

JOB DESCRIPTION

Job Title:	CGHP Communications and Fundraising Lead
Department:	Cambridge Global Health Partnerships
Hours:	37.5 hours per week
Term:	Permanent contract
Reports to:	CGHP Director
Responsible for:	Communications volunteer(s) May also manage intern
Salary:	£32,000 - £38,000 per annum (depending on skills & experience)

A little bit 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 through education, reciprocal learning, and relationship building. CGHP uses a health partnership model - working with hospitals, governments and health organisations in low- and middle- income countries across the world to provide specialist expertise, support shared learning and encourage sustainable change. This is a two-way process involving NHS staff and students, especially from Cambridge University Hospitals and from other NHS care providers in the Cambridgeshire and East of England region visiting and working with low- and middle-income country partners, and staff and students from our partner organisations visiting Cambridge to share their experience and expertise.

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

The CGHP team is a small and passionate team, committed to delivering an increasing positive impact on the communities we serve on the Cambridge Biomedical Campus and through our international partner healthcare institutions.

The CGHP Communications and Fundraising Lead is a critical member of the CGHP team. You will lead the development of diversified and sustainable sources of funding for CGHP. The role provides an amazing opportunity to make your contribution to developing and improving healthcare services globally. CGHP is at an exciting phase of development and in spite of the challenges of Covid and ODA funding cuts. We have a new Strategy and a keen and experienced new Chair of the CGHP Committee.

Role priorities

The successful candidate will lead a broad programme of activity to build the profile, reputation and funding of CGHP, developing a diverse and well-managed income stream to enable implementation of the Strategy 2020+ and sustainability of the CGHP programme.

Area	Responsibilities
Fundraising	<ul style="list-style-type: none"> ✓ Manage portfolio of existing supporters and secure support from new funders to grow CGHP's trust and foundations income. ✓ Develop compelling high-quality funding proposals that are strategically relevant and attractive to trusts. ✓ Work with CGHP team to respond to Institutional Donor funding calls ✓ Rigorous and timely reporting to ensure the longevity of relationships. ✓ Provide excellent personal stewardship of individual donors and Trusts and Foundations through phone calls, written communications and personal meetings. ✓ Develop and implement a programme of activity to extend the CGHP major donor fundraising programme
Communication	<ul style="list-style-type: none"> ✓ Develop and implement communications strategy and plan ✓ Manage and build relationships with key communications partners on Cambridge Biomedical Campus, across region and nationally. ✓ Manage and update the CGHP website ✓ Manage external communications (E-newsletter, local newspaper articles, Social Media) ✓ Manage and coordinate designing and purchase of branded promotional material ✓ Generate and respond to media and other communications requests ✓ Develop communications materials including stories and case-studies, including using different media e.g. podcasts ✓ Work with the Director and Committee sub-groups to agree and implement policy positions and reports.
Members (alumni)	<ul style="list-style-type: none"> ✓ Devise and implement a strategy for fostering excellent member relations that builds and strengthens relationships between CGHP and its community of members (volunteers), to maximise interest in, and continued engagement with, CGHP. ✓ Deliver excellent member and volunteer stewardship and networking to develop strategies for member alumni relations activity including fundraising and/or donations.
Events	<ul style="list-style-type: none"> ✓ Work with the CGHP team to plan and deliver an annual programme of CGHP events
Representation	<ul style="list-style-type: none"> ✓ Represent CGHP to supporters, partners and stakeholders locally in Cambridge, nationally and internationally, ensuring that the programme is presented in an appropriate and professional manner.
Fundraising Best Practice	<ul style="list-style-type: none"> ✓ Ensure all activity undertaken follows fundraising best practice and charity law – including GDPR legislation. ✓ Ensure all appropriate supporter and prospect data is recorded in an accurate way that is compliant with charity law and the GDPR. ✓ Follow the internal fundraising policies and best practice

Who will be my Line Manager	CGHP Director
What team will I be part of?	CGHP
When will the interview take place?	ASAP - initial interview will be held remotely, with the potential to host the second interview at the ACT offices. Successful applicant will be invited for a tour of the office and Campus – mindful of current restrictions.
If I get the job what will I get paid	£32,000-£38,000 per annum (depending on skills and experience)
When might I start?	Position open from January 2021

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

The closing date for applications is **25th January 2022**, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.

Cambridge Global Health Partnerships and Addenbrooke's Charitable Trust are equal opportunities employers actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.

PERSON SPECIFICATION

<p>Essential</p>	<ul style="list-style-type: none"> • At least 3 years' experience of working in a similar communications and / or fundraising role • Proven experience of securing upwards of five figure fundraising gifts, or relevant experience/ transferable skills. • Excellent interpersonal skills and highly skilled in building relationships with different stakeholders • Educated to degree level, preferably in a field related to global health or international development • Commitment to and interest in global health work • Good level of competency in Word, Excel, PowerPoint and relational databases. • Clear thinker with strong organisational skills • Excellent networker and creative relationship builder • Confident communicator with the ability to support the delivery of pitches and presentations to prospective partners and excellent written skills (applications, proposals and impact report writing) • Independent, resilient, and creative! • Able to plan and work with minimal supervision and to work independently, and to solve problems as part of a small team.
<p>Desirable – not essential</p>	<ul style="list-style-type: none"> • 5 years' experience of working in a similar communications and / or fundraising role • Experience of managing supporter events and engagement activities. • Experience of working in an international development charity, and or working alongside the NHS. • Experience of project planning