

Part Time Fundraiser Job Description



No Young Person Limited by Disadvantage

Post
Fundraiser
Hours
16 - 21.5 hours per week - Fixed term contract for two years with scope for extension pending success.
Salary
Qualified full-time equivalent - £23,494 - £25,342 dependent on experience. This role requires a qualification and experience in professional fundraising practise.
Role
Work as part of a new fundraising team to ensure the sustainability of our work by securing funding through a variety of income streams, such as applying to charitable trusts and grant-making foundations, assisting in the planning and execution of fundraising events, and cultivating individual and corporate donors.
Line Manager
Chief Officer
Accountable for
Any volunteers involved in the work

Key Tasks will Include:

1. Co-lead the charity's trust funding income stream
2. Identify potential funders through careful research
3. Work with youth workers to attain valuable data on our projects allowing us to submit excellent applications with a high likelihood of success.
4. Track the progress of submitted applications and produce detailed quarterly fundraising reports to the Chief Officer and Board of Trustees
5. Communicate regularly with staff informing them of upcoming funding opportunities which could add value to their projects, offering assistance if required.
6. Develop positive relationships with funders through letters of acknowledgement and the scheduling the submission of detailed and timely reports.
7. Assist in fundraising activities, events and challenges that raises unrestricted funds.
8. Grow our supporter base through targeted communication and networking
9. Use compelling storytelling techniques to increase the number of individual donors giving to the charity
10. Meet and surpass the charity's fundraising targets
11. Regularly review and evaluate our fundraising activity to ensure that we are getting optimal return on investment.
12. Confidently communicate the vision and mission of Young People First to groups of supporters.

The above is not an exhaustive list of duties and you will be expected to carry out any other duties as agreed with the Chief Executive that achieve the aims of Young People First.

Other Duties will Include:

1. To work closely with other staff.
2. To help carry out Young People First Policies.
3. To represent Young People First at external meetings and other events where appropriate.
4. To ensure that Young People First Equal Opportunities Policy is reflected in all aspects of the work.
5. To take a full part in the staff development programme offered by Young People First. You will be required to attend training days and conferences relevant to the work of Young People First.
6. To manage energy within the workplace and to make Young People First as sustainable as possible.
7. To carry out any other duties as agreed with the Chief Officer that relate to the aims of Young People First.

Head Office Location

The post is based at Young People First's office situated at Jubilee House, Westlea Road, Leamington Spa, CV31 3JE. It is just outside the town centre. Young People First operates a "No Smoking" policy within its grounds, offices and vehicles. The position will involve travelling throughout Warwickshire, Coventry and Solihull as well as occasional meetings elsewhere.

Equal Opportunities

Young People First has adopted an Equal Opportunities Policy and is working towards becoming an Equal Opportunities Employer. We have been awarded the positive about disabled people symbol.

Conditions of Service

1. Young People First has its own Terms and Conditions of Employment. This includes Grievance and Disciplinary Procedures.
2. The post holder must be able to demonstrate the ability to work in a wide range of geographical locations. Young People First owns one car. When it is not available then approved travelling expenses necessarily incurred in exercising the duties of the post will be reimbursed.
3. The nature of the work is flexible but will necessitate a regular commitment to evening and weekend work.
4. The holiday entitlement is based upon 25 days (pro rata) and is paid on an hourly basis. Holiday pay is paid as identified above. Young People First has its own Terms and Conditions of Employment. This includes Grievance and Disciplinary Procedures.

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Monitoring and Evaluation

The Chief Officer will be the line manager offering induction, managerial supervision, appraisal and support.

The Board of Trustees has responsibility for the employment of staff and for ensuring that the work is undertaken according to the job description. They meet five times a year and the worker will be expected to attend a meeting and submit a written report to these meetings. In addition, there will be a contribution to Young People First annual report.

Safer Recruitment

Young People First is committed to safeguarding and protecting children and young people and therefore we will require an enhanced Disclosure from the Disclosure and Barring Service for the successful candidate. We will also ask for relevant references to be provided prior to making any job offer.

Person Specification

Skills and Knowledge

Essential

- Successful track record of securing five figure sums from charitable trusts and foundations.
- Ability to research and identify eligible charitable trusts other sources of funding
- Excellent presentational skills in respect of written and verbal communication and the ability to liaise with people at all levels.
- Good administrative skills. Methodical and organised with attention to detail.
- Time management skills, ability to prioritise, work well under pressure and meet tight deadlines.
- Able to work both independently and as part of a team
- A highly motivated self-starter able to work with minimum supervision.
- Computer literate. Competent in data handling and word processing skills. Can demonstrate an ability to develop new IT skills.
- Research skills.
- Analytical skills.
- Good report writing skills. Able to produce high quality documentation.
- Adequate level of numeracy in order to produce forecasts and income and expenditure reports.

Desirable

- Awareness of statutory funds available for projects with young people and the changing environment.
- Knowledge of digital marketing strategies and techniques.
- Knowledge of tax efficient ways of giving.
- Knowledge of GDPR.

Experience, Education and Training

Essential

- Demonstrable experience of fundraising, including developing and delivering written and personal approaches to trust funds businesses and personal donors.
- Educated to HNC / HND; NVQ level 4 or degree level
- Experience of working in and leading groups and teams
- Experience of successfully receiving finance from trusts and businesses.

Desirable

- Fundraising and/or marketing qualifications.
- Experience of organising fundraising events.
- Experience of monitoring income and expenditure.
- Experience of marketing and promoting an organisation.
- Experience of volunteering.
- Experience of working with young people.

Personal Qualities

Essential

- Commitment to continual professional development
- Friendly and approachable.
- Respectful of diversity.
- Willing to work flexible and unsociable hours.
- Passionate about supporting the needs of young people.

Please return the application form to:

Recruitment Young People First Jubilee House Westlea Road Leamington Spa Warwickshire CV31 3JE	via email: recruitment@youngpeoplefirst.org.uk
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The closing date for applications is Friday 13th September at 17:00.

Interviews will take place on Thursday 26th September.

Interviews will be held in Leamington Spa at the headquarters of Young People First. Ideally, successful candidates will be available to start within a month of being offered the position.