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|  | Young People’s Centre  69 Ship Street  Brighton  BN1 1AE  T: 01273 721211  E: info@allsortsyouth.org.uk |

July 2019

Dear Applicant

Thank you for your interest in the Fundraising role here at Allsorts Youth Project. I hope you will find all the relevant information enclosed in the pack useful. I’ve tried to give a good picture of the where we are as an organisation and the kind of person we are looking for as we embark on a new chapter here at the project.

As we approach our 20th year of supporting LGBTQ+ and unsure children and young people, we are, for the first time in our history, looking for a enthusiastic & energetic fundraiser to help us shape our future and ensure we continue to deliver & develop our much needed services.

This is an exciting opportunity to create and develop the fundraising strategy and implement it so we’re looking for someone who is ready to use their skills & experience to diversify our income streams and raise our profile so we can reach and support more people across Sussex.

We are looking for an LGBTQ+ identified fundraiser with a proven track record to help us expand our reach and create opportunities for income generation. We hope you are someone who shares our vision, and who cares passionately about the lives of LGBTQ+ children and young people.

You will join a small, professional and passionate team who work hard to support lesbian, gay, bisexual, trans and unsure (LGBTU) children and young people and challenge exclusion, prejudice and discrimination in all areas of their lives.

We look forward to hearing from you.

Katie Vincent

Co-Director, Allsorts Youth Project

**ABOUT ALLSORTS**

# **Allsorts Youth Project listens to, supports & connects children & young people aged between 5-25 who are lesbian, gay, bisexual, trans or unsure (LGBTU+) of their sexual orientation and/or gender identity.**

**Vision:**

We want to see a world where LGBTU+ or unsure children & young people are free to thrive.

**Mission statement:**

To support lesbian, gay, bisexual, trans and unsure (LGBTU+) children and young people and challenge exclusion, prejudice and discrimination in all areas of children and young people’s lives.

**Aims of the project:**

* + To support LGBTU+ children and young people in Brighton and Hove and the surrounding area
  + To provide empowering volunteering opportunities for LGBTU+ children and young people to run events and awareness raising campaigns
  + To provide social and cultural activities for LGBTU+ children and young people to develop friendships and have fun
  + To deliver peer-led homophobia, biphobia and transphobia awareness and anti-bullying workshops for young people in schools, colleges and youth organisations
  + To provide LGBT+ awareness training for adults and agencies working with young people
  + To provide resources and educational materials relating to LGBT+ children and young people and promoting their well-being

**PROCEDURE FOR APPLICATION**

*Please follow these guidelines with care! Application forms may be rejected if they fail to adhere to them. Thanks a lot!*

1. **Closing date** for completed applications is **6pm on Friday 19th July 2019**.

1. **Shortlisted** applicants will be informed via email by **6pm on Monday 22nd July.** Please note that you will only be contacted if you are invited for interview.
2. **Interviews:** to be held **Thursday 25th July 2018 from 3-6pm.**
3. **Start Date:** ASAP
4. **Assessment Process**: The interview will be a formal panel made up of the Co-Director, an Allsorts young person and a trustee.
5. **Sending us your application form:**

Application is by CV, supporting statement and contact details for references.

You *must* address each item in the person specification in the order in which each item appears giving brief examples to demonstrate how your experience and knowledge meets the criteria.

Either **as** an email attachment to: [fundraising@allsortsyouth.org.uk](mailto:fundraising@allsortsyouth.org.uk)

**OR**

a paper copy by post to: Allsorts Youth Project, Young People’s Centre, 69, Ship Street, Brighton, BN1 1AE.

Please address the subject line of the email (or mark the envelope): *Private and Confidential.* We will acknowledge receipt. Call us if you have not received acknowledgement.

**JOB DESCRIPTION**

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| **Job Title:** | Fundraiser |
| **Term:** | 1 year (with potential for renewal) |
| **Salary:** | £26,317 per annum pro rata |
| **NJC Scale:** | 6 |
| **Accountable to:** | Co-Director |
| **Hours of work:** | Full time – 37 hours a week |
| **Annual Leave:** | 27 days plus bank holidays (pro rata for part-time workers) & three additional days over Christmas. Our leave year runs in line with the financial year. |
| **Pension:** | Allsorts Youth Project is part of Royal London’s pension scheme and contributes 8% towards your pension. |
| **DBS:** | Please note that successful applicants will be subject to a Disclosure and Barring Service check & are also subject to reference checks. |
| **Training & development:** | Allsorts Youth Project aspires to be a learning organisation that supports its staff to improve their skills and knowledge. This may be through informal means such as mentoring or work shadowing, or more formal training courses. You will be invited to reflect on your own training needs in discussion with your line manager, initially as part of the probation process and then ongoing through the regular supervision and annual appraisal process. |

**JOB SUMMARY**

To lead, manage and develop all fundraising and communications for Allsorts Youth Project.

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| **Essential Duties & Responsibilities** |
| * Working with the Co-Director to create, develop and implement Allsorts’ Fundraising strategy in order to grow income streams. * Responsible for bringing in income from a variety of sources against agreed targets. * Take the lead on identifying, recruiting and building relationships with supporters, regular donors and sponsors and acting as a first point of contact between potential supporters. * Take full responsibility for maintaining accurate and up to date records for report writing and analysis for the quarterly highlight report and the annual report. * Write small & medium sized funding applications to grant making trusts, ensuring developing relationship with those trusts, pre and post application. * To build relationships with past and current donors & work to achieve donor retention. * Encourage, enable & support fundraisers to meet their aims by working directly with them & with the social media worker to promote their event, provide guidance, resources and materials. * Create and contribute fundraising content (stories, images, quotes) for blogs, newsletters, press releases and other campaigns. * Showcase the work of the charity, speaking confidently at events about our work to connect fundraisers to our cause and encourage fundraising * Create, manage & deliver Allsorts fundraising events throughout the year. * Identify existing and new national, regional and local mass participation events that Allsorts Youth Project should access, such as marathons and other running events. * Attend key events with the AYP team, lead on the day and be able to physically lift, set up & breakdown AYP stalls at events as and when needed. * Engage our young people, trustees and volunteers in fundraising for the project. * Ensure online giving pages are monitored, up to date and fully utilised by supporters. * Ensure ‘thank yous’ are sent to supporters and their efforts celebrated appropriately. * To celebrate key supporters at the AGM and hand out certificates. * Update Allsorts’ fundraising pack and website pages * Develop an Allsorts ambassadors programme. * