



## Community and Events Fundraiser

Young Barnet Foundation (YBF) has an exciting opportunity for a **Community and Events Fundraiser** to join our growing team.

### Summary:

Hours:	21 hours per week (plus statutory breaks)
Term:	<b>24-month fixed term contract, with potential extension subject to funding</b>
Base:	Young Barnet Foundation office and home working
Remuneration:	Officer Level - £27,000 FTE pro - rata
Accountable to:	Fundraising and Partnership Manager
Line management:	Potential volunteers
Application Closing Date:	5pm, Friday 10 <sup>th</sup> March 2023

### 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 an exciting opportunity for a self-starter and team player to join our growing team and make a big impact in a newly created post, to help us build our income to support and sustain the vital work we do across all our services.

We have recently been announced as the London Borough of Barnet's Mayor's Charity of Choice, this role will Account Manage this new relationship and lead the implementation of the subsequent opportunities arising from it.

This will be a broad and varied role focussed around the key areas of community fundraising and fundraising events such as our Golf Day, Netball tournament, taking part in local fairs and campaigns such as our Christmas gift toy drive . The role will suit a self-motivated, creative, and enthusiastic individual who is well organised, a great communicator and passionate about supporting young people.

In this role you can expect to create and deliver exciting fundraising initiatives at a local level in support of our income expectations. There is real opportunity to innovate and create your work programme to engage with both the community and corporate sector. You will need a can-do attitude and the willingness to roll up your sleeves and jump right in.

**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

## Community Fundraising

- Prepare the community fundraising annual plan in conjunction with the Fundraising Manager, incorporating digital and online fundraising alongside traditional methods
- Identify local opportunities for us to engage with the community, raise awareness of YBF and encourage community fundraising
- Develop new and maximise partnerships with community groups, schools, and individuals
- Grow the number of donations from individuals/community groups
- Grow the number of actively engaged YBF Friends
- Encourage YBF Friends and others to raise funds via social media for birthdays and other events

## Corporate Fundraising

- Account Manage the new relationship as the London Borough of Barnet's Mayor's Charity of Choice
- Develop new and maximise partnerships with local corporates, businesses, and entrepreneurs
- Identify local opportunities for us to engage with the corporate sector to encourage corporate donations
- Promote and deliver the Christmas Gift Campaign

## Events Fundraising

- Implement a calendar of YBF fundraising events, such as a golf day, tennis tournament, netball tournament, etc
- Acquire and manage relationships with individual fundraisers and fundraising groups using challenge events and other community fundraising initiatives
- Develop fundraising events and products suitable for community groups, schools, individuals, and corporate employees
- Manage existing and introduce new community and corporate fundraising events to grow the events programme, including attending events
- Support corporate employee involvement in YBF events as part of our corporate partnerships
- Develop a communication journey with event participants
- Develop tailored resources and opportunities for event participants.

## General Responsibilities

- Develop, implement, and manage supporter journey email marketing campaigns to improve supporter relationship and increase supporter acquisition, retention and development
- Maximise the use of digital and social media (in partnership with the Comms Manager) to promote fundraising opportunities
- Conduct a review of the YBF fundraising pack
- Produce and implement multi-channel marketing plans
- Develop a fundraising committee and volunteers to aid and support YBF fundraising
- Manage YBF's online fundraising pages
- Contribute towards achieving the targets and outcomes of YBF's fundraising strategy and annual fundraising plans
- Develop and maintain good working relationships and liaison with other members of YBF staff
- Take part in and contribute to team meetings
- Promote the work of YBF, assisting with presentations and fundraising awareness events as appropriate
- Undertake other tasks, as required, to support the fundraising team

**Where knowledge or skill set may be lacking in these responsibilities, Young Barnet Foundation is committed to your personal development through skills and sector based training to assist you in fulfilling the role.**

## Candidate Profile:

### Essential

- At least 1 years' experience in a events, community or charity role
- A passion and motivation to raise money 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
- Experience with Salesforce/CRM systems
- Proven experience of delivering income growth in a community and corporate fundraising setting (preferably both)
- Experience of developing and successfully launching new community, corporate and/or events products
- Proven knowledge of online fundraising tools and digital marketing

### Qualities

- Naturally driven/self-motivated/self-starter. Able to manage your own time and prioritise a heavy workload
- Commitment to working occasional evenings and weekends as required by the flexible nature of this role
- The ability to work closely with others in a non-hierarchical setting
- Passionate about the voluntary sector and its role in creating positive social change
- Commitment to the ethos and values of YBF
- Commitment to equality and diversity and an understanding how to promote them in your/our work

## Other Terms and Conditions

<b>Probation Period:</b>	Six months.
<b>Expenses:</b>	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.
<b>Annual Leave:</b>	25 days per annum, pro rata, excluding bank holidays. Holidays will increase in accordance with our Annual Leave Policy.
<b>Pension Payments:</b>	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.

<b>By E-mail:</b> <a href="mailto:recruitment@youngbarnetfoundation.org.uk">recruitment@youngbarnetfoundation.org.uk</a>	<b>Enquiries:</b> 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](mailto:recruitment@youngbarnetfoundation.org.uk) \*\*\*

