

**Jump in and join the team at Home-Start Westminster,
Kensington & Chelsea and Hammersmith & Fulham:**

Fundraising and Impact Manager

We remind families that they matter.



Westminster

Kensington & Chelsea

Hammersmith & Fulham



The Job At A Glance:

Home-Start Westminster, Kensington & Chelsea and Hammersmith & Fulham (HSWKCHF) is going through an exciting time; we are an innovative team who are creative and wholly committed to giving children and families the very best start in life. We are currently expanding our team to meet the growing needs of our communities and reach more families in need. This is an opportunity to join our enthusiastic and supportive staff team for a 12-month post (with the possibility of extension subject to funding).

Job Title:	Fundraising and Impact Manager
Contract:	12 Months (with potential for extension depending on funding).
Hours:	Part-Time – three days (21.6hrs) per week
Location:	Based in the HSWKCHF Westminster office (NW1); flexible, with option for some homeworking
Salary:	£35,971 - £39,640 FTE pro rata, depending on experience (includes ILW)
Start Date:	As soon as possible, date to be agreed upon appointment. Interviews will be held the week beginning 18 th November.
Reports To:	Home-Start WKCHF Scheme Manager
Benefits:	Staff pension (including 4.5% employer's pension contribution). 24 days Annual Leave + Bank Holidays + additional long-service leave. Ongoing training and development opportunities.
Closing Date:	Wednesday 6 th November 2024

HSWKCHF is committed to Equality of Opportunity and Diversity.

HSWKCHF is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

Application Process:

- If you share our passion for supporting families and have experience fundraising and impact reporting, we would love to hear from you!
- Please read the full Job Description, Person Specification and Guidance in this document.
- To apply, please download the accompanying Application Form from CharityJob and **submit it via e-mail to admin@hswestminster.co.uk by Wednesday 6th November.**
- Please also complete and submit alongside your Application a Monitoring Form. Completion of the Monitoring Form is optional but submission of this helps us to ensure an equal opportunities recruitment process. You do not need to answer all questions and any Monitoring Form responses will not be available to members of the selection panel.
- If shortlisted, you will be invited by e-mail to attend an in-person interview the week beginning 18th November 2024 (date TBC).
- An appointment will be made subject to interview, satisfactory references and an Enhanced Disclosure and Barring Service check.
- If you would like to discuss the role and/or have any questions, please contact the Scheme Manager, Thienhuong Nguyen, on thienhuong@hswestminster.co.uk or 020 7724 1345.
- If you require the application documents in a different format please do not hesitate to contact us and we will endeavor to accommodate your needs.

Job Description: Main Purpose and Scope of the Role

This newly-created role is perfect for someone with a flair for engaging with others and looking to utilise their fundraising skillset to elicit real change. You will be working within a growing, well-regarded local charity that values your views and encourages personal and professional development.

We are seeking a proactive, flexible, driven and organised person to lead on our fundraising activities. This role will be integral to the growth and development of our work and in supporting our families and volunteers. This is a fantastic opportunity for someone to hone their skills, gain valuable experience, and further their career in the not-for-profit sector as part of a dynamic, enthusiastic and supportive team.

Purpose of the Job

- To lead on fundraising activities, working alongside the Senior Management Team to raise funds from diverse sources for Home-Start WKCHF's (HSWKCHF) work, ensuring the financial sustainability of the organisation.

Key Fundraising and Impact Duties and Responsibilities

- Develop and implement a fundraising strategy with the Finance and Funding Committee and/or Senior Management Team to secure sufficient funding from diverse funding sources to meet HSWKCHF's organisational budget and ensure long-term sustainability of the service.
- Explore new funding and fundraising opportunities to grow and diversify HSWKCHF's funding streams.
- Research and write successful funding applications in collaboration with the Senior Management Team.
- Undertake a range of fundraising activities such as events and online campaigns.
- Working alongside the Senior Management Team and Data Administrator to prepare progress reports to funders in a timely manner.
- Work with the whole team to collate qualitative and quantitative evidence of the impact of HSWKCHF's work and report this to funders and supporters.
- With the support of the whole team, lead on developing and maintaining relationships with local corporate partners to provide in-kind and funding support.
- Implement HSWKCHF's Stewardship Plan, communicating regularly with supporters including regular givers, in-kind donors, corporate partners, Friends of Home-Start and funders.
- Manage and grow HSWKCHF's supporter database and Friends of Home-Start WKCHF Network.

