



Corporate Fundraising Support Officer Information for Applicants



Contents

Welcome from our CEO

Background Information

Department Structure

The Role

Person Specification

What we do for you

How to apply



Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of **Corporate Fundraising Support Officer**.

We are keen to recruit an experienced and confident individual our Income Generation Team.

The post holder will work collaboratively across the Income Generation team, providing high quality administrative support. This will include excellent logistical support and stewardship of donors.

I believe that in order to make the difference that we do, it is essential to recruit a team of high performing, dedicated staff. In this application pack you can find out more about what it takes to become a key part of the NICHS team.

As a voluntary sector organisation, one of the most important investments we make is in our people.

By embracing the world recognised Investors in People Standard, we have made a commitment to strive towards the very best in people management excellence and to make NICHS a great place to work. We have recently been awarded We Invest in People GOLD accreditation and We Invest in People GOLD at first accreditation. Only 17% of organisations achieve Gold and this accreditation demonstrates the incredible passion and dedication to our work that all of our staff share across the organisation.

We will appoint an individual who possess the skills and qualities that match our values. These values articulate those things that we genuinely believe in, and our Health Promotion Officer will be a champion for these, and promote them in every aspect of what they do.

Our values are *Caring, Courageous, Considerate, Committed and Connected*.

For many, this values-driven culture is a key element of what makes NICHS a *special* place to work. People demonstrate how they experience the values personally and strive to act as role models, applying them on a daily basis in their relationships both with service users and colleagues; treating people with dignity and respect; supporting people to be involved in their communities; taking responsibility for actions; and being honest, open and accountable. In short, achieving our charitable aims to the highest possible standard.

Our collaborative working style has brought together staff from across departments, and built a strong sense of team identity.

We are lucky to have attracted and retained a resilient and talented work force, and have many long serving members of staff, some who have been with us for more than 30 years: clear evidence that NICHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

We have developed our 2026 – 2029 strategic plan in conjunction with our staff, service users past and present, supporters and our Governance Board. This Strategic Plan will be our roadmap and will

guide us as we continue to work tirelessly with our partners and stakeholders to achieve our vision of a healthy Northern Ireland free from chest, heart and stroke illnesses and strive in our mission to prevent chest, heart and stroke conditions and support people affected by them.

<https://nichs.org.uk/about-us/who-we-are>

I would like to thank you for your interest in joining the NICHHS team.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Declan Cunnane', with a small horizontal line extending to the right.

Declan Cunnane

Chief Executive

What We Do

We have been leading the fight against chest, heart and stroke illnesses in Northern Ireland since 1946.



We do this by working across four main areas:

We provide expert care and support to anyone living with chest, heart and stroke conditions.

We work to prevent these illnesses, by helping detect early signs of chest, heart and stroke illness and empowering individuals to make healthy choices.

We fund research to advance how we treat, care for and prevent chest, heart and stroke conditions.

We campaign for better care, treatments and awareness of chest, heart and stroke conditions.

As a charity, almost 90% of our work is funded thanks to public donations.





Our Culture

Our **Values** are the principles that drive us, the things that are most important to us, our motivation. They reinforce the way we interact with each other, our volunteers, service users and everyone else. They describe why NI Chest Heart & Stroke is unique, and they help to drive the culture of our organisation.

Our people are actively engaged and are very well supported when they need it. Team members are confident and enthusiastic. Trust and mutual respect are high. People care and depend on each other.

Our people are passionate about delivering high-quality services, which make a difference. They play their part in ensuring a welcoming, friendly, inclusive and supportive working environment. There is a sense of optimism about the future. Team spirit is strong.

“I’m proud to work here ... People are really dedicated”



Our Values



Caring

We put people first - with empathy, compassion and respect for every individual and family we support.



Committed

We are dedicated to improving the health and wellbeing of people across Northern Ireland through, prevention, care, research and campaigning.



Courageous

We stand up for what matters, speak out on health inequalities and innovate to improve lives.



Considerate

We treat everyone with respect and fairness, valuing different perspectives and acting with integrity in our relationships and decisions.



Connected

We work in partnership with service users, colleagues, volunteers, and communities to achieve more for Northern Ireland's health.



Our Strategic Priorities

We Care

Aim	To ensure that everyone affected by chest, heart or stroke conditions receives compassionate, high quality and continuous support to rebuild their lives.
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We Prevent

Aim	To empower people to make informed healthy lifestyle choices and prevent avoidable chest, heart and stroke outcomes.
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We Research

Aim	To fund and support high-quality local research that improves prevention, services and outcomes.
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We Campaign

Aim	To be the leading local advocate for cardiovascular and respiratory health and influence policy and practice
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Our People

Aim	To attract, develop and retain a skilled, motivated and healthy workforce and volunteer community.
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The Role

Job Title: Corporate Fundraising Support Officer

Responsible to: Corporate Fundraising Co-Ordinator

Hours per week: 35 hours Mon - Fri

Location: NICHHS HQ, 21, Dublin Road, Belfast (Hybrid Working arrangements are available)

Salary: £29,540 (NJC point 14)

Contract: Full Time, Permanent

SUMMARY:

Northern Ireland Chest, Heart and Stroke (NICHHS) currently needs approximately £3M income per annum to operate, primarily its care and prevention services and to fund local research programmes.

The Income Generation department secures income from a number of sources, including:

- 1 Legacies
- 2 Corporate
- 3 Individual Giving
- 4 Community

Job Description:

To work collaboratively across the Income Generation team, providing high quality administrative support. This will include excellent logistical support and stewardship of donors.

