

Grants & Trusts Fundraiser Vacancy

Application pack

April 2024



**GREATER
MANCHESTER
YOUTH
NETWORK**

#YoungPeopleCan



Salary: NJC scales 23-28 (£32,076- £36,648*)

*pro rata for hours worked

Hours: Optional - Full Time or Part Time (28 -35 hours per week)

Base and delivery: Flexible working arrangements available such as flexible hours, working from home, with occasional meetings required at our Manchester office

Deadline: Monday 13th May- 12pm

www.gmyn.co.uk

#YoungPeopleCan



A warm welcome from GMYN!

Thank you for showing an interest in joining GMYN. The charity is at a really exciting period of development and this role will play a huge part in our future plans.

GMYN's ambition is to develop a growing community of support from various funders. Working as part of the wider fundraising team, this role will play an instrumental part in producing applications to various grant givers and foundations in order to fund our vital delivery. We already have fundraising plans in place which can be immediately picked up but we are also looking for someone creative to bring their own ideas and talent to GMYN.

If you're a passionate and skilled bid writer, eager to support a growing youth charity, this could be the role for you! Thanks for showing an interest and good luck with your application.

#TeamGMYN

The role:

As an integral part of the Fundraising and Development team, you will work closely with the rest of our team to secure financial income enabling GMYN to meet its income generation targets. The Grants and Trust Fundraiser will bring their own ideas to seek new grant providers and apply accordingly for delivery and core funding for the charity.

GMYN has a variety of fundable programmes/models with demonstrated impact that is attractive to funders and supporters/commissioners alike. We also have various partnerships and key strategic links which provides great opportunities for this post.

Reporting to our Head of Development and supported by the wider team, you would be joining GMYN at an exciting time of organisational development. You will have genuine scope and freedom to apply your existing knowledge, trial new approaches and help make a huge impact to young people's lives.

This role can be based anywhere across the UK, but we expect the successful applicant to be able to travel to our Manchester office for required meetings, generally once a month.





Our approach to being more inclusive:

GMYN aims to create an inclusive welcoming environment for young people and all those who work or volunteer at GMYN or wish to join #TeamGMYN. Whilst our staff are diverse in many ways, we recognise we are not fully representative of the communities that we serve, and we want to change this.

GMYN is ambitious about diversity, equity and inclusion and wants to improve. If you've got the right skills and experiences, we want to hear from you. We actively encourage applications from people of colour, people from working class backgrounds, disabled and neurodiverse people, and/or people who have relevant lived experience of the challenges we help young people to tackle. All applications are welcomed and each will be assessed on its own merit

Key responsibilities

- Apply to a range of trusts/grant giving bodies ensuring that applications are closely aligned to the objectives of the funder and that they meet GMYN's aims and objectives.
- Ensure that GMYN is generating sustainable, unrestricted income/restricted income for programme delivery by securing multi-year grants in addition to one off gifts.
- Identify prospective trusts and other grant bodies whose aims and objectives are aligned with GMYN.
- Build and develop relationships with trusts with regular communication to deepen and nurture their support.
- Liaise closely with the fundraising team to ensure relevant case studies and marketing can be used to promote GMYN's impact to stakeholders and funders.
- To take part in and contribute to strategy and planning meetings alongside other members of the business and fundraising team.
- Keep comprehensive records of all trust and grant fundraising activities and be able to report the impact to funders and stakeholders via various methods.
- Ensure the appropriate recognition of grants and gifts is made to ensure relationships are maintained.
- To carry out any other reasonable duties and responsibilities that contribute to the organisations overall aims and objectives.

About us...



For many young people, moving towards a positive future isn't easy. Greater Manchester Youth Network (GMYN) supports young people aged 10-25 from across Greater Manchester by offering innovative and exciting opportunities that they are not able to access elsewhere.



Our developmental programmes and drop-in activities help young people to strengthen social connections, improve wellbeing, increase confidence, develop skills and have a say on issues that matter to them.

Our key focus is supporting young people who face particular challenges, including: cared-for young people and care leavers, disabled and neurodiverse young people, unaccompanied asylum seeking children (UASC)/new arrivals, young people with social, emotional and mental health (SEMH) needs, and young people who are not ready for work.

GMYN's story

Our vision is #YoungPeopleCan

Our mission is to enable young people to have a positive impact on their own lives and the wider community.

Founded in 2007, Greater Manchester Youth Network (GMYN) has grown from a single volunteering project to an established and highly respected charity delivering multiple youth programmes across Greater Manchester. GMYN has supported marginalised young people, providing new opportunities and chances to progress in life.

GMYN was created through a need to provide opportunities and support for young people struggling and needing help. We saw an opportunity to take a chance and create a new charity that could provide help and support, and involve young people directly in shaping what we do. 17 years later, we are continuing to work hard to continue supporting the young people of Greater Manchester.

