



Cransley Hospice Trust (CHT) Recruitment Package Information

Job Role: **Trusts and Foundations Community Fundraiser**

Salary: £26,000 - £28,000 per annum (depending on experience)

Holidays: 28 days (210hrs) + Bank Holidays

Benefits: Hybrid working
Health and Wellbeing Support Package
Pension contribution (after three months)

Role

Cransley Hospice Trust is seeking an enthusiastic and driven **Trusts and Foundations Community Fundraiser** to join our team. This is an exciting opportunity to play a key role in securing vital funding through trusts, foundations, and community engagement.

Additional Information

Work Hours

This is a 37.50hrs per week role. CHT normal full-time working is 37.50hrs week. The normal office hours are 08.30hrs – 16.30hrs with a 30-minute unpaid break for lunch. The role requires the post holder to work some evening and weekends for which Time off in Lieu (TOIL) is agreed.

Salary Calculations

The organisation works to a salary scale system which remunerates staff on a basis of market economics, skills, experience and responsibility. These are negotiated individually with the post holder.

Employee Handbook

The organisation has a comprehensive Employee Handbook which will be made available to the post holder on the commencement of employment.

Hybrid Working

The organisation has a hybrid working environment for those whose roles are suitable. This role does accommodate hybrid working. As a guide, after the successful completion of a probation period, the organisation would expect the post holder to be

Cransley Hospice Trust is a charity. Registered number: 1151018

And a company limited by guarantee registered in England & Wales. Registered number: 08102611.

Registered office: John Notley House, St Mary's Hospital, London Road, Kettering, NN15 7PW

office based at least two days a week to be able to undertake the appropriate support for the team.

Induction

CHT is keen to ensure that staff receive the best possible support to work as effectively as possible. It has a planned induction programme for all employees which is tailored to meet the needs of each job role.

Wellbeing Support

CHT currently provides its employees with a Westfield Health Support Scheme, details of which are provided to the successful postholder. Please note this is a discretionary support package, is subject to taxation as a benefit in kind, and may be withdrawn from the benefit package by the organisation at any time.

Pension Scheme

If you are eligible, you will be automatically enrolled into the company pension 3 months after the commencement of your employment. The pension has been arranged with The Peoples Pension and Cransley Hospice Trust will make contributions currently at the rate of 5% to your pension each month for as long as you remain in the scheme.

Holidays

Holiday entitlements are calculated pro-rata on a 28-day (210 hrs) full time basis. The holiday entitlement includes, by agreement with the staff, three fixed days taken between Christmas and New Year, so the offices are closed. There are practical exceptions to this which are discussed with individuals when fundraising events require a level of commitment during that period.

Organisational Values

CHT has a stated set of values (illustrated below) which all staff and volunteers should adhere to.

