



YORKSHIRE
AIR AMBULANCE

Registered Charity No. 1084305



Job Information Pack



West Region Community Fundraising Assistant

- Part time flexible position, regular weekend work required.
- Home based, travelling within the West Yorkshire area.
- Fixed term contract for 6 months.



Our Mission Statement:

To provide, deliver and develop with integrity, transparency and pride, state-of-the-art emergency response air ambulances for the protection of human life across Yorkshire and its environs.

About the role:

Do you want to feel as though you are helping to save lives every day? When working for YAA as a Community Fundraising Assistant that is exactly what you will be doing! Raising the profile of this amazing charity, you will be active within the designated community at fundraising events and local shows building relationships with our supporters/donors.

We are currently seeking to recruit an enthusiastic, professional person, able to engage with all members of the public to increase the contributions of individuals and groups through providing support and advice where necessary. You'll provide support to the West Yorkshire Community team by attending events across the region, engaging with our volunteers, donors and supporters.

This role is to backfill an internal promotion which is covering a colleague on maternity leave, hence why it is a fixed term contract for 6 months.

If you would like to be part of this high-profile, successful regional Charity and think that your skills and experience fit the bill for this exciting role... we look forward to hearing from you!



Summary of the role:

JOB TITLE	Community Fundraising Assistant (Fixed Term Contract)
LOCATION	Travelling primarily in the West region of Yorkshire, attending events where needed (our fundraising regions are on the map below)
REPORTING TO	West Regional Fundraiser
HOURS	Part time, 15 hours a week. There may be weeks where additional hours may be available.
ADDITIONAL INFO	<p>Requirement to work a minimum of three weekends a month, either a Saturday or Sunday. This is to be agreed ahead of time with the Regional Fundraiser.</p> <p>A small van is provided with this role to be kept at home, for work related activity with all work-related travel costs covered.</p> <p>Expenses can be claimed for work related additional costs as agreed with Regional Fundraiser.</p> <p>Some lifting & handling will be required.</p>
JOB PURPOSE	<p>Working closely with the Regional Team, fully participate in the fundraising activity across the region, to work towards the annual financial income & expenditure targets in order to ensure the life-saving air ambulances are available to the people of Yorkshire.</p> <p>To ensure all donors have a great experience and feel fully supported and engaged when raising funds for the charity in line with the charity's principles and values.</p>



Key Responsibilities and Duties

- ❖ To assist in covering the West region's events diary.
- ❖ To act as representative of the Yorkshire Air Ambulance by raising awareness through representing the Charity at community fundraising events throughout the West region.
- ❖ Regular liaison with our volunteers.
- ❖ To ensure that Yorkshire Air Ambulance presence is clearly visible at events, using charity gazebos, merchandise, and promotional materials, set up to the required standard.
- ❖ To take responsibility for handling cash raised at fundraising events.
- ❖ Comply with the charity's policies and processes including Financial, Health & Safety (including carrying out risk assessments) GDPR, data protection and ensure effective governance.
- ❖ Working with the team to manage the region's stock and fundraising resources. Ensuring the storage units are kept well stocked and presentable.
- ❖ To attend regional meetings/planning meetings/volunteer meetings.
- ❖ To undertake other duties and training as may reasonably be required from time to time.

Knowledge and Skills Required:

Essential:

- ❖ Previous experience in sales or customer service role.
- ❖ A willingness to travel and work unsocial hours at weekends.
- ❖ Have suitable parking available at home for a small car sized van.
- ❖ Clean driving license and access to own car although a charity vehicle is provided for work mileage.
- ❖ Excellent communication/interpersonal skills and able to speak to a variety of different stakeholders.

Desirable:

- ❖ Experience of project/event management.
- ❖ Residing within the West region.
- ❖ Previous experience of stock management.

Skills and Abilities:

Communicating with Others - Pitches communication at the right level both verbally and in writing and checks for understanding. Good listening skills. Uses information to influence others.

Generating Ideas - Continually seeking to improve the service offered by the team by coming up with improved systems and processes and added value activities. Considers pros and cons and impact on team and resources.

Building Relationships - Works well with others. Co-operates willingly with others. Able to quickly build effective relationships with all levels both internally and externally and meet the needs of the individual. Treats others with dignity and respect and able to gain the trust of others. Builds strong relationships with others.

Flexibility and Adaptability - Adopts a flexible and adaptable approach. Recovers well from setbacks and resistance from others. Remains calm under pressure and focused on the task. Encourages others to do the same.

Making Decisions - Anticipates issues and takes action to address underlying cause. Reaches effective decisions by gathering and analysing relevant information balancing cost, benefit, and risk implications. Considers options, weighs up pros and cons before deciding on action.

Delivering Results - Accepts accountability and ownership. Ensures self and team delivers on time and to required standard. Has high standards and leads by examples. A good role model. Creates enthusiasm in others.

Self-Motivated - Works well on their own or as part of a team. Demonstrates a positive attitude. Energetic and enthusiastic.



Additional information:

- ❖ Hourly rate of £12.
- ❖ 25 days paid holiday per annum plus statutory Bank Holidays (pro-rata).
- ❖ Company van provided with full travel paid for.
- ❖ Work Life/Family Balance - a commitment to helping you achieve a work life balance including flexible working opportunities, enhanced family leave packages, including maternity, paternity, and adoption/surrogacy.
- ❖ Regular team building and away days with the Fundraising team and a calendar of events and social activities.
- ❖ Commitment to training and personal development for all staff, including access to short online training sessions.
- ❖ Contributory pension scheme (contributions matched by the Charity up to 8% and annual pensions advice).
- ❖ Employee assistance programme covering Financial, Mental and Physical Wellbeing.

Closing date for this role is: Friday 28th June 2024 at 12noon.



Application process:

To apply for this position:

- ✓ Provide a CV and covering letter stating how you match the knowledge, abilities and skills required and why you are applying.
- ✓ Complete the Equal Opportunities form (*optional*)

Please email CV and covering letter back to us by forwarding it to:
recruitment@yaa.org.uk.

If you wish to discuss the job role in more detail, please contact Angela Vyas on 07471 038522 or Helen Berriman on 07385 089007.

Other things to note:

We reserve the right to close the vacancy early if required and would encourage applicants to send in their applications as soon as possible rather than waiting for the closing date.

We encourage applications from all backgrounds and groups – we value equality, diversity and inclusion in all our employment practices, including recruitment, selection and induction. If you require any documents in another format or adjustments to any part of the recruitment & selection process, please do let us know.

GDPR & our Recruitment Privacy Statement:

The Yorkshire Air Ambulance complies by law with the Data Protection Act 2018 and the EU General Data Protection Regulation. This advises you of how the Charity collects and processes your personal data. The Privacy Statement also declares how the Charity will comply with GDPR and the Data Protection Act 2018. Please ensure you download and read the Statement on our website before completing and submitting your application for employment.





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**We look forward
to receiving your
application**