

BOBATH CENTRE

FOR CHILDREN WITH CEREBRAL PALSY

Fundraising & Communications Assistant
£25,080 pa full time, with annual increments.
East Finchley, London N2.

We wish to appoint an experienced and enthusiastic Fundraising & Communications Assistant to help maximise our fundraising income.

You will be a confident, self-motivated and highly organised person, with a flexible attitude and able to contribute to all aspects of the Centre's fundraising activities as part of a small team.

We offer generous annual leave, a pension scheme, supported training opportunities and an enjoyable, friendly working environment.

For further information and an application pack go to www.bobath.org.uk or contact vanessa.wilde@bobath.org.uk.

Closing date: **Thursday, 23 September**

Charity No: 229663



Christine Barber MSc MCSP
Director of Therapy Services

Jayne Pearce MCIPD
Director of Administrative Services

Dear Applicant

Post: **Fundraising & Communications Assistant**
Closing Date: **Thursday, 23 September 2010**

Thank you for your interest in the above position. I am delighted to enclose the following information:

- General information about the post and The Bobath Centre
- Job description and person specification
- Guidance notes on completing the application form
- Application form
- Equal Opportunities Policy
- Equal Opportunities Monitoring Form

If you would like to apply for the position, please ensure we receive your application by the closing date of **Thursday, 23 September 2010**. Applications received after this date will not be accepted.

Interviews will take place on Tuesday, 12 October. Shortlisted candidates will be contacted by telephone and invited to an interview. As we are a small charity with very limited resources, it will not be possible for us to notify all unsuccessful applicants that they have not been shortlisted. Therefore, if you do not hear from us by Friday, 8 October 2101, please assume you have not been shortlisted.

Thank you very much for your interest in the Bobath Centre, and I look forward to receiving your completed application.

Yours sincerely

Vanessa Wilde
PA to the Directors

FUNDRAISING & COMMUNICATIONS ASSISTANT AT THE BOBATH CENTRE

We are looking for a Fundraising & Communications Assistant for our small, friendly charity in East Finchley. We are situated just 5 minutes walk from East Finchley underground station.

The Bobath Centre for Children with Cerebral Palsy provides therapy (delivered by Bobath qualified therapists) for children of all ages who have cerebral palsy. We have a therapy team of physiotherapists, occupational therapists and speech and language therapists who use a multi-disciplinary approach to the treatment of our children. The Adults' Centre, which is a separate charity, treats those with a range of neurological disabilities.

The Centre has a combined staff of 30 and the Fundraising & Communications Assistant will work under the direction of our Fundraising & Development Manager to take forward our strategic plan for fundraising.

This is a permanent position. The salary offered is on our Senior Administration grade starting at £25,080 pa. We offer 27 days paid annual leave (which increases to 30 days after 5 years' service and to 33 days after 10 years' service). We offer a contributory pension scheme with the employer contribution currently set at 5%.

The normal hours of work will be 9 am to 5pm with 1 hour for lunch but alternative start and finish times may be possible by negotiation. Our sick pay scheme mirrors that of the NHS and provides generous allowances which increase with length of service over 6 years to a maximum of 6 months full pay and 6 months half pay. The Centre takes a very proactive approach to continuing learning and development for all staff and such activities are supported with paid time off and financial assistance.

Fundraising & Communications Assistant

JOB DESCRIPTION

Post: Fundraising & Communications Assistant
Responsible to: Fundraising and Development Manager
Accountable to: Director of Administrative Services
Grade: Senior Administration

Full time – 35 hours per week

9.00 am – 5.00 pm Monday to Friday with occasional evening and weekends

27 days annual leave with increments at 5 and 10 years of service

Job Summary

The Fundraising & Communications Assistant will support the charity's fundraising strategy by providing advice and support to donors, coordinating fundraising appeals and applications, assisting in the management of online and print communications and maintaining and managing accurate records.