- Manage HSWKCHF's LocalGiving donation page.
- Prepare communications to publicise funding successes and in-kind support from corporate partners (e.g. social media posts, website updates).
- Prepare key fundraising reports and fundraising tracking documents for the Board of Trustees, with the support of the Scheme Manager and Finance Manager.
- Participate in and provide updates to the Finance and Fundraising Committee, comprising of staff and trustees, circulating papers and taking minutes.
- Work with the Finance and Fundraising Committee to maintain unrestricted reserves in line with HSWKCHF's Reserves Policy.
- Work with the Home-Start London consortium on joint fundraising opportunities where relevant.

General Duties and Responsibilities:

- Support training, events and meetings as required
- Comply with all Home-Start policies and procedures
- Participate in training and personal development including attending HSUK training as required
- Work with all other members of the team to ensure good safeguarding practice in all aspects of the work of the charity work and good practice in equality, diversity and fairness

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This is a new post and the above duties will be regularly reviewed.



Person Specification

Professional experience	Essential (E)/ Desirable (D)
Minimum three years' experience in a fundraising environment.	E
Experience of developing and implementing a fundraising action plan and/or strategy.	E
Experience of writing successful grant applications and funding bids, securing funding from a diverse range of funders (e.g. trusts & foundations, local authority, corporate grants).	E
Experience of reporting on service delivery, grant progress and impact to funders.	E
Experience of data collection and analysis (qualitative and quantitative) to support funding applications and reports.	E
Experience of stewardship of supporters and growing a regular giving base.	E
Experience of organising and delivering fundraising events.	D
Understanding of GDPR and data protection, and how it applies to fundraising and supporter database management in charities .	D
Knowledge and skills	
Excellent communication skills (written and oral), and the ability to produce compelling and creative narratives for reports, bids & communications.	E
Ability to transform complex information and data into clear and impactful summaries, reports and presentations for a range of audiences.	E
Strong IT skills; proficiency in MS Word, Outlook, Excel, and ability to use databases and CRM systems.	E
Knowledge and understanding of the current fundraising landscape and the trends, dynamics and challenges facing charitable organisations.	E
Strong research skills to identify funding opportunities.	E
Strong planning and organisational skills, with ability to prioritise competing demands and meet multiple deadlines simultaneously.	E
Excellent interpersonal skills, with the ability to build and maintain relationships with funders and stakeholders.	E
Ability to use publication software to produce newsletters, reports and present data (e.g. Canva).	D
Experience of working with corporate partners and an understanding of corporate partnerships and the benefit these offer to charities.	D

Self-management/personal attributes	
Attention to detail and high level of accuracy.	E
Able to prioritise, make decisions and work autonomously to deadlines.	E
Able to work independently and use initiative as required, whilst working to the common goals of the team.	E
Creative and unafraid to suggest new ideas.	E
A genuine interest in the work of the charity, and understanding of the value of volunteer support for supporting children and families.	E
Equal Opportunities	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice.	E
Special requirements	
Able to work flexibly, occasional evening or week-end work.	D
Willingness to access training opportunities.	E
Eligibility to work in the UK.	E

This job description and person specification are current as at October, 2024.



Guidance for Applicants – Completing the Application Form

Please read these notes carefully before completing the application form. It is important that you take your time to fill in the application form as fully and accurately as possible. The decision whether or not to invite you for interview is based entirely on the information given on the application form.

Note: you can expand the boxes by using the 'return' key or add additional rows in the tables by putting your cursor in the last box on the row and clicking the 'tab' key.

General Points

- Please complete all parts of the application form and type or use black ink so that when we photocopy the form, it is clear and legible.
- Do not send curriculum vitae, as these will not be considered
- The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed and the methods used to assess each of these.

Personal Details

- Give your full name, address including post code, telephone numbers and email address.

References

- You are asked to provide the names and contact details of two people who can provide a reference for you.
- One of the referees must be your current or most recent employer
- Home-Start WKCHF will only request a reference if we make you a conditional offer of the job.
- We may also contact your past employers where it seems necessary.

