



Trust & Foundation Officer

Young Barnet Foundation has an exciting opportunity for a **Trust & Foundation Officer** to join our growing team.

Summary:

Hours:	14 /21 per week (plus statutory breaks)*
Term:	24-month fixed term contract, with potential extension Subject to Funding
Base:	Young Barnet Foundation Office East Barnet & Home working
Remuneration:	£27,000 FTE Pro Rata
Accountable to:	Fundraising and Partnership Manager
Line management:	Potential volunteers

Application Closing Date: 5pm, Friday 10th March 2023

*Dependent on candidates requirements.

We offer:

- Flexible working hours and some working from home opportunities (for the right candidate).
- Commitment to your personal training and development
- New modern office space located in East Barnet
- Support of friendly, welcoming colleagues, with at least quarterly team building social events and activities
- Opportunity to be part of the wider Young People's Foundation movement and make a real difference to the local community
- Part of the Barnet Together Partnership helping to make a real difference to the local community.

About the Role:

This is a fantastic opportunity for someone to join our small team in what is a new role, to help us build our income to support Children & Young People and sustain the vital work we do across all our services.

It is a broad and varied job where you can really make your mark. The role will suit a self-motivated, experienced and enthusiastic individual who is well organised, a great communicator and passionate about supporting young people.

As Trusts & Foundation Fundraiser, you can expect to support the Fundraising and Partnership Manager with Trust and Foundation bids along with developing both the organisation and that will also support the **Space2Grow Children & Young People's fund**

About Young Barnet Foundation

Young Barnet Foundation supports and grows children's and young people's services and activities via a membership base of over 200 charities, community groups and social enterprises who deliver positive activities and vital support services to children and young people in the London Borough of Barnet.

We support our members to deliver much needed services and support to young people. A key function of YBF is to raise and distribute funds via our Space2Grow Fund which has given out over £1.2 million over the last 5 years.

This means that disadvantaged young people have had opportunities to experience the arts, take part in sport, had access to hot meals in school holidays, had access to mental health support as well as enjoying positive activities across Barnet that they would not have been able to with the generous support of Barnet's community

Responsibilities

Trust and Foundation Specific

- To research & identify Trust & Foundation grant applicable to Young Barnet Foundation and its members
- To plan and write application funding bids (with support of the *Fundraising and Partnership manager*) to small & medium trusts and grants
- To lead the fundraising mailing campaign to Trusts & Foundations
- Contribute towards achieving the targets and outcomes of YBF's fundraising strategy and annual fundraising plans and targets.
- Assist the Fundraising and Partnerships Manager with our support package for members including the Member Funding Newsletter
- Lead on Client Record Management (CRM) database for Trusts & Foundations.
- Maintaining funding opportunities open to members on the new website launching soon

General Responsibilities

- Support the wider Fundraising efforts of Young Barnet Foundation by participating and support Community and corporate events as required.
- Develop and maintain good working relationships and liaison with other members of YBFs staff.
- Take part in and contribute to team meetings.
- Promote the work of YBF, assisting with presentations and in fundraising awareness events as appropriate.
- Provide feedback reports to the Fundraising Manager on a monthly basis.

SKILLS

Can you Demonstrate:

- Some experience Trust & Foundation fundraising, with evidence of success in developing new relationships and meeting income targets.
- Ability to write emotive content supported with evidence
- Excellent ICT skills and proficiency in Microsoft outlook, word, excel and PowerPoint
- Experience of project management, monitoring, evaluation and running projects to deadlines
- Highly numerate and attentive to detail

Candidate Profile:

Essential

- At least 1 years' experience in a role that involved identifying and writing Trust and Foundation bids
- A passion and motivation to raise money for YBF and to support young people across Barnet
- Experience of project management, monitoring, evaluation and running projects to deadlines
- Highly numerate and attentive to detail
- Knowledge, understanding, and sensitivity to equality/diversity issues.

Desirable

- Experience of providing exemplary supporter stewardship, to strengthen and cultivate relationships with fundraisers
- Highly effective at persuasive, engaging and creative writing.
- Proven experience of delivering income growth in trust & foundation fundraising setting.
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- Evidence of managing a pipeline of Trust and Foundation applications
- Experience with Salesforce/CRM systems

Qualities

- Entrepreneurial, results-driven, and able to work on own initiative and as part of a team, meeting deadlines under pressure.
- A passion and motivation to raise money to support young people across Barnet.
- Passionate about the voluntary sector and its role in creating positive social change

Other Terms and Conditions

Probation Period:	Six months
Expenses:	Staff may claim travel expenses, at the agreed rate, for journeys necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy or funded contracts.
Annual Leave:	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
Pension Payments:	On activation and after satisfactory completion of the probationary period, YBF will contribute, in line with government requirements, into a stakeholder or personal pension scheme.

Your Application:

Step one: Please apply with a covering letter and an up-to-date CV (citing your relevant abilities, skills, knowledge and experience). Please use the covering letter to explain in detail how you meet the requirements of the Candidate Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach an additional sheet if necessary. We consider flexible working requests within this role, please state your preferred hours and working pattern within your cover letter.

Step two: Please complete our anonymous equality and diversity monitoring form <https://forms.office.com/e/ayVqJ0rFej>

Failure to submit a covering letter with your CV may mean that your application is not considered.

By E-mail:

recruitment@youngbarnetfoundation.org.uk

Enquiries:

Telephone: 0203 621 6090

CVs will be anonymised and then assessed as and when suitable candidates apply - interview dates before the end of March 2023 and will take place in person at the YBF office (or and as when suitable candidates are identified).

Please note that this post is subject to appointee undergoing an Enhanced DBS, in line with YBF's commitment to safeguarding. Proof of right to work in the UK is required. YBF is an equal opportunities employer.

YBF offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs.

***If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to recruitment@youngbarnetfoundation.org.uk ***

