



Fundraising Officer

Salary: £27,000 per annum

Contract: Permanent

Application closing date: 9am, Tuesday 9th July 2024

**Help inspire a new generation
of active citizens**

1. About Young Citizens

Founded in 1989, Young Citizens is a national education charity working to enable more quality, inspiring, active citizenship education for children and young people in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Experts in Schools, and immersive learning experiences such as the National Bar Mock Trials, Young Citizens actively engages over 500,000 children aged between five and 18 every year.

We believe that Britain's future depends on equipping the next generation with the skills, knowledge and confidence to participate actively in society. With democracy under pressure from many directions, our work has never been more important.

Our vision is a society where people are empowered to participate in and shape their communities and institutions for a more inclusive, accessible, and thriving democracy. We help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally.

Our mission is to provide inspiring learning experiences that light the spark of active citizenship for life. We offer a range of immersive programmes and inspiring resources that build their knowledge of how democracy works, their skills to engage with complex issues in society, and their confidence to participate. This education in turn empowers young people to shape their communities, institutions, and society, building habits for life.

Young Citizens in numbers

15+ Young Citizens staff based across the UK, with a headquarters in London

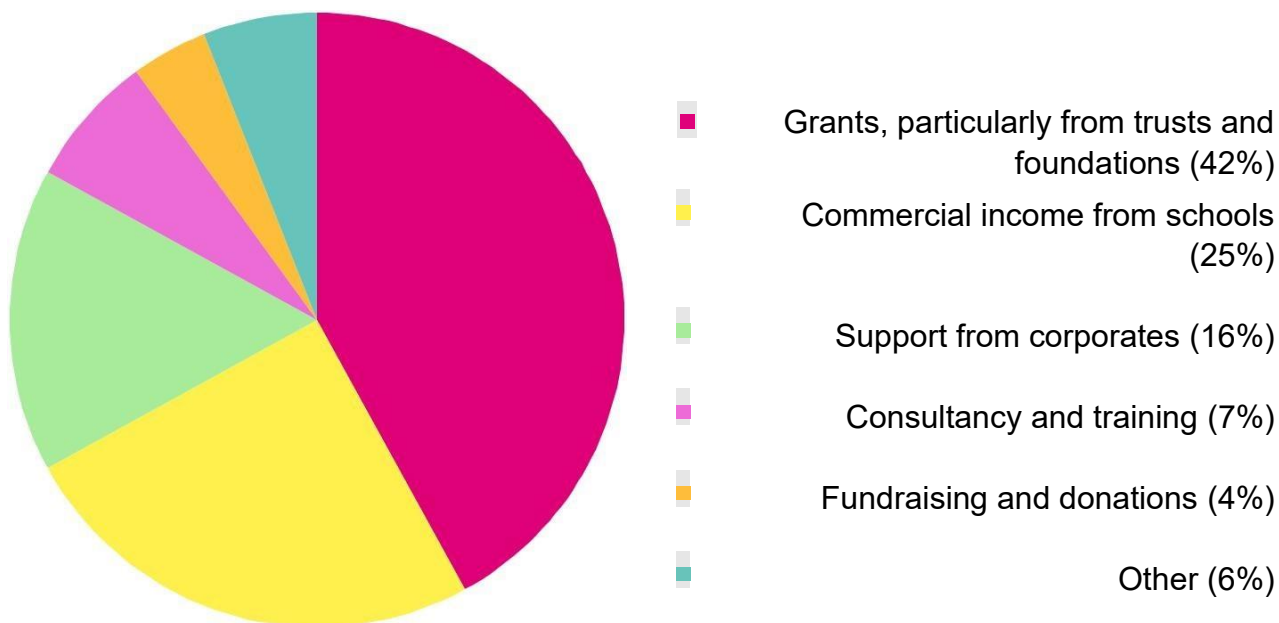
1000+ professionals take part in our volunteering programmes annually

6000+ schools use our resources each year

500,000+ children and young people reached each year either through our training of their teachers, resources used in the classroom or our immersive programme

Sources of income for Young Citizens

In 2010, around 60% of our income came from central government grants. Today, this has reduced to zero. We have diversified our income sources, as we develop a new business model.



Over the next few years we are aiming to further diversify our income sources, making our programmes and materials available to a wider group of young people who will become active citizens of the future. At the same time we want to engage more funders in supporting our work through financial and volunteering support.