Impact

GMYN's work is guided by our Theory of Change which outlines why we are needed, our approach, our activities and our intended outcomes which are that young people have:

- Extended wellbeing
- Strengthened social connections
- Developed new skills
- Boosted their contribution to their community
- Increased confidence



Our offer, joining



At GMYN, we strive to be inclusive. We are regularly reviewing our practices to create a welcoming and supportive environment and encourage suggestions and feedback from staff to improve our offer.

Annual Leave: All staff receive 25 days of annual leave in addition to the public bank holidays, pro rata for completed hours worked. This offer rises after three years employment with an extra day each year (capped at 30 days). We also provide additional "Gift Days" during Christmas when the office is closed.

Happy birthday: GMYN allows all employees to take a day off from work to celebrate their birthday.

Wellbeing Days: Staff also benefit from five annual wellbeing days as part of their holiday allowance. Wellbeing days are 'no-questions-asked' days of annual leave, to be taken on the day they are needed, to allow you time away to alleviate stress and manage your mental wellbeing.

Flexible Working: We operate flexible working hours and working from home policies to allow you to fit your personal commitments around your work.

Remuneration: We are a living wage employer, setting salaries in line with NJC scales and reviewing annually.

Pension: We offer an 8% pension scheme with 3% employer contributions.

Employee Assistance Programme (EAP): Staff have access to a 24/7 service offering a wide range of support, including life support, legal information, bereavement support, medical information, CBT online and much more.

Sage Employee Benefits Programme: GMYN offers staff a benefits package through Sage. There are various benefits on offer through this scheme, which include the following:

- Access to an online GP. This can include getting prescriptions.
- Health advice. This includes numerous articles on various health related matters.
- Discounts on gym membership at Health Clubs.
- Cinema savings, shopping discounts and holidays. Discounts available through a variety of retailers.

Volunteering/Development hour: GMYN allows all staff members the opportunity to take one hour out of their working week to either volunteer or engage in a development hour. This hour is paid as normal. The development hour can consist of anything that increases their knowledge about an aspect of their role or that is related to the work of GMYN.

Social Value: GMYN provides itself on our approach to social value and our impact on our local and wider environment. We are always looking for ways to improve and actively engage our team to come up with new ideas to improve our environmental impact.

Cycle to Work Scheme: GMYN provides the The Cycle to Work scheme, supporting staff to buy a bike, with the cost of the equipment repaid by the employee through salary sacrifice.

Personal Specification:

You don't have to have worked in the voluntary youth sector previously. Our aim is to find a suitable candidate that can meet the selection criteria below. This can be from a past/current income generation/bid writer role, or a role with transferable skills.

More importantly we are looking for someone with genuine passion for working for a youth charity. Someone who can join our fundraising team and make a big impression, helping us to achieve our income generation goals.

We want to hire an enthusiastic person who can maintain positive working relationships with various supporters, delivery partners and all stakeholders.

Essential Criteria:

- Proven experience of bid writing or other similar income generation work with demonstrable transferable skills.
- Excellent communication skills, both written and spoken with the ability to present confidently.
- Ability to self-manage, work independently to targets but also join up your work with the rest of the fundraising team.
- Ability to manage multiple deadlines and workstreams with a “can do” attitude in order to produce positive results.
- Experience and/or understanding of producing impact reports and reporting to various audiences, ideally funders.
- Motivation to work towards the charitable purpose of the organisation.
- Ability to effectively steward existing funder relationships to generate continuation funding.
- Competent in Microsoft office.

Desirable Criteria:

- Knowledge and understanding of fundraising methods and changing trends in the funding environment.
- Experience of researching trusts and grant funders to identify suitable income opportunities for both programme related and unrestricted core costs.
- Knowledge of the Voluntary and Community Sector and wider fundraising environment.
- Experience of using customer relationship management data bases.

How to apply

Your invitation to interview will be based on how you demonstrate that you meet the points on the person specification. We will consider skills and experiences from various roles if you can demonstrate how they can be transferable to this role.

You can apply using either of the following methods:

- **Send a CV and cover letter (maximum 2 sides of A4).**
- **Send a CV and audio/video version of your cover letter (between 5 - 10 minutes).**

Please send your application to jobs@gmyn.co.uk.

We would like you to answer the following questions in your coverletter please:

1. *Why do you want to work for GMYN? Why do you want this job?*
2. *Tell us about your skills and experience generating income through trusts and grant applications and any notable successes.*
3. *What do you think the key challenges of this role will be and what will be your approach to overcoming these?*
4. *How will you ensure you are aware of the latest funding opportunities?*
5. *GMYN is proud of the team culture we have created. Tell us about your core values and how they apply to working within a team?*

Please also complete an Equality & Diversity Monitoring Form which will be collected separate from your application and kept confidential. Please send this separately to EDI@gmyn.co.uk

Closing date: Monday 13th May - 12 noon.

Interviews will take place on Wednesday 22nd May.

We are committed to safeguarding and protecting young people at GMYN. All posts are subject to a safer recruitment process which includes which includes robust vetting, DBS checking, scrutiny of references and previous employment.

