

Head of Fundraising

Young Barnet Foundation (YBF) has an exciting opportunity for a **fundraising professional to become our Head of Fundraising.**

PURPOSE OF THE ROLE:

- As a Bid Writing professional, you will be responsible for raising significant funds (Corporate, Community, Trusts & Foundations). Working with the CEO to secure new business partnerships to achieve sustainable, long-term funding, contract-winning and other income generation for Young Barnet Foundation.
- As a member of the Senior Leadership Team responsible for the Fundraising, you will develop and deliver appropriate strategies to manage, implement and oversee fundraising activities.
- Responsible for supporting YBF members through training, funding opportunities and grant applications and sharing knowledge and experience with over 200 members (1 day per week) .

Hours:	Part-Time – 28 hrs per week* (plus statutory breaks). Occasional evening or weekend work may be required.
Term:	12-month fixed term contract, with potential extension subject to funding.
Base:	YBF Office – East Barnet
Remuneration:	£32,000 (pro-rata £40,000), Pension and flexible working, 25 days per annum, pro rata, plus bank holidays. Holidays will increase in accordance with our Annual Leave Policy. 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.

Application Closing Date: Weds 7th May 2025

Please note the role will occasionally involve evening and early morning events, YBF works closely with their staff to accommodate personal circumstances.

YBF offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs. Working within friendly and sociable working environment with like-minded colleagues, with flexible hours and hybrid working.

About Young Barnet Foundation

YBF is an organisation that supports over 200 members (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 are proud members of Barnet Together and one of nine Young People's Foundations operating across London, Manchester and Dorset.

Our team works collaboratively, tactically, and strategically under an ethos of 'Generous Leadership' to support and build capacity within and beyond our membership, including:

- Providing members with advice, information, and networking/training opportunities; assistance with fundraising and partnership building
- Working with local authority and strategic partners to encourage intelligence, ideas and resource sharing.

Key Duties and Responsibilities

- Adopting and adapting the YBF Fundraising Strategy to ensure diversity of income and fundraising opportunities to support and maintain the sustainability and growth of Young Barnet Foundations
- Responsible for developing and maintaining new and existing Trust & Foundation Funding relationships including applications, M & E reporting, attending key networking events.
- Develop and manage the Community Fundraising Programme with line management of community fundraisers. Establish a network of community fundraisers, building relationships with community fundraising 'champions', and providing excellent supporter care and timely communication.
- Work with the team to plan, develop and deliver new community fundraising products, campaigns and events that will resonate with stakeholders including members, donors and volunteers to fundraise.
- Identify opportunities to grow our Sector Grants funds via partners – funders, corporates, individual donors
- Line management of part time Marketing and Communications roles to with responsibility for operational delivery of their communications strategy.
- Performance management of your team, including, 1-2-1 meetings, appraisals, day-day performance management against KPI's, motivation and objectives.
- Oversee Comms & Marketing team to develop and drive forward promotion of community fundraising to reach existing and new audiences, including developing content for social channels, e-comms, webpages and fundraising packs.
- Build collaborative relationships with peers across the charity.
- To support and implement strategies to achieve sustainable, long-term funding, contract-winning and other income generation for the children and young people's sector in Barnet via our Membership eg providing members with advice, information, and networking/training opportunities; assistance with fundraising and partnership building, funding Training and events for the sector

Candidate Profile

Essential

- Exceptional strategic thinking, strong networking skills and contacts with a proven track record of achieving fundraising targets.
- Ability to demonstrate suitable experience within the sector including community development and community fundraising
- Strong literacy skills to deliver strong bid writing with financial literacy and experience with project budgets.
- Understanding and experience of working with a wide range of stakeholders and building successful partnerships.
- Ability to communicate effectively, both in writing and verbally, with people at all levels.
- Ability to line manage a small team

Desirable

- A demonstrable understanding of current voluntary and community sector concerns.
- Project management experience.
- Marketing and event organisation experience.

Qualities

- Strong leaders skills, self-motivated and able to manage time and prioritise your workload.
- A confident decision-maker, proven project delivery and open to adapt and implement change.
- Passionate about the voluntary sector and its role in creating positive social change and a commitment to the ethos and values of YBF.
- Commitment to inclusion, equality and diversity and an understanding how to promote them in the workplace

Equality, Diversity & Inclusion:

YBF works with and supports diverse communities. Our member organisations are grassroots non-profits supporting young people in our communities. Many of these organisations are led by global majority groups. As YPFs we work with our members to elevate their work and voices. We recognise the impact of poverty and racism on our communities and aim to work actively alongside communities rather than 'doing to them' and take an intersectional approach. We also acknowledge the additional impact of discrimination experienced by women, disabled people and LGBTQ+ people of the global majority. As part of our commitment to equality, diversity and inclusion across our network, we ensure diverse communities are represented and supported in our organisation and structures and encourage applications from all sections of the community.

Your application:

Step one:

Please complete our anonymous equality and diversity monitoring form [here](#) YBF actively works to meet the aims and commitments set out in our Equality and Diversity policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of people applying to work for YBF. We need your help and co-operation to enable us to do this. The information provided will be kept confidential and will be used for monitoring purposes to ensure we are attracting candidates that reflect the communities we serve.

Step two:

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. We consider flexible working requests within this role, please state your preferred hours and working pattern within your cover letter. 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 assessed as and when suitable candidates apply. 1st stage interview will be on line and final stage in person panel.

Please note that this post is subject to an 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.

***If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via