

Fundraising Co-Ordinator (Part-Time)

Job Application Pack

April 2024



Young Bristol
Works for young people

Welcome

Thank you for your interest in joining Young Bristol. It is an especially exciting time to join the organisation as we set out our new 5 year strategy in 2021 focused around 'Every Young Person'.

We are a multi-award winning youth charity , that is Mission led, Values driven and works towards a clear strategy for delivery of our services.

Everything we achieve as an organisation is only possible due to the dedicated, hard working and skilled staff team which allows us to offer a service beyond our immediate resources.

If you are looking for a challenging yet rewarding career in a team who believes in every young person, and offering them opportunities and experiences to be their best self, then we look forward to receiving your application.



Lee Williams - Chief Executive

Key Information

Location: The main business address for YB is: Young Bristol, BS14 Youth Centre, Stockwood Lane, Bristol BS14 8SJ.

A hybrid approach to working for this role can be accommodated.

Expenses: Work related expenses will be reimbursed, subject to receipts being produced, along with work related mileage in line with YB agreed payment rates.

Hours: 21 Hours per week

Salary: £24,990 - £28,665 pa pro-rata, depending on experience.



Key Benefits

- 35 days per annum pro rata inclusive of all Bank holidays and YB closure days.
- 1 extra day holiday on your birthday
- Paid Bank Holidays (dependent on working pattern).
- Flexible and Remote working.
- Maternity and Parental Leave.
- Company Pension Scheme with matched contributions of up to 5%.
- Long service leave entitlement after 5 years of service.
- Reasonable reimbursement of expenses.
- An individual laptop and mobile phone for use during your time with us
- Eligibility for charity worker discounts of up to £2,600 a year at <https://www.charityworkerdiscounts.com/>



Additional Information

In our staff survey 2023:-

- 92% of staff Strongly Agreed or Agreed to the people I work with are respectful to each other.
- 78% of staff Strongly Agreed or Agreed they would recommend Young Bristol as a great place to work.
- 89% of staff Strongly Agreed or Agreed they believe people of all cultures and backgrounds are valued and respected within Young Bristol.



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The Role

The Fundraising Co-Ordinator will raise the profile and awareness of Young Bristol and working with the Head of Fundraising develop a fundraising work plan to qualify and develop a range of key funding streams. The post holder will help to develop and ensure the effective delivery of the fundraising plan in line with Young Bristol's strategy. The role will be multi faceted involving Grants, Trusts and Foundations, Community fundraising, Corporate fundraising, Legacy fundraising, Events and High Value fundraising.

The role will work collaboratively to explore ideas and launch new initiatives helping Young Bristol achieve our mission, playing an important part in helping us to meet our fundraising targets and increasing participation and community engagement in our events and fundraising activities.



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Person Specification

Personal Attributes

- Excellent written and oral communication skills with the power to persuade, motivate and inspire whilst also delivering clear, concise messages.
- Excellent organisational skills with an ability to work to tight deadlines and multitask.
- Results driven and passionate.
- Ability to monitor and evaluate patterns of support ensuring that full records are maintained on the database.
- Demonstrable initiative and determination.
- Proven ability to work alone as well as part of a team.
- Good attention to detail and accuracy with a proven ability to proof read and edit copy.
- Strong research skills – able to translate research into valuable insight.
- An enthusiastic and helpful attitude – keen to solve problems and assist colleagues.
- Able to demonstrate a commitment and sensitivity of the aims and objectives of Young Bristol.



Experience

- Proven ability to work to tight deadlines in a dynamic and flexible environment.
- Experience of attending meetings with and pitching, with proven track record of success, or other presentation experience.
- Experience of communicating, developing, and maintaining relationships with stakeholders.



Knowledge

- A desire to keep abreast of developments in the sector.
- Confident using a computer and be experienced in using Microsoft Office software.
- An understanding of or interest in discovering the issues affecting children and young people.
- Commitment to anti-discriminatory practice and equal opportunities.



Key Responsibilities

Income Generation

- Assist in developing a sustainable income base for the charity; contributing to the target for the Fundraising Team and achieving agreed personal targets.
- To maintain a portfolio of potential supporters through regular research, and maintain records for reporting and re application, and a rolling calendar of application deadlines.
- Write compelling proposals and submit applications and reports, including evaluation reports to funders.
- Manage fundraising partnerships and to provide excellent stewardship, using innovative ways to keep all parties engaged and informed of progress at Young Bristol.
- Support corporate partners and individuals in their fundraising endeavours for Young Bristol as well as signposting to existing opportunities within the wider Young Bristol team (e.g. Outdoor Challenge events).
- Support Young Bristol fundraising events as necessary.