Key responsibilities

Fundraising

- To assist the Fundraising & Development Manager with events, campaigns and special projects as required
- To support individual fundraisers and groups
- To carry out research into potential donors e.g. charitable trusts
- To co-ordinate applications and appeals to the public, companies and trusts
- To provide support for external fundraising activities e.g. sponsored runs, summer fairs
- To occasionally represent the charity e.g. cheque presentations

Communications

- To coordinate the production and dispatch of the Centre's printed communications, in particular the Centre's newsletter
- To coordinate production of additional fundraising material as directed.
- To assist in marketing the charity to the public
- To design simple forms and posters
- To manage online communications including bulk emails and social networking sites
- To regularly update and edit fundraising pages on website (training can be provided)
- To respond to Fundraising enquires from the public, press and others

Administration

- To maintain Fundraising's administrative systems and procedures
- To accurately record donations, gifts in kind and communications on the database, including a Gifts in Kind register
- To ensure Gift Aid from donations is maximised
- To produce letters, invoices and reports
- To assist on reception during periods of staff absence
- To assist in opening the post (shared rota)

PERSON SPECIFICATION

Skills/Experience	Essential	Desirable
Qualifications/education	<ul style="list-style-type: none"> • A level or equivalent 	
Experience	<ul style="list-style-type: none"> • A minimum of 2 years admin experience working in a busy office, preferably in a fundraising or marketing or communications environment 	<ul style="list-style-type: none"> • Working for a small charity • Event management experience • Print management • Online communications
Knowledge and skills	<ul style="list-style-type: none"> • Good written and verbal communication skills • Able to work independently • Able to manage and prioritise workload • Able to demonstrate attention to detail • Problem-solving skills • MS Office skills 	<ul style="list-style-type: none"> • Knowledge of the Gift Aid system • Database experience • Digital communications
Other	<ul style="list-style-type: none"> • Flexible approach • Team player 	<ul style="list-style-type: none"> • Understanding of the principles of good customer service • Awareness of Equal Opportunities, particularly disability issues • An empathy with the aims of the organisation

COMPLETING THE APPLICATION FORM GUIDANCE NOTES

Thank you for your interest in the Bobath Centre. Please read the application pack carefully before submitting your application. The application form itself is of central importance to the selection process, both in deciding whether candidates will be shortlisted or not and at the interview itself. It is, therefore, vital that you follow these instructions when completing the application form.

- ❖ Read through the job description carefully and relate your skills, knowledge and experience of the duties of the post as fully as possible, providing evidence based on work or other activities.
- ❖ The person specification outlines the essential and desirable requirements applicants must meet in order to be selected for interview and appointment. It is essential that you address the criteria contained in the person specification, demonstrating how your skills, knowledge and experience are related to the job requirements.
- ❖ Additional information in support of your application should be included within the application form. If this information continues onto an additional sheet, please do not use the reverse side of the application form. Additional sheets should be marked clearly with your full name.
- ❖ Please complete the form fully in black ink or typescript so that it can be copied clearly.
- ❖ A copy of your CV is requested to provide additional information only. It should not represent the sole basis of your application, and you are very unlikely to be shortlisted if your CV is used in this way.

Completed application forms should be sent to:

Ms Vanessa Wilde
PA to the Directors
The Bobath Centre for Children with Cerebral Palsy
Bradbury House
250 East End Road
London
N2 8AU

Late applications will not be accepted. The closing date is Thursday 23 September 2010

If you require assistance or have any queries regarding the completion of the application form, please email Vanessa Wilde on vanessa.wilde@bobath.org.uk or ring 020 8442 2263.

APPLICATION FOR EMPLOYMENT

- This application form will be used by the Bobath Centre to assist in considering your suitability for the position for which you are applying. You may append your CV to support your application form.
- Failure to supply the information requested here could prejudice the Bobath Centre's ability to assess your suitability for the position.
- The Bobath Centre shall destroy information relating to unsuccessful applications within 6 months.

POSITION APPLIED FOR: Fundraising & Communications Assistant
CLOSING DATE: 23 September 2010
WHERE DID YOU SEE THE VACANCY ADVERTISED:

CONTACT DETAILS:	
TITLE: Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>	ADDRESS:
FIRST NAME:	POSTCODE:
SURNAME:	EMAIL ADDRESS:
DAYTIME TEL NO:	FAX NO:
EVENING TEL NO:	
MOBILE NO:	

QUALIFICATIONS:	Subject(s) Taken	Year & Grade Obtained
O'LEVEL / GCSE & A LEVEL (OR EQUIVALENT):		
PROFESSIONAL & FURTHER EDUCATION:		
GRADUATE AND POSTGRADUATE EDUCATION:		

You will normally be eligible to work in the UK if you are in one of the following categories (see the UK Borders Agency Website for more information):

- You are a legal national of the UK or other country in the European Economic Area (EEA) or a Swiss national
- You currently hold Tier 1 (Highly Skilled Worker) status
- You are a dependant, husband, wife or civil partner of a UK or EEA national or an individual who has an existing right to work in the UK
- You have acquired indefinite leave to remain in the UK or have a UK Ancestry visa
- You have a valid student visa. This entitles you to work on a part-time basis for the annual equivalent of up to 20 hours per week until the expiry of your visa.

