



**Jessie May**

More than a Hospice at Home

**Area  
Fundraiser**

**June 2026**



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**Thank you for your interest in joining the Jessie May Income Generation team as our Area Fundraiser.**

This is an exciting time to join us. As demand for Jessie May's services continues to grow, so does the need for strong and sustainable fundraising. Support in the local community has always been at the heart of our success, and we are looking for someone who can help us build on this momentum by managing this local area and developing meaningful relationships.

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 those they love.

The successful candidate will be passionate about building relationships and inspiring support from businesses, schools, community groups and individual fundraisers. You'll be confident working independently, identifying new opportunities, and delivering excellent stewardship to supporters, while contributing to our shared fundraising goals.

Most importantly, you'll understand that every pound raised helps create precious moments for families facing the most difficult circumstances, allowing our care teams to continue providing expert support when it matters most.

If this opportunity excites you and you have the skills, experience and enthusiasm we're looking for, we'd love to hear from you. Please complete our application form and send it along with your CV by 15th June.

For an informal conversation about the role, please contact Kath Jones at [kath.jones@jessiemay.org.uk](mailto:kath.jones@jessiemay.org.uk) to arrange a call.



## 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	Area Fundraiser
Reports to	Interim Head of Fundraising & Communications
Salary	£33,739 - £37,241
Contract	Permanent
Hours	Full time, 35 hours a week.
Responsible for	Raising income and controlling expenditure across the Jessie May area of Bristol, BANES, South Gloucestershire and Wiltshire, while supporting local businesses and supporters in the community.
Location	Home based with expectation to be at Charlton Farm office when required; Charlton Drive, Wraxall, Bristol, BS48 1PE, United Kingdom (Ideal candidates will be based in the fundraising area)

### Overall purpose of the role:

**1.1** To manage all aspects of community and business fundraising throughout the designated postcode area for Jessie May, in line with the overall fundraising strategy.

### 2 Main Tasks Fundraising

**2.1** Responsible for achieving agreed targets and objectives within Jessie May's overall fundraising strategy.

**2.2** To develop, manage and deliver a fundraising strategy for the area.

**2.3** To ensure income from all potential sources within the area is maximised.

**2.4** To proactively seek new fundraising opportunities with community groups, individual supporters, schools, events and local businesses.

**2.5** To provide advice and support to individuals and organisations fundraising for Jessie May.

**2.6** To provide excellent supporter care and stewardship of supporters, maximising retention.

**2.7** To promote the work of Jessie May through public speaking.

**2.8** To maintain good links with the regional media to maximise awareness of Jessie May across the region.

**2.9** To participate in the recruitment, training, and engaging a network of volunteers to enhance community fundraising activities, ensuring they feel valued and empowered to make a difference.

### Finance & Administration

**2.10** To ensure the effectiveness of administrative systems and procedures, including the maintenance of records, the receipt and expenditure of funds and the development of the Jessie May database system.

**2.11** To adhere to the charity's financial systems.

### 3 Other Tasks

**3.1** To represent Jessie May in a variety of different contexts and to a variety of different audiences.

**3.2** To maintain a current knowledge of changes in legislation affecting charities and carry out fundraising activities in line with the Fundraising Regulator's Code of Fundraising Practice.

**3.3** To ensure that a positive image of Jessie May is projected at all times.

**3.4** To contribute to other activities undertaken by Jessie May under the direction of the Interim Head of Fundraising.

**3.5** To contribute to organisational effectiveness through positive team-working.

### 4 General Responsibilities

**4.1** Jessie May expects of its employees the highest standards of behaviour in carrying out their duties and responsibilities.

**4.2** To be responsible for ensuring compliance with Jessie May policies, procedures and contractual requirements.

**4.3** To comply with Jessie May's Equal Opportunities and Diversity Statement.

- 4.4** To safeguard children and vulnerable adults.
- 4.5** To be aware of responsibilities under the Health and Safety at Work Act (1974).
- 4.6** To maintain knowledge of safety rules, fire drills, internal security and accident procedures.
- 4.7** To maintain confidentiality and comply with UK Data Protection requirements.
- 4.8** Maintain personal and professional development and attend mandatory training.
- 4.9** To ensure professional updating and revalidation requirements are maintained.
- 4.10** To work within infection control guidelines.
- 4.11** Take responsibility for your own emotional wellbeing.
- 4.12** To use Jessie May resources wisely and effectively.