Education / job related and specialised training

- In the first box give details of your educational qualifications starting with the most recent.
- This first section must include school/college qualifications such as GCSEs, Highers, A-levels etc and should also include any further qualifications you may have such as a degree or management qualification.

- In the box headed 'job related qualifications/specialist training' list any professional or job related qualifications you may have attained, for example in First Aid or child care etc. Start with the most recent.
- Please also include any 'on the job' training or CPD courses relevant to the post for which you are applying, for example supervision skills, fundraising courses etc
- Please include the grade attained (if applicable)

Present or Most Recent Job

- If you are currently employed, please give details about your present job, including your notice period.
- If you are not currently employed, please give information about your most recent job.

Previous Employment

Please give details of all your previous jobs since leaving school/college in date order *starting with the most recent*. Any gaps in your employment history will need to be explained in the section on page 4. Use a separate sheet if necessary – please name and number it.

Voluntary Work

Many people will have developed relevant skills and knowledge through voluntary work and work experience. Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you developed. Do not be put off if you have not worked for a long time, think carefully about any experience that you may have gained and record when and how you gained that experience in this section.

Gaps in employment history

Please list any gaps, and provide brief information explaining each – for example if you had time away from work while bringing up children or for travel etc. The interview panel may ask to clarify any gaps that aren't clearly explained.

Potential conflict of interest

Please record if you are related to / married to anyone who works for Home-Start WKCHF. If you are, it *does not* automatically exclude you from the process, but means that we can ensure a fair process for all concerned by not having your relative taking part in the selection process.

Other employment

Please record if you intend to continue working in any other capacity if you are offered this post with Home-Start, for example if you have another part time job or run a part time business etc.

Relevant Skills, Knowledge and Experience

This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job

description and person specification. Your answer must demonstrate how you meet each of the essential criteria or you will not be short listed for interview.

- Give examples to show how you meet each of the essential criteria, and the desirable where applicable, indicated on the person specification.
- Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it.
- For example, if the person specification asks you to demonstrate an ability to recruit volunteers, you may want to describe what methods/processes you have used to do this, at what level and how successful or effective you were.
- Remember to draw on skills, knowledge and experience gained through any voluntary or unpaid work you have done as well from your previous paid employment.
- Please name and number any continuation sheets.
- Do not use more than 2 more continuation sheets (2 x A4).

Immigration, Asylum and Nationality Act

The law states that you must be entitled to reside and/or work in the United Kingdom. If your application is successful you will be asked to show that you are entitled to work for us.

Rehabilitation of Offenders Act / Criminal Convictions

Having a criminal record does not automatically prevent you from being considered for a job and we will take into account all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at interview.

Disability

Please indicate if you consider yourself to have a disability, and if you would require any special arrangements in order to attend for interview.

Declaration

Finally, check that you have answered all the questions, sign and date the application form, making sure that you send the form to us on time. We will not consider any applications that we receive after the closing date.

Equality, Fairness and Diversity Policy Statement

Home Start is committed to the 2010 Equality Act and 1998 Human Rights Act by developing an organisational culture that respects equality and human rights and welcomes and values difference in all aspects of its work. A commitment to equal opportunities and the fundamental rights of individuals is at the heart of our work.

To help us achieve this Home-Start has in place policies and procedures relating to staff and volunteers that are designed to uphold the rights enshrined in both 2010 Equality Act and 1998 Human Rights Act. Employees, trustees and other volunteers are, therefore required to comply with all policies and procedures designed to ensure respect for equality and human rights. Home-Start ensures all its other policies and procedures comply with this policy.

Safeguarding Policy Statement

At Home-Start we believe that every child has the right to live free from abuse of any kind.

We have a responsibility to keep children safe and we are committed to protecting children in all of our activities. We will do everything in our power to ensure children who come into contact with local Home-Start schemes in England, in any capacity, are safeguarded.

We will seek to keep children safe by:

- valuing them, listening to and respecting them;
- keeping them at the centre of everything we do;
- adopting child protection and safeguarding practices through procedures and policies for staff and volunteers;
- providing effective management for staff and volunteers through supervision, support and training;
- sharing information about child protection and good practice with staff and volunteers, along with children, parents and carers;

This policy applies to all trustees, employees, self-employed contractors and those working pro bono for local Home-Start schemes.



H&ME START

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