

Impact, Evaluation and Fundraising Manager

Reporting to: Chief Executive

Hours: 40 hours per week (full-time), or 32 hours per week (part-time)

Salary: £37,000 - £40,000 per annum

Location: London, W10. Flexible working is offered to all staff once settled.

POSITION OVERVIEW

The Impact Evaluation & Fundraising Manager is essential to delivering The Avenues Youth Project's (AYP) financial targets by writing bids, measuring the impact of our work, and reporting back to funders.

You will be a key part of the Fundraising Team, helping secure grants from trusts and foundations to help raise over £1 million each year. But your primary responsibility will be evaluating the impact of funding to produce timely reports on outcomes to our numerous funders.

The role is suited to a versatile person who will thrive in a small organisation where a proactive approach is necessary, working with almost everyone in the organisation. Three of your days will be spent on impact monitoring and evaluation, with the balance on fundraising.

Mostly on-site in our fantastic youth centre in London W10, we will consider a hybrid work from home approach once settled in the role.

ABOUT THE AVENUES YOUTH PROJECT

Our Vision

We believe that every child and young person should have the opportunities to realise their potential, whatever their life circumstances.

Our Mission

Our mission is to deliver high quality recreation activities and skills training to young people in West London, to help them fulfil their potential and boost their long-term outcomes.

Our Values

Our values are:

1. SAFE + COMPASSIONATE
2. POSITIVE + JOYFUL
3. EMPOWERING
4. TRUSTWORTHY
5. COMMITMENT to COMMUNITY

These values are at the heart of what AYP does and all staff are expected to live up to them at all times.

KEY RESPONSIBILITIES:

1. Work with the Chief Executive and Grants Funding Manager to match potential funders to forthcoming programmes.
2. Write applications to a selection of potential funders, developing relationships with grants managers.
3. Understand and communicate SLAs and design relevant data capture with our Programme Team.
4. Schedule all reporting requirements and ensure that donors are communicated with in a timely way, using their preferred methods.
5. Design data collection tools such as questionnaires, write and update monitoring and evaluation resources for our youth work team.
6. Analyse data and write into easy-to-understand reports.
7. Participate in budget meetings with the Programme Team and Finance Manager to ensure programme budgets are met.
8. Develop strong relationships with our partner organisations, collaborating on shared projects and attending meetings.

9. Take the lead role in ensuring the youthwork database (Plinth) is maintained and kept up to date, and reports are produced for CE and trustees.
10. Support the Fundraising Team on fundraising activities where necessary.

The job is not limited to the above duties, as the organisation develops and at different times of the year the priorities may shift leading to additional reasonable responsibilities as the role requires.

ABOUT YOU

1. Minimum of 3 years' experience in charity fundraising or impact evaluation.
2. Excellent written and verbal communication skills.
3. Outgoing personality with the ability to build positive working relationships with staff, trustees and other key stakeholders.
4. Collaborative, with a 'can-do', supportive attitude, ability to embrace and deal with challenges and openness to creativity in order to bring about effective change.
5. Organised and energetic with good time management and an ability to meet deadlines.
6. Financially literate, and at ease with budgets and spreadsheets.
7. An understanding of, and empathy for, the current issues that young people face.

ANNUAL LEAVE AND BENEFITS

- 33 days annual leave (including bank holidays)
- Pension scheme contributions
- 24/7 Employee Assistance Programme

HOW TO APPLY:

If you are passionate about working with young people, please send us your CV and a cover letter explaining why the role interests you and how you meet the person specification to iwanttowork@avenues.org.uk.

If applying via Charity Jobs, please click 'Quick Apply' and submit your CV and supporting cover letter.

The deadline for all applications is Sunday 21st April 2024, 23:30.

Interviews are to take place at the end of April. We are looking for candidates to start at the beginning of June 2024.

The Avenues Youth Project is an Equal Opportunities employer and welcomes applications from people from all backgrounds. The Avenues Youth Project puts the safety of our members first. Candidates are subject to an enhanced disclosure and barring service (DBS) check.