



Corporate Fundraising Co-ordinator

Information for Applicants



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Welcome from our CEO

Dear Applicant,

Thank you for your interest in the post of **Corporate Fundraising Co-ordinator**

We are keen to recruit an experienced and confident individual to lead our Corporate Fundraising Team. We are looking for someone who has demonstrable experience in developing and delivering high value relationships and partnerships with the professionalism, energy, enthusiasm, and knowledge to build engagement and significantly increase income. Excellent communication skills are imperative as you will be managing valuable relationships with companies, trusts and high-net-worth individuals.

You will be a key member of the fundraising management team and your work will be vital, enabling us to deliver support and prevention services as well as fund research to find new and support people impacted by chest, heart or stroke illnesses. You will be joining a high performing team who won the 2023 Chartered Institute of Fundraising awards for Northern Ireland Fundraising team of the year.

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 Investors in People GOLD 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 Corporate Fundraising will be a champion for these, and promote them in every aspect of what they do.

Our values are *Compassionate, Courageous, Considerate and Committed*.

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 NICHHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

We have developed our 2023 – 2026 strategic plan in conjunction with our staff, service users past and present, supporters and our Governance Board. This Strategic Plan for 2023 – 2026 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,



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



Compassion

We believe that people are at the centre of everything we do. Everyone is equal and should be treated with dignity and respect.

We will be selfless and people centred, showing kindness and concern for everyone we come into contact with.



Commitment

We believe that people have the right to expect services of the highest quality to meet their needs.

We will be dedicated to the success of our charity and continuously improve.



Courage

We believe everyone should feel empowered to make decisions about their own lives.

We will be brave and challenge the status quo.



Considerate

We believe that everyone should be treated as we would expect to be treated ourselves.

We will respect the needs and feelings of other people and try and understand their point of view.



Our Strategic Priorities

We Care

Aim	To offer and deliver exceptional Care Services to meet the needs of people who have chest, heart and stroke illnesses and their carers.
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We Prevent

Aim	To empower people to make healthy lifestyle behaviour changes and reduce their risk of preventable chest, heart and stroke illnesses.
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We Research

Aim	To find better ways to prevent, treat and care for people affected by chest, heart and stroke illnesses.
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We Campaign

Aim	To make chest, heart and stroke conditions a priority for decision makers
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Our People

Aim	To develop a culture where our people are inspired, developed, supported and proud to work for NICHHS
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The Role

JOB DESCRIPTION:

Job Title:	Corporate Fundraising Co-ordinator
Reports to:	Director of Income Generation
Direct reports:	Corporate Fundraiser, Corporate Support Officer
Hours per week:	35 hours per week
Location:	21 Dublin Road, Belfast HQ (Hybrid working arrangements available)
Salary:	Pt 26 of NJC scale (£37,280)
Contract:	Full time, Permanent
Probation period:	6 months

Overall Objectives of the role

- Strategically identify, attract, engage, and retain key corporate relationships and partnerships to secure and maximise net income

Key Responsibilities:

Strategic Planning

- To develop and deliver detailed annual operational plans, that reaches across corporate sources
- To work across the organisation to develop the pipeline of funders and a case for support to underpin the strategy
- To utilise the organisation's staff & knowledge assets to the maximum to support pitching for income and stewarding partnerships and high value relationships
- Set KPIs for the team and ensure they are met

Management and Operational

- To lead and manage the corporate fundraising team including regular check-ins, 121s, development and appraisals
- To play an active role in the income generation department and particularly with the other fundraising managers
- To lead by example showing professionalism and living the values and behaviours of NICHs

- To deliver the highest standards of supporter care and provide effective stewardship to build long-term commitment to NICHHS
- To ensure timely and relevant reporting to corporate partners, and ensure that all gifts received are appropriately acknowledged and establish recognition opportunities for donors where appropriate.
- To ensure the effective recording and updating of the fundraising database Raisers Edge to ensure that all supporters and donors are managed effectively.
- To research and write motivating, clear and convincing corporate and sponsorship proposals and applications
- To construct and deliver engaging and dynamic presentations and pitches
- To ensure compliance with all relevant codes of conduct, policies, procedures and adhere to good practice in relationship to all the team's activities
- To forge positive and productive relationships internally to allow NICHHS to grow and attract more partners
- To forge positive and productive relationships with external suppliers, agencies, and partners

Financial Management

- To develop budgets, including ambitious income targets, for all corporate sources of income
- To regularly monitor and report on gross and net income and expenditure budgets, ensuring a good return on investment
- To undertake re-forecasting of income and expenditure and implement contingency plans where appropriate
- To ensure effective use of the fundraising database in monitoring income and reporting on each campaign and activity against set targets.

Communication & Marketing

- To work closely with the Communications team to produce effective, creative, and inspiring marketing materials for events and planned activities within the agreed budgets
- To devise and implement effective marketing techniques and tools to maximise engagement, support, and income from corporate sources

Corporate Responsibilities

- To undertake any other duties commensurate with the purpose and remit of the post.
- To participate in and support other NICHHS and Income Generation directorate activities and priorities
- To comply with all NICHHS policies, processes, and procedures, ensuring delivery of a professional service that aspires to achieve the most significant impact.
- To fully engage with our values
- To keep abreast of changes within the sector, reflecting critical aspects in updating the fundraising programmes.
- The post holder should be prepared to attend meetings and events in different parts of Northern Ireland. Some meetings and events may be during evenings or weekends.

Person Specification

Essential criteria

- Third level qualification or equivalent
- A minimum of 2 years' demonstrable experience in corporate fundraising to generate income, or equivalent experience in an income-generating role.
- Strong communications and presentation skills, with experience of developing compelling funding proposals, reports and presentations for a variety of audiences.
- Demonstrable experience of people management and of leading a team to deliver results.
- Excellent financial management skills including managing budgets, meeting financial targets and reporting and analysis
- Advanced skills in Microsoft Office
- Valid UK driving licence and use of a car

Desirable criteria

- Demonstrable knowledge of the Third sector in NI
- Experience of using a CRM database.
- Knowledge of the work of NICHHS
- A clear desire and drive to work in the charity sector

NICHHS 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 if 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** Additional Celebration Days

Pay Increases Linked To NJC – Cost Of Living On The Job Learning

Car Mileage Scheme **Toil & Managed Time**

Attendance At External Seminars And Conferences **Study Leave**

Generous Paid Annual Leave Enhanced Sick Pay Part Time Work Learning & Development Opportunities

Enhanced Parental Pay Occupational Health Service

Death In Service Plan Strategy Away Days

Bike To Work Scheme **Hybrid Working** **Access To Independent Counselling Service 24/7**

Continuing Professional Development Marriage Leave Compassionate & Bereavement Leave

Long Service Awards 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 Health And Wellbeing Days Staff Empowerment – Involvement In Decisions And Consultations

How to apply **Return To Work Interviews**

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Staff Celebration Events

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:

- 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 Friday 20 February 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 20 February 2026.

to:

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Belfast
BT2 7HB

Or recruitment@nichs.org.uk