

CAMBRIDGE GLOBAL HEALTH PARTNERSHIPS

JOB DESCRIPTION

Job Title:	CGHP Fundraising Officer
Hours:	Full time (37.5 days a week). Part time will be considered.
Location:	Cambridge/Hybrid
Term:	Initial two-year fixed term contract
Reporting to:	CGHP Fundraising Lead
Salary:	£28,000 - £31,000 per annum FTE

A little about us

Cambridge Global Health Partnerships (CGHP) was born out of the belief that health should not be predetermined by where we live. We are a charitable programme based on the Cambridge Biomedical Campus and are a linked charity to ACT (Addenbrooke's Charitable Trust).

Since 2007, we have been strengthening health systems across the world through education, reciprocal learning, and relationship building. CGHP uses a health partnership model - working with hospitals, governments and health organisations in Cambridgeshire and East of England region and in low- and middle- income countries (LMIC) to provide specialist expertise, support shared learning and encourage sustainable change. This is a two-way process involving NHS staff, trainees and students working with LMIC partners using a hybrid working model combining online working and exchange visits.

Our work contributes directly to the achievement of the UN Sustainable Development Goal (SDG) 3 – Ensuring healthy lives and promoting well-being for all at all ages.

CGHP values are Safe, Effective and Ethical

The role and your team

CGHP has a small and passionate team, committed to delivering an increasing positive impact on the communities we serve on the Cambridge Biomedical Campus and across the East of England working with our international partner healthcare institutions. This is a brilliant opportunity to make your contribution to developing and improving healthcare services globally while developing your own skills and knowledge in the charity sector.

The Fundraising Officer role is a new role at CGHP recognising the exciting phase of development of the organisation. We're expanding and need additional support with our fundraising to help realise our ambitious plans and meet our targets. This job is about supporting the Fundraising Lead to drive forward a range of initiatives across all income streams and provides an excellent opportunity to help develop new areas of potential support.

You'll play a key role in the CGHP team, ensuring our supporters receive outstanding stewardship and will help secure support from new trusts and foundations, major donors, community fundraisers and corporate supporters.

This is the perfect role for someone that already has experience in a fundraising role and is looking to develop their skills further or gain experience working across a broader range of income streams. We're committed to creating a friendly, supportive and inclusive environment to get the most from your talent.

If you are well organised, have great attention to detail, excellent communication skills, enjoy writing proposals and reports, are self-motivated and able to use your initiative to get things done, you will be an excellent candidate for this role.

RESPONSIBILITIES

Area	Responsibilities
Income Generation	<ul style="list-style-type: none"> ✓ Prepare and write compelling and high-quality funding proposals for individuals, trusts and foundations and corporate supporters ✓ Promote and help manage the CGHP Giving Circle to increase support from major donors ✓ Provide support to CGHP members to assist them with their own fundraising activities, helping to maximise support from their networks ✓ Work with the Communications Lead to increase awareness of CGHPs funding needs to help attract new supporters using a range of channels (eg. through poster displays in the hospital) ✓ Support the designing and purchase of branded promotional and fundraising materials
Stewardship	<ul style="list-style-type: none"> ✓ Support the donor thanking, acknowledgement and general stewardship process ✓ Compile and write high-quality reports for funders covering the full range of supported partnerships ✓ Provide ongoing support to our community fundraisers to help them with their fundraising activities and ensure their continued involvement with CGHP
Research	<ul style="list-style-type: none"> ✓ Support the Fundraising Lead to research, identify and develop new fundraising opportunities and areas of potential support ✓ Research new trusts and corporate foundations to approach for support that align closely with our partnerships and overall mission ✓ Liaise with the ACT team to ensure coordination and alignment of approaches to new prospects
Events	<ul style="list-style-type: none"> ✓ Support the planning, logistics and delivery of CGHP fundraising and stewardship events ✓ Support the delivery of CGHP member fundraising events
Administration	<ul style="list-style-type: none"> ✓ Manage, update, and ensure accurate donor records on the CRM database. ✓ Accurately record funding opportunities on the CRM database to help manage our prospect pipeline ✓ Help run reports from the CRM database to get a clearer picture of our donor profile and campaign success rates ✓ Finance administration including accurately coding income received and relaying information to the ACT finance team

General Corporate Requirements

- Abide by CGHP / ACT's corporate policies and practices as varied from time to time.
- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT & CGHP without prior authority of the CGHP Director.
- To ensure the effective and efficient use of ACT's & CGHP's resources
- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
- To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers, and their relatives.
- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to hr@act4addenbrookes.org.uk

The closing date for applications is **Sunday, 27th April 2025**, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.



We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.

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PERSON SPECIFICATION

Essential	<ul style="list-style-type: none"> • Commitment to and interest in global health work • Proven track-record in fundraising and experience working with individual donors and/or trusts and foundations • Experience writing high-quality, successful funding proposals and reports. • Organised, methodical and thorough, with high attention to detail. • Able to overcome challenges in your day-to-day work and have persistence in getting things completed. • Take initiative to troubleshoot and solve problems wherever possible. • Flexibility and availability to work outside normal working hours at times and to travel when required including outside of UK. • Ability and willingness 'to do' the essential day to day aspects of the role. • Ability to work as part of a small team, and to support others when necessary.
Desirable	<ul style="list-style-type: none"> • Experience working across multiple income streams in a fundraising role (eg. working with corporates, community fundraisers, trusts and individuals) • Experience of working with and managing volunteers.
Personal Attributes	<ul style="list-style-type: none"> • Independent, resilient, and creative. • Attention to detail as well as the ability to see the big picture. • Excellent interpersonal skills. • Imagination, creativity, and an ability to think 'outside the box'. • Can demonstrate energy, multi-tasking, prioritisation, and the ability to be calm and productive under pressure. • A 'can-do' attitude; solutions oriented; want to make a difference. • Enjoyment of being busy – this is not a quiet job! • A sense of humour

Closing date for applications	Sunday 27th April We reserve the right to close this vacancy once enough applications have been received or a successful candidate is found.
To apply	Send CV and Covering Letter to the HR Team - HR@act4addenbrookes.org.uk
When will the interview take place?	Interviews will be held in week commencing Monday 5 th May
If I get the job what will I get paid	£28,000 – £31,000 per annum FTE (depending on skills and experience)
When might I start?	May 2025

ADDENBROOKE'S CHARITABLE TRUST & CAMBRIDGE GLOBAL HEALTH PARTNERSHIPS

CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan
- Employee Assistance Programmes
- 25 days of Annual Leave + Bank Holidays
 - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme