

Trusts and Statutory Fundraiser



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This role offers a great opportunity for a **talented and enthusiastic Trusts Fundraiser** to join Romsey Mill's Fundraising & Communications Team and play their part in helping to make our vision of a transformed society, where all young people, children and families fully belong, positively contribute and thrive, a reality.

We are looking to appoint an experienced fundraiser, or somebody with strong transferable skills, who will work with other team members to coordinate and carry out fundraising activities to **secure grants from Trusts**, statutory bodies, and other funding partners; and communicate with them to **grow and maintain positive relationships**.



The post-holder will have specific responsibility **for researching and writing funding applications** and reports to charitable trusts and statutory bodies to fund our programmed work to transform young lives; helping to secure and grow income.

To be successful in the role you will have an understanding of what is involved in securing grants from Trusts and Charitable Foundations and proven experience of making compelling cases for support.

The post-holder will work collaboratively with other members of the Fundraising and Communications Team, and Romsey Mill's programme teams that engage with young people and families, to help them experience transformation in their lives.

Romsey Mill

Who we are

Romsey Mill (romseymill.org) is a charity creating opportunities with young people, families and local communities across Cambridgeshire and in Peterborough.

Starting as a community initiative established by local churches in 1980, and now existing as a charitable company, Romsey Mill is alongside families with children in their early years, teenage mothers and young fathers, children and young people experiencing multiple life challenges. We grow positive relationships, develop engaging activities, provide practical and emotional support, enable learning and skills progression, promote inclusion and well-being. We do all this as an expression of Christian faith in action working in partnership with a diversity of groups and organisations. Our staff team is comprised of 64 employees: 22 full-time and 42 part-time and sessional, with a full-time-equivalent of 33 staff members.

Romsey Mill has been serving local people, places, groups and organisations in Cambridgeshire for 44 years; across our different areas of work Romsey Mill supports over 2,300 individuals each year.

Romsey Mill Registered Charity number: 1069905



Our Vision and Values

Romsey Mill's vision is of a transformed society where all young people, children, and families fully belong, positively contribute, and thrive. Working to make this vision a reality, the mission and intent of Romsey Mill is to create opportunities with young people, children, families and communities to overcome disadvantage, promote inclusion and develop personal, social, and spiritual wellbeing.

Romsey Mill's vision for the future, and purpose in the present, continue to be inspired by beliefs and values shaped by the Christian faith. We work openly and inclusively with people of any faith and of none.

KEY TASKS AND RESPONSIBILITIES

Working as part of the Fundraising and Communications Team the post holder will contribute to help secure and grow income for Romsey Mill (current overall income target for Romsey Mill in 2024-25: £1.7m per annum).

In particular, the post-holder will be responsible for:

- Preparing and **submitting compelling applications** and proposals for new and existing projects and programmes, through consultation with Programme Coordinators, and collaboration with other members of the Fundraising and Communications Team.
- **Providing informative outcomes and impact reports** to partners/donors as required, by working with teams across Romsey Mill to track progress of funded projects, in terms of how they meet funding objectives and monitoring expenditure; and liaising with funders regarding any significant changes.
- Timely **research** of potential sources of funding available from grant-making trusts, foundations, and other organisations; keeping up to date with changes in funders' strategies, eligibility criteria and other requirements; growing positive and profitable long-term relationships with these supporters.
- **Maintaining and helping to improve systems** that track applications, awards, and communications with funders through CRM/Fundraising systems (e.g. Donorfy) and providing updates and reports on progress and achievements to the Fundraising and Communications Manager.
- Keeping up to date with **best practice in fundraising** and compliance with relevant legislation.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications		
<ul style="list-style-type: none"> • Very good general education with Level 3 qualifications (e.g. A-levels, Diploma) including GCSEs (or equivalent) at Level 2 or above in English and Maths. • Fundraising qualification. • A degree or equivalent professional qualification (Level 6) 	✓	✓ ✓
Experience and Skills		
<ul style="list-style-type: none"> • At least two years' experience in a fundraising or similar role. • Demonstrable skills in preparing successful funding proposals to grant making trusts and foundations. • Ability to analyse financial information and present it in an accessible format. • Skilled in forming and developing excellent working relationships with staff and key stakeholders. • Excellent interpersonal communication, influencing and negotiation skills. • Excellent analytical and creative writing skills, experienced in producing compelling, and highly professional proposals. • Very good administration skills, and excellent time/task management skills and experienced in exercising judgement to handle multiple tasks and prioritise workload to meet deadlines. • Confident in using ICT including Office 365 Applications, Internet research tools, video conferencing. • Experience of using Fundraising CRM database systems. • Local knowledge of Cambridgeshire and Peterborough, in terms of general demographics and community organisations and networks. • Experience of partnership work in community development contexts with faith-based groups & civic organisations. • Understanding of the needs related to work with children, young people and families. • Experience in making effective presentations. • Some prior knowledge and understanding of Romsey Mill. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓
Attributes		
<ul style="list-style-type: none"> • Confident and articulate; able to communicate effectively with people from a range of backgrounds. • Passionate about social justice, community development, supporting young people & families. • Able to contribute positively to the distinctive and inclusive aims, ethos and values of Romsey Mill. • Aptitude to operate effectively as part of a team and under own initiative. • Honest, reliable, committed and hard-working. • Positive and creative. • Some flexibility over hours of work, when needed 	✓ ✓ ✓ ✓ ✓ ✓ ✓	

Terms of Employment

This is a full-time role (37.5 hpw). Part-time working could be considered.

Location: Romsey Mill Centre, Cambridge (hybrid would be considered)

Contract: Permanent

Salary: £28,282 - £31,364

(a higher salary point considered for exceptional candidate)

Leave: 25 days pro rata annual holiday plus public holidays

(with further increases based on length of service)

Pension: Qualifying Workplace Pension under auto-enrolment

Training: In-service training and other development opportunities



How to Apply

You can apply for the role using the online application from at <http://www.romseymill.org/work-for-us>.

Completed application form, with covering letter and monitoring form, should be submitted by **midday on Wednesday 24th July 2024** to Diane Hicks either by email: diane.hicks@romseymill.org or by post: Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ.

The interview day will be: **Tuesday 30th July 2024**

For any enquiries or to arrange an informal conversation about the role, please contact Neil Thompson, Romsey Mill's Fundraising and Communications Manager, email: neil.thompson@romseymill.org or call: 01223 213162.



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ROMSEY MILL
Creating opportunities with young people and families

