

Name Surname

Shaftersbury, Dorset, UK

ADVISOR | COMMUNITY CARE & FUNDRAISER

05555 555555 | email@address.co.uk

Exceptional dynamic individual with experience in healthcare environment. Works quickly to understand needs and recommend solutions. Personable and outgoing, with strong community development, training and facilitation skills and expertise in delivering first-rate service and support to a wide range of referring customers and clients. Specialised in public health programs and the development of public health strategies and alternatives. Solid skills at innovative program management, training and designing activities that are concise and informative.

Knowledge of local techniques, methods, processes and guidelines for delivering information about the public health system. Excellent communicator, capable of delivering clear and concise instructions through a range of channels.

With extensive background in providing healthcare prevention, practices, care and more, ready to use expertise in the public health field to build an organisation's reputation within its community

..... KEY SKILL SETS & AREA OF EXPERTISE

- Self-motivated and Adaptable
- Results Achiever
- Delivery Focused
- Team Player & Leadership
- Staff Management & Training
- Analytical Research & Advising
- Risk Assessment
- Counselling & Support
- Service Improvement
- Work Ethic Standard
- Apply Maturity & Patience
- Creative & Innovative
- Remarkable ability to handle difficult issues with diplomacy, in a professional manner
- Profound knowledge of community development, policy planning and policy implementation procedures, and practices
- Have superior convincing and negotiating skills
- Excellent administrative and organisational abilities
- Deal confidentially with a wide range of people and organisations
- Recognise new methods, adapt to the changing needs of the office
- Vast experience of engaging with members of the relevant community
- Great ability to write down information and prepare reports
- Program development in a creative and innovative way
- Excellent oral and written communication skills

..... PROFESSIONAL BACKGROUND

Company Name, Dorchester, UK

Present

Community Fundraiser [North and North-East Dorset]

Apr 2015

Securing fundraising activities through effective major gift solicitations, creative sponsorship opportunities, and effective donor cultivation events.

Key Contributions:

- Identifying and initiating strategies in developing corporate partnerships, contracts and supporter incentives.
- Creating and producing high-impact multimedia presentations to communicate the value and benefit of sponsorship and charity.
- Working closely with board members and sponsors throughout all phases of strategic and tactical planning, coordination, and execution of major events to ensure superior service and cultivated relationships.
- Planning and implementing individual, direct mail, e-commerce, phone and personal solicitation programs.
- Making risk analyses and balancing time-cost ratios to focus effort on the most appropriate fundraising activities with the highest chance of success.

Key Achievements:

- Expanded support base by designing and executing special events, including outdoor and house-to-house collections.
- Increased funds by researching and targeting charitable trusts whose criteria matched the charity's aims and activities.

Company Name, Dorchester, UK

Mar 2015

Hospital Carers Caseworker

Mar 2013

Following first 6 months in a newly created post, demonstrated experience, researched and presented a case on findings resulting in recruitment of additional workforce as follows: full time post in North Dorset; full time post in Poole NHS hospital; increased in existing post from part time to full time in Dorchester hospital.

Key Achievements:

- Wrote and presented a proposal to the Management Team for a pilot project in Salisbury Hospital, which is currently undergoing discussion by the Commissioning Manager of Dorset County Council.

Continues ...

- Successfully liaised with all 5 hospitals in North Dorset, including Yeovil and Salisbury, 2 acute hospitals outside of Dorset, as well as outside agencies and charities within Dorset and bordering counties.

SELF-INITIATED AND IMPLEMENTED PROJECT:

Title: 'Well Being Checks for Carers' within Dorset County Council, proposed under the impending Care Act 2015.

Contributions: Personally initiated and conducted the related research, deducing to be new and very useful practice for Dorset County Council.

Sourced a pilot complete with evaluation from Northumberland and presented it to Commissioners and Management in both Health and Social Services

Results: The Project was approved and currently rolling out a Health and Well Being Check.

Company Name, Luton, UK

Apr 2011

Assistant Social Worker Adult and Community Care

Aug 2005

Key Achievements:

- Demonstrated great technical and numeracy skills in delivering the financial and social care assessments, including care plans for homecare, respite and residential placements
- Excelled in working cross-professionally with Occupational and Physiotherapists, district nurses as well as other NHS and Local Authority professionals, charities and voluntary organisations.

••••• EARLIER POSITIONS HELD

Company Name, Bedfordshire Countywide [Bedford and Luton]

Jun 2003-Aug 2005

Team Leader Progress to Work

Company Name, Luton, Bedfordshire

Sep 2002-Jun 2003

Project Worker

••••• EDUCATIONAL BACKGROUND

Training:

Company Name, Dorchester

2013-2014

- Welfare Benefits for People of Pensionable Age | 2014
- Welfare Benefits for Working Age People | 2014
- Improving Conversational Skills in Aphasia | 2014
- Deaf Awareness | 2014
- Emergency First Aid at Work – QA Level 2 Award (QCF) | 2013
- Telecare Essentials | 2013
- Safeguarding Adult Awareness | 2013
- Equality and Diversity Essentials | 2013
- Mental Capacity Act | 2013

Company Name, Plymouth

2014

- Making a Step Change for Young Carers and Their Families: Prevention, Intervention and Partnership

Company Name, Bedford, Bedfordshire

2003

- Level 2 Smoking Cessation

Academic:

University Name, Bedford, Bedfordshire

2002

- Diploma in Psychodynamic Counselling

College Name, Ampthill, Bedfordshire

1985

O Levels: English (B) | Maths (B) | Geography (C) | Chemistry CSE | Biology | Art CSE | Typing RSA 1&2 | Typing Pitman 1&2.

••••• MEMBERSHIP

Member [active] – Dorset Age Partnership and Dorset Carers Partnership.

Member – The Health Involvement Network

Member – The Better Together Carer Service Board, Dorset

••••• REFERENCES

Supporting documentation and information furnished upon request.