## **5 Working Arrangements**

- 5.1** Normal hours of work are from 09:00am to 5:00pm Monday to Friday.
- 5.2** Occasional evenings and weekends will be required in this role. Where this cannot be accommodated for within the working week, TOIL will be granted.

## **6 Note**

- 6.1** The job description is subject to the Terms and Conditions of service of Jessie May, and the post-holder will undertake any other duties which may be required from time to time.
- 6.2** The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list. Duties, which do not change the general character of the job or level of responsibility entailed, may be varied from time to time.
- 6.3** This job description will be reviewed, in line with the developing organisation and service specification, but any amendments made will follow 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: £33,739 - £37,241 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 5 per cent of the pensionable salary.

Holiday entitlement: Annual leave is 27 days pro rate, plus bank holidays. This amount increases with service.

Death in Service Provision (once successfully passed probation)

Employee Assistance Programme

Team Away Days and Social Events

Free on-site parking

Free office refreshments

## PERSON SPECIFICATION

Method of Assessment: AF - Application Form, IV - Interview, R - References, P - Presentation,  
IH - In-House Test, DBS - DBS Check, OH - Occupational Health Check

ATTRIBUTES	TYPE	REQUIREMENTS	METHOD OF ASSESSMENT
<b>Qualifications, training &amp; professional membership</b>	Essential	Five GCSEs (Grade 4/C or above) or equivalent, including English and Mathematics OR demonstrable literacy and numeracy.	AF
	Desirable	Educated to A level standard or equivalent	AF
		Relevant industry qualifications (e.g. Certificate in Fundraising)	AF
	Essential	Proven track record of income generation working to targets and deadlines.	AF, IV
		Presentations and public speaking to a variety of audiences.	IV, P
		Broad understanding of effective regional fundraising techniques.	IV, R
		Knowledge of the charity sector.	AF, IV
		Microsoft Office 365.	AF, IV
		Proven track record in fundraising.	AF, IV, R[KJ1.1]
		Desirable	Familiar with the media.
		Sound understanding of the application of charity legislation to fundraising activity.	AF, IV[KJ2.1]

<b>Skills &amp; Abilities</b>	Essential	Ability to motivate and inspire a variety of individuals and groups both formally and informally.	IV, P
		Excellent verbal and written communication skills, including public speaking to a variety of audiences.	AF, IV, P
		Excellent organisational/project management skills.	AF, IV
		Ability to plan and deliver activities and events.	AF, IV
		Finance, budgeting and forecasting systems and techniques.	AF, IV
<b>Personal Qualities</b>	Essential	Creative and innovative approach.	IV, P
		Proactive and organised approach to work.	IV
		Ability to enthuse and motivate others.	IV, P
		Interest in, and commitment to, the aims and objectives of Jessie May.	AF, IV
		Positive attitude to team work.	IV
		Ability to work independently, use initiative and be self-motivated.	IV, P, R
		Understanding of the importance in promoting a regional identity.	IV
<b>Other Requirements</b>	Essential	Current UK driving license and own vehicle.	AF
		Willingness to travel across the Jessie May region.	AF, IV
		Flexible approach to working hours including evenings and weekends.	AF, IV

## How to apply

Please email [hadmin@jessiemay.org.uk](mailto:hadmin@jessiemay.org.uk) your CV and covering letter answering the following two questions;

- Why do you want to work with Jessie May and in this specific role? (up to 250 words)
- How do you meet the skills, experience and qualities set out in the job description and person specification? (up to 750 words)

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.

If you have a disability and would like to be considered under this initiative, please let us know in your application.

We would be grateful if you could also take the time to complete our anonymous [equalities monitoring form](#).

**Closing date - 11pm, 15th June**

**Interviews will take place w/c 22nd June.**