Are you entitled to work in the UK without requiring permission from the UK Borders Agency? YES / NO

If you need permission, do you have an Immigration Employment Document confirming your right to work? YES / NO

YOUR NATIONAL INSURANCE NO:

CURRENT EMPLOYMENT:

POSITION HELD:

EMPLOYER'S NAME:

ADDRESS:

EMPLOYMENT DATES: From _____ To _____

CURRENT GRADE AND SALARY:

REASON FOR LEAVING:

PREVIOUS EMPLOYMENT (your last three positions):

Employment Dates (From/to)	Position Held	Employer's Name & Address	Reason for Leaving

Employment Dates (From/to)	Position Held	Employer's Name & Address	Reason for Leaving

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION:

Please demonstrate how your skills, knowledge, experience and personal interests (which you think are relevant) meet the requirements of this post (please refer to both the job description and person specification): (You may continue on an additional sheet, if necessary).

You should enclose your curriculum vitae to provide further information, but it should not act as a substitute for the above information.

REFEREES: Please give the names and contact details of two people, one of whom must be your present employer, who we may contact for a reference.	
NAME: JOB TITLE: ORGANISATION: ADDRESS: TEL NO: EMAIL: YOUR RELATIONSHIP TO REFEREE:	NAME: JOB TITLE: ORGANISATION: ADDRESS: TEL NO: EMAIL: YOUR RELATIONSHIP TO REFEREE:
May we approach your referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach your referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

MEDICAL HISTORY:
<p>Have you had any disabilities, accidental injuries or medical conditions that may recur and affect your ability to work for the Bobath Centre in the position you have applied for? Are there any adjustments that you would require in order to carry out the job for which you are applying? (Please give details)</p> <p>Please state the number of days you have not attended work because of sickness during the last two years and the reasons why:</p>

<p>Have you been dismissed from employment which would bring into question the desirability of your employment by the Bobath Centre or in the particular position for which you have applied? (Please give details)</p> <p>Under the Rehabilitation of Offenders Act 1974 applicants are <u>not</u> entitled to withhold information about convictions. Failure to disclose such convictions can result in dismissal. Any information disclosed will be confidential. Please give information about convictions on a separate sheet. All staff will be subject to clearance checks.</p>

NOTE: Should any of the particulars furnished in answer to the above questions be found to be false within the knowledge of the candidate or should there be any willful omission or suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.

DECLARATION:
<p>I hereby declare that, to the best of my belief, the foregoing particulars are correct. I give my consent that information provided by me may be processed in accordance with the Bobath Centre's registration under the 1998 Data Protection Act.</p> <p>Signed: Date:</p>

EQUAL OPPORTUNITIES AND DIGNITY AT WORK

Policy statement

The Centre is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally.

The Centre will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability. The Centre will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability. The Centre will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with the Centre.

Employees have a duty to co-operate with the Centre to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination or harassment. Action will be taken under the Centre's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities and dignity at work statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they could be held personally liable as well as, or instead of, the Centre for any act of unlawful discrimination.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices or suspected cases of harassment. Employees must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Centre's disciplinary procedure.

Recruitment, advertising and selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. The Centre is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the Centre will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, religion or racial group;
2. Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender, sexual orientation, religion or racial group or which would exclude disabled job applicants;
3. Avoid prescribing any requirements as to marital status;
4. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular gender, sexual orientation, religion or racial group or from employees with a disability;

5. Ensure that the setting of age limits as a criterion of any specific job is justifiable.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Wherever possible, all applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

With disabled job applicants, the Centre will have regard to its duty to make reasonable adjustments to work arrangements or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Training and promotion

The Centre will train all line managers in the Centre's policy on equal opportunities and in helping them identify discriminatory acts or practices or acts of harassment or bullying. Line managers will be responsible for ensuring they actively promote equal opportunity within the departments for which they are responsible.

The Centre will also provide information and support to all employees to help them understand their rights and responsibilities in relation to dignity at work and what they can do to create a work environment free of bullying and harassment.

Where a promotional system is in operation, it will not be discriminatory and it will be checked from time to time to assess how it is working in practice. When a group of workers predominantly of one race, religion, sex or sexual orientation or a worker with a disability appears to be excluded from access to promotion and training and to other benefits, the promotional system will be reviewed to ensure there is no unlawful discrimination.

