



Fundraising Compliance Officer

ROLE PROFILE

Contract: Fixed (6 months)

Hours: Full time

Reports to: Head of Individual Giving

Location: Mansell Street E1 8AN

Member of: Individual Giving Team

Direct reports: None

Salary: £30,000-£35,000

London's Air Ambulance Charity

Every second of every day, London's Air Ambulance delivers rapid response and cutting-edge medical care to save lives in the city.

Critical injury can happen to anyone, at any time. It is the biggest killer of people under 40.

We bring the hospital emergency department to the scene, delivering life-saving treatment to the 10 million people who live and work in London.

The service was established by a group of committed, determined and pioneering medics.

They saw that people were dying before they could get to hospital. They understood that every second counts.

Today, treating patients before they get to hospital has been transformed into an established medical discipline. We have a reputation as a world leader of rapid response medical care.

We have provided support to the capital in times of great need such as London Bridge, the Grenfell Tower fire and 7/7 bombings.

We are proud to count a number of "firsts" during our time:

- The first survivor of open-heart surgery at the roadside;
- The first to use life-saving REBOA procedure at the roadside;
- The first to carry out blood transfusions at the roadside.

Our pioneering spirit continues to drive us to understand what more we can do to save lives.

Our Vision is to end preventable deaths in London from severe injury.

Our Mission is to save more lives in London through rapid response and cutting-edge care.

Our Values are:

Compassionate

We care about people and put them at the heart of everything we do. We are kind, respectful and always keen to listen to feedback.

Courageous

We are prepared to achieve our mission in challenging environments. We are authentic, honest and not afraid to challenge and take calculated risks.

Pioneering

We embrace and lead change through our innovation and creativity. We are constantly learning, both from our successes and from our failures to make sure we are always striving to improve.

Context

Our ambitious new strategy, *Saving More Lives*, sets an objective to double income and over the next five years. This new role will form an integral part in the delivery of our strategy, so we can provide the best possible service in London to everyone who needs it, when and where they need it.

Context

With the aim of doubling the income of the charity in the next five years to safeguard its future, we have made substantial investment in fundraising in the past year and will continue to invest in fundraising over the coming years. In particular we have increased investment in Individual Giving and as such would like to recruit a Fundraising Compliance Officer on a 6 month FTC basis to review compliance processes and procedures and to make recommendations for improvements based on best practice. This presents a great opportunity for a fundraising professional to make a real impact at the Charity to ensure long-term compliance and to support the development of new procedures within Fundraising.

Job Purpose

The post-holder will review the charity's current compliance processes and procedures and make recommendations for future improvements. They will set up new processes and communicate these to the Fundraising teams. They will also be responsible for training key stakeholders across the charity to ensure there is full understanding and awareness of current Codes of Conduct and other relevant legislation.

Main Duties and Responsibilities

1. Work with Fundraising and Marketing teams across the charity to review current fundraising policies and processes. The aim of this review will be to ensure that all fundraising activities are compliant with legislative and regulatory requirements, internal policies and procedures and that they support the delivery of London's Air Ambulance Charity's strategic plan.
2. Visit all third party suppliers engaged by the charity to understand their current fundraising policies and processes. Make recommendations for how the charity can better govern its third party suppliers based on the outcome of this review. Set up new processes for the Individual Giving Team.
3. Lead in the development of any required new policy and procedures related to Fundraising, incorporating guidance and information from across the charity and third party suppliers.
4. Ensure new policies and procedures related to fundraising are disseminated throughout the Fundraising and Marketing directorate.
5. Create and deliver training for key charity stakeholders on the Fundraising Regulator's Code of Conduct and other relevant legislation.

6. Review and contribute towards the Charity's risk register, gathering input from all teams and ensuring that a proactive approach to risk management is taken across the whole of the directorate.
7. Other duties as discussed and agreed with the Head of Individual Giving such as those relating to (but not limited to) fundraising support areas such as risk management and complaint management.

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

Skills/Personal Attributes

Essential

- Thorough knowledge of Fundraising regulations and guidelines.
- Experience in a compliance role.
- Experience of working with internal teams and third party suppliers.
- Highly analytical and process driven.
- Ability to analyse complex information, including identifying and monitoring trends as well as preparing reports.
- Project Management Skills.
- Excellent planning, administrative and organisational skills.
- Excellent communication, both written and verbal, including interpersonal skills.
- Ability to build relationships at all levels and a team player.

Desirable

- Good understanding of risk management.
- Previous experience of working within a charity.
- Educated to Degree level.

Equal Opportunities Policy

London's Air Ambulance Limited is committed to eliminating any discrimination and promoting diversity and equality of opportunity in all it does. It is therefore London's Air Ambulance Limited's commitment to provide equal opportunities in employment and we will not unlawfully discriminate against job applicants, employees of the Company, volunteers, workers or contract workers on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation (unless, as in the case of pilots or fire crew physical fitness is essential to the performance).