



Join our team!

# Fundraising & Events Assistant



**Crosshouse**  
Children's Fund



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Children's Fund**

# Job Description: Fundraising & Events Assistant

## **Reporting to**

Crosshouse Children's Fund  
Fundraising Manager

Crosshouse Children's Fund is the charity for babies, children and young people in hospital in Ayrshire and Arran.

## **Salary**

£23-26,000 p/a

From the tiniest babies in the neonatal unit at Ayrshire Maternity, to the children's wards at Crosshouse and across the community - Crosshouse Children's Fund is for Ayrshire's children in hospital.

## **Hours**

Full time, 35 hours per week

## **Holidays**

25 days plus 10 bank holidays

We are looking for an enthusiastic and proactive Fundraising and Events Assistant to help raise vital funds through community engagement, supporter relations, and events both in the community and at Crosshouse Hospital.

## **Location**

Hybrid –University Hospital  
Crosshouse, Kilmarnock/ Head  
Office, Paisley/ Home based

## How to Apply

To apply for this position please email your CV and cover letter to [info@crosshousechildrensfund.org](mailto:info@crosshousechildrensfund.org) by Monday 31 March at 9am.

# About Crosshouse Children's Fund

Crosshouse Children's Fund is the charity for babies, children and young people in hospital in Ayrshire and Arran.

From the tiniest babies in the neonatal unit at Ayrshire Maternity, to the children's wards at Crosshouse and across the community - Crosshouse Children's Fund is for Ayrshire's children in hospital.

Each year more than 25,000 babies, children and young people from across Ayrshire and Arran are treated in the hospitals we support.

Funds raised bring the very latest medical equipment to Ayrshire, help families navigate their child's journey, and help children cope in hospital.

With the help of communities across Ayrshire and Arran, Crosshouse Children's Fund has already invested nearly £500,000 in life-changing projects; but there is so much more to do.

## Crosshouse Children's Fund is part of Glasgow Children's Hospital Charity

Crosshouse Children's Fund is part of the wider Glasgow Children's Hospital Charity group.

Our model enables the charity to benefit from the best of both worlds - we can dedicate ourselves to supporting children in Ayrshire, while harnessing the full range of support services provided by the wider charity.



**Glasgow  
Children's  
Hospital  
Charity**

# Key Responsibilities

## Fundraising

Our community fundraising income has grown significantly for the past two years, and we are excited to grow the Crosshouse Children's Fund team to make an even bigger impact.

Reporting to the Fundraising Manager, you will have the opportunity to work on all aspects of fundraising with the charity, including:

### **Community and Supporter-Led Fundraising**

- Support and motivate our fundraisers with materials, guidance and motivation for supporter lead challenges and activities including sponsored walks, bake sales, lunches, golf days, etc.
- Research and identify local community events to promote our charity
- Support our collection can service, and grow community collection opportunities
- Represent the charity at events, talks and networking opportunities
- Grow the charity's income by engaging with local community partners such as supermarkets and other organisations

### **Education and Youth**

- Support and develop our Ted-ucation school and youth group visits
- Assist with education and youth group fundraising, including YPI groups

# Key Responsibilities

## Fundraising Events

- Work with the Fundraising Manager on the development of Crosshouse Children's Fund events
- Support and develop established charity events, including our Christmas Fair and Around Arran in 30 Days challenge
- Work closely with our volunteers and wider team to deliver the events safely and with a strong ROI
- Support people who are taking part in third party events for Crosshouse Children's Fund, such as the Kiltwalk and Great Scottish Run
- Provide 'on the day' assistance at our own and third party events to ensure our supporters are motivated, engaged and encouraged
- Work with the Fundraising Manager to implement a plan for event follow up
- Work with the Fundraising Manager and Marketing team on the production of materials and supporter stories



# Key Responsibilities

## Hospital Events

You will also work closely with the Charity Impact Team to create special moments for the young patients, families and NHS staff that the charity supports. Together with the team, you will:

- Help support the delivery of play, events, activities and decorations for the children and families on the wards, in line with key dates, annual holidays and seasonal events including Valentine's Day, Easter, Halloween and Christmas.
- Collaborate with the NHSAAA Play Team to facilitate the delivery of scheduled entertainers and one-off visits.
- Organise and deliver staff appreciation gifts and activities on key awareness days
- Provide administrative support for all events and activities, ensuring compliance with NHS regulations.

## Additional Responsibilities

- Provide support for the wider Glasgow Children's Hospital Charity group, including attending events at our other sites
- To maintain and develop good working relationships with other members of the wider organisation, volunteers and NHS staff.
- To attend events and activities, and represent the Charity, many of which may take place in the evening or at weekends
- Any other relevant duties as may be required by the SMT.



## Person specification

# Who we're looking for

### Essential Criteria

- Strong communication and relationship-building skills
- Highly organised, with the ability to manage multiple projects
- Proactive and self-motivated approach, with the ability to contribute as part of a team
- Proficiency in Microsoft Office or related software
- Driving licence and access to own vehicle
- A Disclosure Scotland check will be carried out under the Protection of Vulnerable Groups (PVG) Scheme – it is therefore essential that any criminal convictions are disclosed
- An eye for detail with good numeracy skills when dealing with cash

### Desirable criteria

- Qualification in Event Management, Fundraising, Communications, Marketing, Media, Public Relations or related disciplines
- Knowledge of the Ayrshire fundraising sector
- Customer service experience
- Fundraising experience



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## Benefits **Working with us**

We care about our team and have a range of financial and work-life benefits that make Crosshouse Children's Fund a great place to work, including:

- Benchmarked, competitive salary
- 5% employer pension contribution
- Blue Light Card discounts
- Flexible working policy
- Enhanced maternity pay (after 2 years)
- Employee Health Plan including counselling support, personal accident cover, financial support for optical, dental and chiropody treatments and Bike 2 Work scheme
- 10 public/ bank holidays each year
- A bonus day off on your birthday
- Time off in lieu (TOIL) for additional hours worked at events and out-of-hours support
- Continued professional development including training, membership of professional bodies and progression opportunities