Our most recent [Audited Accounts and Trustees Report](#) for 2022/23 can be downloaded from our website.

Our website www.youngcitizens.org contains lots of information about the charity. This includes our new [‘Lighting the Spark’ five-year strategy](#) for empowering young people.

2. Job Description

Job title: Fundraising Officer

Contract type: Full time (37.5 hours per week), permanent.

Responsible to: Senior Income Generation Manager

Team: Income Generation

Key working relationships: Line Manager, Communications and Digital Marketing Manager, CEO and Trustees

Location: Brick Lane, London (hybrid working)

Salary: £27,000 per annum

Benefits: In addition to joining a friendly, committed and supportive staff team, Young Citizens offers a generous employee benefits package including:

- enhanced employer pension contribution
- 28 days annual leave plus eight Bank Holidays
- paid volunteering leave
- a day off for your birthday
- employee assistance programme
- enhanced sickness and maternity policies
- hybrid and flexible working options
- season ticket loan
- an opportunity to make a real difference to help children and young people benefit from quality, inspiring citizenship education!

Role Summary

This is a dynamic new role which will play a key part in our strategy for income growth and diversification, supporting our Senior Income Generation Manager to bring in income, with a particular focus on Trusts and Foundations and individuals.

The ideal candidate will bring energy and a real affinity for our work inspiring active citizens of the future, as well as experience of fundraising across varied audience groups, strong bid-writing skills and excellent written and verbal communications.

Responsibilities

General fundraising

- Support the Senior Income Generation Manager in implementing the income generation strategy
- Work with our Education Team to develop funding propositions
- Provide a high standard of stewardship to all our audiences
- Work with the Finance Team to ensure Gift Aid claims are made and records kept
- Ensure fundraising activity is recorded on our CRM system so we can report on income and pipeline.

Grant funders

- Managing and maintaining relationships with our existing grant funders, to maximise relationships and long-term income growth
- Identifying prospects among trusts and foundations, researching and writing tailored bids to support our education activities and core funding needs
- Reporting back to funders, ensuring accuracy, impact focus and alignment with their reporting requirements

Individual funders

- Develop supporter journeys for our small group of individual donors
- Work with other team members including our Comms Manager to identify potential new audiences and to target communications to build our supporter base
- Create opportunities for giving and communications that engage and inspire support

General

- To uphold the charity's values as outlined on our website
- Any other duties that might be reasonably required to ensure an effective, positive team culture and charity success

3. Person Specification

Essential Experience:

- Experience of generating income from Trusts and Foundations
- Experience of generating income from individuals
- Experience writing compelling cases for support
- Experience using online tools to research potential funders
- An affinity with our mission and values
- Experience of using CRM systems

Essential Skills:

- Detail orientated and organised yet able to focus also on the bigger picture
- Can demonstrate good executive judgement and integrity
- Excellent written and verbal communication skills
- A proactive and energetic disposition
- Attention to detail and commitment to receiving high quality results
- Strong IT skills

Essential Aptitudes:

- Resilient and enjoys overcoming challenges, keeping a positive outlook
- An understanding of, and empathy with, the charity sector
- Willingness to put into practice the aims and values of Young Citizens

Desirable:

- Experience of the Education or Citizenship sector

4. How to apply and key dates

To apply, send us your CV and cover letter explaining your interest in the role and demonstrating your capabilities in relation to the person specification. This will give you the best possible chance to be shortlisted.

Please submit your applications **via Charity Jobs** or send your applications **via email** to RecruitmentHR@youngcitizens.org

Please note:

- Applications submitted without a cover letter that addresses your interest and suitability in this specific job role with our charity will not be considered.
- We will be reviewing applications and interviewing on an ongoing basis. We encourage early applications and the Charity reserve the right to end the application period sooner once a suitable candidate has been identified.
- Young Citizens welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
- Young Citizens is committed to safeguarding and promoting the welfare of the children and young people that we work with and we expect all staff and volunteers to share this commitment.
- This job offer is subject to satisfactory references.
- We are not normally able to provide feedback on applications not progressed to interview stage.
- Candidates must have the existing right to work in the UK.

The closing date for applications is 9am, Tuesday 9th July.

5. Questions?

If you have any questions about the role, please get in touch with RecruitmentHR@youngcitizens.org with the subject 'Fundraising Officer'.