Job Title: Fundraiser

Location: Working from home. Charity location: KYC, 27 Streatham Place, SW2 4QQ

Hours: 7 hours per week

Salary: £5,200 per annum

Contract Period: 12 months (renewable)

**ABOUT KNIGHTS YOUTH CENTRE**

Knights Youth Centre (KYC) is an independent Christian Youth Work Charity established in 1936. The Centre provides a range of universal and targeted youth work programmes in partnership with a number of statutory and voluntary organisations. The Centre is located on the boundary of the Clapham Park Estate (the largest estate in the Borough of Lambeth) in an area of high social need. KYC raises £175k each year from a diverse range of sources that it is continuously developing.

**JOB PURPOSE**

The Fundraiser post will work under the direction and is accountable to the designated Trustee/Director responsible for fundraising. He/she is responsible for implementing agreed fundraising applications as part of the Centre’s fundraising strategy.

**KEY RESPONSIBILITIES**

* Be responsible for completing new applications to relevant funding sources as prioritised. These will include trusts, major donors, corporate and individual giving.
* Work as part of the Centre’s Fundraising Team (meets termly and is made up of volunteers) to deliver agreed application priorities.
* Maintain a simple log indicating the progress stages/status of agreed fundraising applications.
* Deliver brief progress/activity update reports to the Fundraising Team (three per annum).
* Work closely with the Lead Officer for Youth Work Services and fundraising team, deliver funding applications which will support:

1. Current provision
2. New centre activity
3. New partnership/collaborations

* Undertake ongoing research relating to potential funding sources.
* Utilise the role and expertise of other Centre Leads as necessary, i.e. Finance, PR/Comms, Fundraising Team.
* Develop and maintain a basic reminder system to enable relevant staff to provide update reports to funders in a timely manner.
* Ensure that the Lead Officer for Youth Work Services has systems in place to record relevant data including outcome/outputs.
* Ensure that all application activity and communication with funders is accurate.
* Contribute towards KYC’s fundraising strategy review and identification of annual fundraising priorities.
* Maintain an electronic log of materials used to support applications, e.g. previous applications, service user stories, annual reports, local demographic data, centre resources, quality assurance framework, centre history, key reports/documentation.
* To be sympathetic to the ethos and aims of KYC.
* To undertake any other tasks relevant to the post contained within centre priority documentation or individual work plan.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Attributes** | **Criteria for shortlisting – SL** |
| **KNOWLEDGE** | * + To have a core understanding of the difficulties facing and experienced by young people living in an inner city environment.   + To understand the ethos, role and working environment of charitable organisations.   + Knowledge of the range of potential funding streams available to a voluntary organisation.   + Understand how performance is measured using evidence based activity and measurement of outputs/outcomes.   + Understand how grant making institutions use criteria to determine awards. | SL  SL  SL |
| **EXPERIENCE** | * Experience of successfully raising income from a range or sources, ideally including trusts, major donors and corporates. * Experience of researching relevant information from a range of external sources. * Experience of coordinating information from within an organisation to write compelling funding applications. | SL |
| **SKILLS** | * Ability to develop effective relationships with colleagues from a range of backgrounds/fields. * Excellent interpersonal and communication skills * Sound numeracy/literacy skills. * Ability to write complex applications, which draw upon a range of information sources, including finance, partnership and performance components. * Planning and coordination skills to meet deadlines. * Able to work flexibly away from an office environment with minimum supervision. |  |

**NB. Please address fully all the criteria marked SL in your written application.**

Other criteria under Knowledge, Experience and Skills will be assessed as part of the interview process and do not need to be included in your written application.