Relationship Management

- Develop and maintain personal contact with trusts and supporters by telephone, in writing and face-to-face on an ongoing basis, to ensure long term support.
- Work with colleagues across the charity to develop an in-depth knowledge and understanding of service delivery, in the development of compelling cases for support.
- Ensure that funders receive appropriate and timely communication, including the development of regular reports on how their money has made a difference.



- Internally track restricted income and expenditure linked to projects and report concerns.
- Keep accurate records and maintain and update these in line with GDPR best practice.
- Keep up-to-date with developments in the wider marketplace. This should include networking with fundraisers from other charities and monitoring trends.



Information management, monitoring and evaluation

- To work with the Head of Fundraising & Development to formulate and agree long and short-term budgets, forecasts and plans that are credible, achievable and appropriate to Young Bristol's ambitions and intentions.
- To measure achievement against forecasts on a regular basis and to act to ensure that fundraising targets are met and exceeded.
- Work proactively across the organisation through partnering to keep abreast of new developments within Young Bristol and new funding opportunities across multiple sectors.
- Establish appropriate means of monitoring and evaluating activity.

Financial

- Ensure that donations are quickly and correctly processed and acknowledged and that reports are available in the appropriate format.
- Where appropriate, liaise with the finance team to ensure all budget information is accurate.



Expectations

- To travel to meetings and events throughout Bristol and surrounding areas.
- To occasionally work unsociable hours e.g. attending events, evening or weekend meetings/conferences.
- To be responsible for maintaining the quality and consistency of Young Bristol's message within the scope of fundraising and for ensuring that all activity is undertaken in such a way as will not compromise the good name of Young Bristol or its legal or financial liability.
- To attend and contribute to team and departmental meetings.
- To attend and contribute to the supervision and appraisal process.
- To uphold and promote Young Bristol's policies ensuring that their intention and spirit is followed.



Note: The above only contains the principal responsibilities relating to this post and does not describe in detail all the duties required to carry them out.

How to Apply

Applications for this role will only be accepted on the correct application form, available at <http://www.youngbristol.com>, by request from hr@youngbristol.com, or by calling 0117 929 2513. Please do not hesitate to ask any questions!

Please send your completed application form to Young Bristol by email on hr@youngbristol.com or via post marked Private & Confidential to: Young Bristol, BS14 Youth Club, Stockwood Lane, Stockwood. BS14 8SJ

Closing date for the role is midnight on Friday 3rd May



Policies and Procedures

In line with Young Bristol's GDPR policy ensure that information of a sensitive and/or a personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with legislative requirements.

Ensure all duties are carried out in a way that promotes Equality, Diversity, and Inclusion and in line with Young Bristol's Equality and Diversity policy. Promote a culture of Health and Safety and observe all relevant rules, policies and procedures and complete relevant training as required.

Young Bristol are committed to ensure a culture of safeguarding excellence for its staff and service users and all colleagues must be trained and vetted to an appropriate level for their role.



About Us

Founded in 1928, Young Bristol (YB) is a youth charity that enables young people 8 – 24 years of age to achieve great futures as productive, caring, responsible members of society.

Today, we're recognised as Bristol's leading provider of community-based youth services, through our community youth club network based in some of Bristol's most challenging communities, and a valued provider of outdoor activities, mobile youth services, as well as outdoor employment and informal educational opportunities.

Through safe, fun, and supportive community spaces, it's our mission to create a positive and sustainable impact, building brighter futures for our young people.

In recognition of the value we place on volunteers and their contribution to our work, YB were awarded the Queens Award for Voluntary Service (QAVS) in 2020. This is the highest Award a charitable organisation can receive. We were recently awarded Charity of the Year at this year's Bristol Life Awards.



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Our Mission & Values

Our MISSION:

“To be an outstanding provider of high-quality community-based youth services and innovative programmes that positively and sustainably impact the lives of young people.”

Our VISION:

“We believe that every young person has the right to discover what they’re capable of!”

Our VALUES: Through our work we help young people to be:-



Our Strategic Priorities

