagement Fundraising Officer
Reports to	Head of Fundraising and Communications
Salary	£28,840 - £32,917 pro-rata
Contract	Permanent
Hours	28 - 35 hours
Annual Leave	27 days, increasing with length of service
Pension	Group pension scheme
Location	Jessie May office, Kingswood, Bristol and community based (80%) and home based (20%)

[1] It is Jessie May policy to appoint at the starting point of the advertised salary scale, unless the candidate can demonstrate exceptional experience.

Role

As Jessie May’s Community Fundraising Officer, you will play a pivotal role in developing and expanding community fundraising initiatives. Your focus will be on engaging schools, community groups, faith organisations, and individuals (including volunteers) to foster long-lasting relationships and secure essential support for Jessie May. We are looking for a highly motivated and energetic individual with a passion for community fundraising to achieve agreed income targets and ensure the sustainability of our community fundraising efforts.

Main Responsibilities
Community Fundraising and Engagement

Lead the coordination of community fundraising campaigns, initiatives, and events, ensuring high levels of participation and engagement.

Cultivate and nurture strong relationships with community groups, schools, faith organisations, and individuals, inspiring their ongoing involvement and support.

Serve as the primary contact for community fundraisers, offering guidance, support, and resources to empower their fundraising success.

Develop and implement an engaging events calendar that includes UK and overseas activities, Jessie May-organised events, and opportunities for individual participation.

Volunteer Fundraising Support

Recruit, train, and energise a network of volunteer fundraisers to enhance community fundraising activities, ensuring they feel valued and empowered to make a difference.

Relationship Management and Stewardship

Spearhead the development and execution of stewardship plans for community supporters, ensuring their contributions are recognised and celebrated.

Maintain accurate records of community supporters and events in the Jessie May Donorfy CRM system, tracking engagement and financial contributions to inform future strategies.

Other Responsibilities

Represent Jessie May at fundraising events, including weekends and out-of-hours.

Monitor and evaluate fundraising performance, ensuring all activities align with best practices and compliance standards.

Be flexible and carry out any other associated duties that may arise, develop, or be assigned.

Adhere to legal requirements for fundraising and general activities, including GDPR, The Fundraising Code of Practice, and others.

All Employee Responsibilities

Maintain an awareness of and actively follow and promote Jessie May policies, including (but not limited to), Equality and Diversity, Health and Safety, Safeguarding, Data Protection and Confidentiality. 7

Complete all Jessie May mandatory training, within the required timescales.

The welfare of children and young people with who we support and come into contact with, either directly, or indirectly, is paramount to all staff at Jessie May and it is our responsibility to ensure that best practice is followed and that you adhere to the Jessie May values and Code of Conduct at all times.

To Note

This is not an exhaustive list of tasks; Jessie May employees will be asked to undertake other ad hoc tasks relevant to the scope and purpose of the role. This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed subject to amendment in consultation with the post-holder.



Jessie May Culture and Code of Conduct

The Jessie May team has created a ‘code of conduct’, which outlines the organisational culture. The behaviors that all team members adhere to are that:

We are caring and compassionate, actively looking out for one another and supporting workloads where we can.

We support and understand each other’s priorities.

We are friendly and inclusive of everyone we come into contact with.

We maintain a professional attitude, fostering a culture of openness and actively encouraging constructive feedback among ourselves.

We are ambitious and hardworking and celebrate one another’s achievements.

Terms & Conditions and Employee Benefits

Conditions, including but not limited to the following:

Checks: The appointment is subject to satisfactory references, DBS check and a probationary period of six months.

Salary: £28,840 - £32,917 pro-rata depending on experience. Salaries are reviewed annually, at the discretion of the Trustees, where the budget allows, with any increases effective from April.

Pension: There is a group personal pension scheme that you are entitled to participate in, subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is the option to opt out. The employer’s contribution is 5 per cent while the employee’s contribution is 4 per cent of the pensionable salary.

Death in Service Provision (once successfully passed probation)

Work base: Jessie May office and throughout the Jessie May service area.

Holiday entitlement: Annual leave is 27 days pro rate, plus bank holidays. Some annual leave is pre-allocated to cover some of the time between Christmas and New Year when the office is closed. This amount increases with service.

Employee Assistance Programme

Team Away Days and Social Events

Free on-site parking (if available)

Free office refreshments

PERSON SPECIFICATION

	Essential	Desirable
Education		Relevant fundraising qualification
Experience	- Proven track record of agreeing agreed income and engagement targets - Experience of managing a diverse portfolio of relationships - Experience of managing volunteers and events	Budget management experience
Abilities	- Outstanding written and verbal communication skills - Ability to influence, persuade and negotiate using interpersonal skills - Ability to create and deliver tailored presentations to varying audiences	
Skills	- Proficient in the use of IT tools such as MS Office and CRM systems - Project management - Excellent networking and relationship management skills - Excellent research skills - Strong attention to detail and high standards in the production of quality work - Self-motivated with the ability to work both alone and as part of a small team	

	- Knowledge of GDPR principles within fundraising - To possess, or have the motivation to develop, a thorough knowledge of the work of Jessie May and the children’s hospice sector	- Knowledge of the Fundraising Regulator Code of Fundraising Practise and its guide-lines - Understanding and knowledge of community fundraising trends
	- Influencing and negotiating skills - The ability to work under pressure and to deadlines - Creative and innovative thinking - Enthusiastic and motivated - Motivated by achieving targets, managing multiple tasks and relationships, and working to deadlines - Committed team player - Commitment to supporting and demonstrating the Jessie May values and behaviours in your work internally and externally	
	- Driving license - Access to your own vehicle - Willingness to travel and work within the Jessie May region	

How to apply

Use our [application form](#) - You will be asked some basic details, need to answer 3 questions about your skills and experience and upload your CV. We would be grateful if you could also take the time to complete our anonymous [equalities monitoring form](#).

As part of our commitment to being a Disability Confident Employer, we guarantee an interview to anyone who identifies as disabled (as defined by the Equalities Act 2010) that meets the essential criteria set out in the person specification.

Closing date: Monday 1st September

Interview date: Thursday 11th September

Interview location: Jessie May, 35 Old School House, The Kingswood Estate, Britannia Road, Kingswood, Bristol, BS15 8DB.

