



The Sanctuary Project at St Mary de Crypt Church and Tudor Schoolroom

Appointment of a Fundraiser for the Sanctuary Project

The Discover DeCrypt Trustees wish to appoint a self-employed fundraising consultant to undertake fundraising to achieve at a minimum the matched funding target (circa £92k) for submission of The National Lottery Heritage Fund Round 2 bid for The Sanctuary Project in St Mary de Crypt Church, Gloucester. The work will need to be carried out between July 2024 and July 2025 with all matched funding pledged by that end date and any surplus funding contributing to unrestricted reserves.

Introduction

Discover DeCrypt undertook a major Heritage Fund project between Jan 2018 and March 2022.

This capital project saw the reimagining of the church and adjoining Tudor schoolroom buildings. The project saw the Victorian pews removed (and repurposed), a lift (sympathetic to the buildings) installed, new toilet facilities, new heating system, new fire and intruder system, new lighting scheme and a new kitchen. Underfloor heating was installed within the nave and a new floor laid. The schoolroom was made safe and usable as it had reached the point where it was unsafe for the public to access. There was new interpretation in both the church and schoolroom.

An important aspect of this project was community outreach as the buildings sit within the city centre and had lost much of the original congregation and community. After the initial capital phase, three years of operational support was designed to help embed the charity within the community through volunteer recruitment, workshops, activities, concerts, art exhibitions and theatre. The church has also grown over this period, with regular services, weddings, funerals, and christenings.

The Sanctuary Project is the next phase of the Discover DeCrypt Story. It will see the conservation and interpretation of important Mediaeval and Tudor Wall paintings,

Mediaeval stonework, and Victorian stained-glass windows. As well as the conservation work, the Sanctuary area and the elements within it will be researched and interpreted for the visitors to understand and enjoy. A very important part of this project is community engagement and audience development including giving students and the wider public access to conservation and heritage skills.

JOB DESCRIPTION

JOB TITLE: Fundraising Consultant

REPORTS TO: Chair of Trustees

RESPONSIBLE FOR: Fundraising for Discover DeCrypt, specifically for the Sanctuary Project in St Mary de Crypt Church. Once the initial total of £92,000 is achieved, fundraising for the work of the charity more generally.

Main purpose of the role

To lead the fundraising activity. In particular to be responsible for:

- In the first instance, successful execution of raising a minimum of £92k as the organisation's matched funding contribution to the Heritage Fund Rd 2 bid for the Sanctuary Project.
- Exceeding the £92k target to contribute to the organisation's unrestricted reserves.
- Contribution to writing and submission of the Round 2 bid.
- Development and management of routine fundraising and fundraising activities including training in fundraising for Trustees, staff and volunteers.

Main duties and responsibilities

- Working with the staff, volunteers, Trustees, and external consultants, to contribute to the funding aspects of The National Lottery Heritage Fund Round 2 bid. (The Development phase application has been successful).
- Working with the Project Management Board, identify opportunities for corporate engagement and create opportunities for philanthropic giving.
- Working with the Project Management Board, develop and implement a programme to engage, recruit and steward major donors, including creating and managing the ladder of giving and donor benefits, for the Round 2 application.
- Developing a programme for securing donations from grant making trusts and foundations and other philanthropic institutions, both in support of the Round 2 application and routine funding.

- Preparing and delivering a long-term fundraising strategy and comprehensive annual plan, covering all fundraising streams, to ensure the growth of sustainable income for the charity.
- Managing the membership 'Friends' scheme and advocating for its growth.
- Working with the Operations Manager and Treasurer to set an annual fundraising budget; monitoring and evaluating the figures.
- Ensuring that all fundraising and associated income generation is handled as tax effectively as possible; ensuring that systems are in place and kept under regular review to earmark, ring fence and track donor/sponsor funds.
- Liaising with all stakeholders and developing relationships as necessary, including reporting to funders and maintaining the relationships.

Person Specification

Essential:

- A successful track record at a senior level in a charity or museum fundraising environment – with particular emphasis on individual giving, grants, legacies, and major donors.
- Strong leadership skills and line management experience of volunteers.
- Experience of strategic planning for fundraising and inputting to an organisational planning and budgeting process.
- Ability to write trustee reports on fundraising progress across the duration of the role.
- Ability to write a convincing case for support and grant applications.
- Ability to perform effectively at both a strategic and hands on level as required.
- A proven track record of success in delivering fundraising income against demanding targets.
- Understanding of marketing and the ability to communicate effectively and enthusiastically about Discover DeCrypt and its priorities, to both potential funders and the media.
- A team-player, with resilience and enthusiasm; a willingness to work collaboratively and with a high degree of flexibility with colleagues.
- Excellent writing and presentation skills, especially the writing of funding bids.
- Good people skills with the ability to deal with people at all levels face to face and by telephone.

- Experience of the management of fundraising/donor databases.
- IT literate.
- Financially literate.
- An ability to thrive in a small dynamic team environment including working with volunteers.
- Empathy with the organisation's Christian ethos
- Full UK driving licence.

Desirable:

- Relevant professional qualification.
- Experience of fundraising in support of a capital project
 - Experience working with large grant giving bodies such as The National Lottery Heritage Fund.
 - An understanding of Data Protection legislation as it relates to fundraising and marketing and tax effective giving.
- Experience of public speaking.

This position is a self-employed post for one year. However, we would welcome discussion with the successful candidate as to how the position could continue after this period subject to the successful fundraising to support the role.

For further information or for an informal discussion, prospective candidates are welcome to contact the Project Manager, Hellen O'Connor – hellen.oconnor@discoverdecrypt.org.uk

If you would like to be considered for this project, please submit the following:

- A covering letter (no more than three sides of A4) stating details of the methodology or approach proposed and of your knowledge and experience with specific reference to this brief, including one example of a similar project you have worked on;
- A copy of your CV and CVs for any associates who will be involved in the project;
- An indicative project plan and timetable, including time allocation and fee (inclusive of VAT) and stating planned number of days to be worked;
- Declaration of any potential conflicts of interest;
- Contact details for two referees.

Assessment of submissions will be made on the following basis:

- 50%: approach to project;
- 40%: relevant skills and experience;
- 10%: costs and value

Please send to Hellen O'Connor, Operations Manager, St Mary de Crypt Church and Tudor Schoolroom, Southgate Street, Gloucester. GL1 1TP or via email: hellen.oconnor@discoverdecrypt.org.uk

Closing date for applications: 28th June 2024

Likely date for interviews: Week of 21st July

Budget: We have a budget for consultancy fees of £45,000 inclusive of VAT. 20% of this will be paid on signature of contract for the work, stage payments thereafter to be agreed in accordance with key project milestones. There will also be a budget of £7,300 available for relevant expenses agreed in advance and supported by receipts. We anticipate that during your 12 months with the organisation, you will raise upwards of £92,000 for the round 2 submission and £25,000 towards core running cost for the charity.

The funding for this post is for the Development phase of the Sanctuary project only. The aspiration is for this post to continue after the end of the Development phase. This will be discussed at the interview.