



Job title: Partnerships Fundraising Officer

Line managed by: Young H & F CEO

Salary: £30,000 (pro rata)

Hours: 22.5 hours per week with potential to increase dependent on access to funds

We have a flexible working policy that enables these hours to be worked over multiple days, with remote working where appropriate and in agreement with your line manager

Location: Lyric Theatre and the borough of Hammersmith & Fulham

Contract: 12-month fixed term contract with the opportunity to increase following a successful review

Start date: September 2022 (start date is negotiable)

Benefits

- Employer's pension contributions are offered at 6%
- Expenses
- Work phone
- Cycle to Work Scheme
- Tech Scheme for discounted purchases of new personal laptops/smartphones etc with easy set up on payroll payments
- One to One external supervision to help with employee's personal progression and development
- Occasional team lunches and away days activities

About Young H & F

Young H & F is a **Membership** charity that was formed in 2017 in response to local need for the Voluntary Children and Young People's sector. It has approximately 90 organisations signed up as Members and continues to grow its impact for the local area.

Our **Membership** is open for everyone that engages with children and young people aged 0-25 years. This includes youth clubs, charities, schools, businesses, voluntary groups, and the public sector.

** Our vision is to make Hammersmith & Fulham the best place it can be to grow up*

** Our mission as a Membership Charity is to support our members to provide brilliant and meaningful opportunities for children and young people*

We will do this by:

- Raising and distributing funds to deliver activities
- Creating collaborative networks of professionals
- Developing organisations to be effective and efficient
- Campaigning for young people



Our Values

- **Accountability:** The organisation takes responsibility for using resources efficiently to achieve measured results. We are accountable to our Members, Partners, and most importantly, to the children and young people of H&F
- **Ambition:** To make informed partnerships and cooperation central to all our activity with the expectation to set aspirational but realistic goals; we are committed to improving the quality of all our activities and the relationships that underpin them
- **Collaboration:** We respect and value others and understand diversity is a strength, while working to develop our joint impact in terms of making a positive difference for the children and young people of H&F.
- **Creativity:** As an intelligence led organisation, we are open to innovation and new ideas, we welcome change, avoiding risk aversion, in order that we can, alongside partners, develop sustainable solutions for the children and young people of H&F.
- **Integrity:** We look to operate to the highest standards of individual, group, and organisational honesty and behaviour; consistently acting in the best interests of children and young people. A crucial aspect of this is the promotion of an effective, efficient, and so 'joined up' response to the needs and wants of children and young people of H&F

Our Principles

- Bring organisations working with people together on equal terms
- Celebrate the cultural identity of youth organisations and young people
- Promote local development and ownership of youth provision
- Work collaboratively to build the foundations for community involvement
- Dedication to continuing participatory review and evaluation, which includes regular feedback from all stakeholders, to establish the effectiveness of our action

The Role

This is an exciting opportunity to join Young H & F as we aim to grow investment to our Young Grant Makers Panel through fundraising with the business sector.

The Partnerships Fundraising Officer will be responsible for supporting the CEO in building relationships with businesses, managing the Young Grant Makers Panel and through small grant applications to support this project.

Investment for our grants is through partnerships with the private sector and securing funding will be a critical success factor for this role. This job requires the capability to convert relationships into funding, effective project management and communication skills, and a passion to help further our vision and mission.

This project will support businesses to maximise their social purpose and will be a response to the needs and wants of local young people.

Young Grant Makers Panel

We bring together a group of passionate young people who want to make Hammersmith and Fulham a better place to grow up.

The Young Grant Makers Panel puts young people at the heart of our grant giving, deciding on which projects are best for their peers and should be funded. The panel receive training, support, and resources in their role as Grant Makers and decide who is awarded small grants of up to £5,000. The panel are all paid London Living Wage for their time.

Key relationships

Young H & F CEO

Local Small/Medium Enterprises and Corporates.

Organisations delivering opportunities to Children and Young People in H & F.



Job Description

- Support the CEO to coordinate fundraising activities to meet the objectives of the Young Grant Makers Panel
- Drive and support Partnerships fundraising
- Developing positive relationships with businesses
- Identifying and researching prospects, manage a pipeline and developing propositions
- Support the CEO to develop new unrestricted and core fundraising opportunities

What does success look like for this role?

Specific targets in the next 12 months:

- Support the CEO to raise at least £30k of funding
- Enable at least four fundraising partnerships
- Manage the delivery of one Young Grant Makers Panel

Person Specification

Essential

- You share our Values and Principles
- Track record of supporting income generation through partnership fundraising
- Successful stakeholder and relationship management
- Good business planning skills, including finance, marketing, and objectives
- Effective communication skills
- Bid writing and administrative skills
- Experience of working strategically
- Capability of being a self-starter with minimal supervision
- Knowledge of Corporate Social Responsibility & Purpose

Desirable

- Understanding of the challenges facing children and young people in the UK
- A working awareness of the Voluntary Children and Young People's Sector
- Experience of Grant Giving, especially participatory Grant Making

Process

Deadline for applications: Friday 29th July 2022.

Invite to interview: w/c of 8th August 2022.

Interview: w/c of 22nd August 2022.

Job Offer by Friday 2nd September 2022.

This schedule is subject to change

We anticipate this being a one stage interview process however, if necessary, we will hold a second stage w/c 29th August, with the job being offered that week.

Any candidates submitting CVs without Cover letter will not be considered.

You will have to undertake an Enhanced DBS disclosure prior to employment.