Terms of employment, benefits, facilities and services

All terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status, age or disability.

Equal pay

The Centre is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Centre will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

Harassment

It is against the Centre's policy for any employee, male or female, to sexually harass another employee or to harass him or her on the grounds of actual or perceived sexual orientation. It is also against the Centre's policy for any employee to harass another employee on the grounds of his or her race, colour, ethnic origin, nationality, national origin, religion or belief, age or disability. Harassment occurs where a person engages in unwanted conduct that has the purpose or effect of violating the other's dignity at work or creating an intimidating, hostile, degrading, humiliating or offensive work environment for the other person.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, engaging in other unwelcome verbal or physical conduct of a sexual nature, subjection to obscene or other suggestive comments, and sexual jokes or pictures. Racial harassment includes, but is not limited

to, engaging in unwelcome verbal or physical conduct of a racial nature, subjection to racist comments, and racist jokes or pictures. Harassment may comprise intentional bullying which is obvious or violent but it can also be unintentional or subtle, such as the use of nicknames or teasing. It is for the complainant to decide for him or herself what they regard as offensive.

Reporting complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Centre will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular sex, sexual orientation, religion or racial group or from employees who are disabled.

With cases of harassment, while the Centre encourages employees who believe they are being harassed to notify the offender (by words or by conduct) that his or her behaviour is unwelcome, the Centre also recognises that actual or perceived power and status disparities may make such confrontation impractical.

If you wish to make a complaint of discrimination or harassment, you should follow the following steps:

1. First of all, report the incident of discrimination or harassment to your line manager. If you do not wish to speak to your line manager, you can instead speak to an alternative line manager or to a director.
2. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.
3. All allegations of discrimination or harassment will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, you will be interviewed and asked to provide a witness statement setting out the details of your complaint. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, the Centre must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation.
4. Once the investigation has been completed, you will be informed of the outcome and the Centre's conclusions.
5. The Centre is committed to taking appropriate action with respect to all complaints of discrimination or harassment that are upheld.
6. You will not be penalised for raising a complaint, even if it is not upheld, unless your complaint was both untrue and made in bad faith.

Alternatively, you may if you wish use the Centre's grievance procedure to make a complaint.

Any employee who is found to have discriminated against or harassed another employee in violation of this policy will be subject to disciplinary action under the Centre's disciplinary procedure. Such behaviour may be treated as gross misconduct and could render the employee liable to summary dismissal. In addition, line managers who had knowledge that such discrimination or harassment had occurred in their departments but who had taken no action to eliminate it will also be subject to disciplinary action under the Centre's disciplinary procedure.

Monitoring equal opportunity and dignity at work

The Centre will regularly monitor the effects of selection decisions and personnel and pay practices and procedures in order to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices.

Originator: Director of Administrative Services, October 2004 (reviewed as required)

EQUAL OPPORTUNITIES MONITORING

SUPPLEMENTARY INFORMATION SHEET

The Bobath Centre is committed to an Equal Opportunities Policy to ensure that there should be no discrimination on the grounds of disability, race, culture, religious or other beliefs, colour, nationality, ethnic or national origin, gender, age, marital status or sexuality. We are asking you to fill in the details overleaf so that the Centre can monitor its performance in achieving equal opportunities.

The information will be used to examine, according to job and department, the success of applications received from all ethnic groups, women and disabled people.

With this information, the Centre will be able to assess the extent to which real equal opportunities exist and take action where necessary.

This sheet should be completed and submitted with your application form. It will be separated from your application form and the information it contains **will not** be used in deciding whether or not to invite you for interview or offer you employment.

Thank you for assisting us in this way.

Equal Opportunities Monitoring Form

1. SURNAME: _____

2. FORENAME(S): _____

3. SEX: _____

4. DATE OF BIRTH: _____

5. POST APPLIED FOR: _____

6. WHERE DID YOU FIND OUT ABOUT THIS POST? _____

7. I WOULD DESCRIBE MY ETHNIC ORIGIN AS: (Please tick appropriate box)

African/Caribbean

Asian

White (European/Other)

Other (Please specify) _____

8. DO YOU HAVE A DISABILITY? Yes No

9. DO YOU HAVE ANY PARTICULAR REQUIREMENTS TO ENABLE YOU:

- to attend interview? Yes No
- to carry out the duties of the job? Yes No

10. IF YES, PLEASE GIVE BRIEF DETAILS:
