

JOB DESCRIPTION

Job Title	For Planet – Partnerships & Fundraising Lead
Salary	£21,130 pa
Contract	<p>12 months, 21 hours per week - extension dependent on funding.</p> <p>Core days will be agreed however the role requires flexibility with a degree of evening and weekend working required.</p> <p>Regional travel will be required.</p>
Responsible to	CEO
Location	<p>Flexible & remote working</p> <p>Office base currently in St Helens, Merseyside</p>
Job Summary	<ul style="list-style-type: none"> You will help grow and develop the For Planet programme (App and associated environmental social action activities). Working alongside partners and young people you will help progress the App from its successful pilot phase to its first wave of functionality across North West England. You will source funding to sustain the app and associated work. <p>For more information on For Planet: For Planet</p>
Subject to	Receipt of satisfactory references and enhanced DBS check
Closing date	12pm Fri 22 March 2024
Next stage/ints	<p>Interview Wed 27 March 2024</p> <p>Apply Here</p>

Main Duties:

Engagement:

- Coordinate and support the technical specialist adult advisory panel.
- Develop and deliver sessions ensuring service delivery is of the highest quality.
- Enthuse and motivate key stakeholders to get involved with For Planet.
- Work with potential funders to cement and grow For Planet and its associated activities.
- Put in place a governance structure for delivery of the project.

Project Development, Management & Delivery:

- Manage and deliver several activities simultaneously including a secondary test phase across the NW.
- Meet agreed targets and outcomes for For Planet.
- Prepare monitoring and evaluation information using a range of tools.
- Undertake administrative and financial tasks.
- Actively identify and lead on securing future funding to support For Planet.
- Keep accurate records of all sessions and actions taken in relation to young people.
- Provide regular reports and updates on your work to internal and external audiences.
- Undertake Risk Assessments both prior and during activities.

Relationships & Communications:

- Build and maintain relationships with stakeholders and funders.
- Demonstrate a commitment to equality, diversity, and inclusion in all aspects of your work.
- Promote effective methods of Youth Voice to our partners and stakeholders.
- Participate in team meetings, regular supervision and contribute to a co-operative team approach.

IT & Digital:

- Liaise with technical experts to improve app design and functionality.
- Liaise with technical experts to implement testing procedures.

Safeguarding:

- Support and promote safeguarding throughout all delivery and identify and act on any safeguarding concerns.
- Ensure all activities meet Health & Safety and Safeguarding guidelines.

This is not an exhaustive list of duties. In consultation with the post-holder, the duties may change from time to time to reflect the changing needs of the organisation.

Person Specification: For Planet Partnerships & Fundraising Lead

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • A qualification in project management. • A qualification in Fundraising.
Experience	<ul style="list-style-type: none"> • People leadership, ideally in a collaborative environment. • Leading new concepts / projects / programmes. • Project management • Fundraising for medium (500k) to large scale (1 Million plus) programmes for children and young people. • Managing relationships with external organisations. • Working accurately with good attention to detail. • Systems analysis and development 	<ul style="list-style-type: none"> • Working with young people from specific interest groups such as the environment. • Competent in public speaking and presenting work to a variety of audiences.
Knowledge & Understanding	<ul style="list-style-type: none"> • An understanding of, and commitment to, equality, diversity and inclusion. • An understanding of, and commitment to safeguarding, data protection and confidentiality. • Co-Production and Youth Voice methodology 	<ul style="list-style-type: none"> • Knowledge of government policy structures and initiatives relating to young people
Skills & Abilities	<ul style="list-style-type: none"> • Excellent analytical and problem-solving skills. • Exceptional verbal and written communication skills. • Digital & social media skills 	<ul style="list-style-type: none"> • Communicate effectively and relate to a range of stakeholders, including young people, external

Other	<ul style="list-style-type: none"> ● Experience working in a team environment. ● High level skills of working with Microsoft office, G suite, digital tools and functions. ● Working with project management tools such as Base Camp and CRM systems. ● Solution focused ● Effective analytical thinking skills. ● Adapt to changing circumstances. 	partners, statutory and voluntary youth sector.
	<ul style="list-style-type: none"> ● Willingness to work flexibly to meet the priorities of Youth Focus NW ● Travel to meet the requirements of the post. ● Operate within YFNW policies and procedures. 	