Key tasks

- Provide excellent customer service as the first point-of-contact to NICHHS supporters, including providing fundraising advice and information about NICHHS.
- Manage NICHHS merchandise and materials, taking responsibility for stock control, monitoring usage and re-ordering. This will include overseeing a system for dispatching, placing, and maintaining materials across NI.
- Assist the teams by attending cheque presentations and attending fundraising events when appropriate.
- Assist in developing new fundraising products, including merchandise and marketing materials for corporate campaigns.
- Identification of, and reporting on, re-engagement opportunities with lapsed supporters and managing their stewardship.
- Assistance with HQ and 3rd party events, including logistics, corporate fundraising support, and account management of 3rd party event suppliers.
- Manage all online corporate fundraisers.
- To develop and manage a robust collection box programme with supporting distribution, tracking, stewardship and conversion plan.
- Any other duties that fall within the scope of this role that may be required from time to time by the fundraising team managers

Person Specification	Essential or Desirable
Criteria	
1. Educated to 'A' Level or equivalent	Essential
2. At least 2 years' experience of working in an admin role	Essential
3. Experience of delivering excellent customer care to a wide range of people	Essential
4. Experience and competence with IT including all Microsoft Packages	Essential
5. Experience in providing excellent administrative support	Essential
6. Excellent written communication skills	Essential
7. Excellent time management skills including experience in multi-tasking, prioritisation and organisational skills and ability to meet deadlines	Essential
8. Proven experience of working effectively as part of a team	Essential
9. Valid UK driving licence and the use of a car	Essential
1. At least 1 years' proven fundraising experience	Desirable
2. Experience of a CRM database	Desirable

NICHs reserves the right to upgrade one or more desirable criteria to essential should the volume of applications so warrant.

SUMMARY OF TERMS AND CONDITIONS

Annual Leave: The post-holder will be entitled to 25 days annual leave. This is exclusive of 10 bank and public holidays. The annual leave year runs from 1 April to 31 March.

Pension: Organisation's contributory pension scheme (% employee Contribution will be matched by % employer contribution)

Car Mileage: The post-holder will be reimbursed for any business mileage under the Car Mileage Scheme.

Health Scheme: You will be eligible to join the health scheme provided by the organisation.

Death in Service: You will be eligible to join the death in service scheme provided by the organisation.

References: All offers of employment are subject to two satisfactory written references

All applicants will be required to produce:

Evidence of relevant academic and professional qualifications

Evidence of relevant vehicle documentation

Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.

This job description is not intended to be restrictive or definitive.

It is important to note that the responsibilities of the post may change to meet the requirements of the evolving services that the charity provides.

NICHS is an Equal Opportunities Employer

What we do for you - Our reward statement



Regular 121 Meetings

Annual Performance Review

Competitive Salary

**Employer
Pension
Scheme**

Access To
Financial
Adviser

Comprehensive

Induction Training

**Paid Bank And
Public Holidays**

Culture Of Recognition Job Share

Pay Increases Linked To NJC – Cost Of Living

Additional Celebration Days

On The Job Learning

Car Mileage Scheme

Attendance At External Seminars And Conferences

Toil & Managed Time

**Generous Paid
Annual Leave**

Enhanced
Sick Pay

Part Time Work

Study Leave

Learning & Development

Enhanced Parental Pay

Opportunities

Death In Service Plan

Occupational Health Service

Bike To Work Scheme

Strategy Away Days

**Access To
Independent
Counselling
Service 24/7**

Continuing Professional

Development Marriage Leave

**Hybrid
Working**

**Long Service
Awards**

Compassionate &
Bereavement Leave

Investors In People

Silver Accreditation

**Family
Friendly
Leave**

**Duvet Half Day/
Sunshine Half Day**

**Incremental Increases
To Annual Leave**

Reasonable Time Off To Attend Appointments

**Access To A Free
Health Check**

Domestic Distress Leave

**Flexible
Working
Hours**

Staff Empowerment –
Involvement In Decisions
And Consultations

Staff Health And Wellbeing Days

Staff Celebration Events

**Return To Work
Interviews**

How to apply

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHHS, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post.
4. PLEASE SHOW CLEARLY IN SECTION 4 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE PERSON SPECIFICATION ENCLOSED.

THE SHORTLISTING PANEL WILL REFER TO THIS SECTION ONLY WHEN DECIDING WHETHER YOU HAVE PROVIDED SUFFICIENT EVIDENCE TO DEMONSTRATE THAT YOU MEET THE CRITERIA.

Please do not assume that because you have mentioned something in an earlier section of the form, that the panel will accept this as evidence that you meet the criteria. You must clearly describe in Section 4 the example you are relying on to demonstrate your skills and experience. Your application form will not be shortlisted if you do not describe the specific actions you took for each example you cite.

5. Mission and Vision of NICHHS

Employees of NICHHS must support its Mission and Vision



6. Applications, CV's and attached sheets:

14

- Applications will only be accepted on the official application form (enclosed)
 - Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.
 - Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
7. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by Fri 11 September 2026.
 8. Application forms received after this time and date will not be accepted.
 9. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.

Completed applications should be returned no later than 12 noon on Friday 11 September 2026.

to:

Caoimhe Devlin
Head of HR
NI Chest Heart and Stroke
21 Dublin Road
Belfast
BT2 7HB

Or recruitment@nichs.org.uk