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**YOUTH FIRST**

**JOB DESCRIPTION**

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| Designation: | Trusts and Foundations Fundraiser |
| **Location:** | Based at Bellingham Gateway Youth Centre, 185 Brookehowse Rd, SE6 3TT with ability for remote working where suitable |
| **Reports to** | Deputy CEO |
| **Salary:**  **Contract:** | Starting at £35,000 per annum  35 hours per week including some evenings and weekends |

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**Main Purpose of the job:**

To take the lead on Trusts and Foundations and Grants fundraising for Youth First.

To generate income for Youth First through the development and implementation of a Trust & Foundations strategy.

To plan and write applications and funding bids to large trusts and grants

To report on previous grants and research new funding opportunities.

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**About Youth First:**

Youth First aims to support young people in the best possible way, with high quality services and activities that are fun, vibrant, and high quality, and contribute towards their learning and life skills. There are three overarching outcomes for young people:

1) Improved life skills; 2) Increased involvement in education, employment or training; and

3) Staying safe and well, and preventing needs from escalating. The key target audience is young people aged 8 to 19 (or up to 25 for those with disabilities). There is a particular focus on ensuring that young people with additional vulnerabilities are supported to access and benefit from the full range of youth provision available, across Lewisham and London. Youth First currently delivers projects of open access, street based and targeted youth work in Lewisham including the management of four youth centres and delivery from five adventure playgrounds. We have however plans to grow provision both in and outside of the borough in the future.

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**Key responsibilities**

**Strategic**

1. Write successful Trust & Foundation bids.
2. Liaise with Trusts and Foundations
3. Develop strong relationships with key funders.
4. Ability to write accurate and clear reports.
5. To lead on the development and implementation the organisation’s Fundraising strategy for Trusts and Foundations with support and guidance from the Deputy CEO.
6. Work closely with other team members in the fundraising department to achieve the overall fundraising target and succeed in achieving the charity’s long term growth strategy.
7. Sign up to Trusts and Foundations’ e-newsletters
8. Investigate in kind support opportunities with Trusts and Foundations

**Developing and maintaining new income streams**

1. To ensure we sustain existing services such as the Street based programme, and take necessary proactive action to submit renewals or seek alternative funding in enough time
2. To develop and write fundraising applications to for new projects
3. To manage the fundraising pipeline process, ensuring the team follow proper process to get sign off and communicate with all relevant operational and other colleagues
4. To track the status of all proposals in the pipeline
5. To ensure the fundraising strategy is driven by our Mission and young people’s needs
6. To research sources of income to fund the project pipeline
7. To prepare, cost, write, present and monitor all grant applications from Trusts, Foundations, seeking support and guidance as needed
8. To identify opportunities for statutory funding bids and help writing statutory funding applications
9. To ensure the development and delivery of monitoring information back to funders for all trust and foundation fundraised activities
10. To build and develop good working relationships with key stakeholders and partners, including senior staff in Trusts, Foundations, statutory funders and other key partners.
11. To develop strong working relationships with colleagues across the organisation, within the Fundraising team, all services and all other teams including members of the Operations team, to ensure efficient and successful project building and applications
12. Raise an agreed income target from trusts and foundations within the time period established to deliver services.

**General**

1. To act in accordance with the aims of Youth First and promote and implement the charity’s Equality and Diversity Policy and other polices adopted by the Board
2. To carry out any other duties as directed by the Deputy CEO, CEO or Board of Trustees
3. This job description provides an indication of the roles and responsibilities for the post of Fundraising Officer, but should not be construed as an exclusive list of the duties that the post holder may be asked to undertake.
4. The post holder should also be aware of and follow the Youth First’s policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

Youth First reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the role.

Consideration will be given to making reasonable adjustments for a disabled post holder

**PERSON SPECIFICATION**

**JOB TITLE:** Trust and Foundations Fundraiser

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be used to compile any job advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of short listing.

Those categories marked ‘T’ will be used for the purpose of testing.

Questions can be asked based on other requirements listed during the interview.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

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| **Requirement** | **Shortlist/Test** |
| **Key Skills/Experience** |  |
| At least 2 years’ experience developing funding bids in the charity sector | **S** |
| Track record in securing 5, 6 and 7 figures funds through bids and applications to grant giving and statutory bodies | **S** |
| Experience of, and ability to, prepare high quality applications | **S** |
| Experience of setting up and maintaining digital systems to record fundraising activity | **S** |
| Experience of working successfully with operations teams to prepare applications for projects | **S** |
| Experience of setting budgets, meeting financial targets and completing plans | **S** |
| Strong project management skills and attention to detail |  |
| Experience of working as part of a small team within a charity |  |
| **Knowledge and understanding** |  |
| Understanding of how to develop compelling proposals, combined with the ability to demonstrate clear outcomes and impact |  |
| Good understanding of where to source information on Trusts & Foundations, with the research skills to identify new funding opportunities | **S** |
| Understanding of fundraising/knowledge of fundraising practice and standards | **S** |
| Knowledge of fundraising CRM databases |  |
| Knowledge of project management tools |  |
| Knowledge of the charity sector preferably with some understanding of youth charities |  |
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| **Ability** |  |
| Ability to write bids, applications and reports at the highest level, including proof reading skills | **T** |
| Ability to interpret and analyse numerical and statistical data | **T** |
| Ability to work independently and use own initiative |  |
| Proficient use of IT in Word, Excel, PowerPoint |  |
| Capable of delivering results to tight deadlines and under pressure |  |
| Desire to deliver new Fundraising strategy to better meet increasing supporter needs and deliver new services |  |
| Actively pursue partnerships with other suitable organisations as a route to growth |  |
| **Personal attributes** |  |
| Excellent interpersonal skills and ability to build relationships internally and externally, to network and engage local audiences. |  |
| Enthusiasm to be part of an inspirational fundraising team, delivering a fresh approach to engagement with key stakeholders |  |
| Desire to sustain the future of Youth First by reshaping, protecting and diversifying our income streams |  |
| Hold a strong positive regard for young people and their circumstances, and the issues they may be facing |  |
| **Equalities** |  |
| An awareness of and commitment to Equal Opportunities and Youth First ethos |  |
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| **Circumstances** |  |
| Must be able to work flexible hours, i.e. some evenings and weekends as these reflect many of our services’ opening times, and occasional meetings outside normal working hours if required. |  |
| Must be flexible about work location. This role will be based at the Bellingham Gateway Youth Centre, however remote working can also be considered where suitable. The post holder must be prepared to work at any other reasonable Youth First location as directed. |  |
| Completion and approval of a DBS check at Enhanced level |  |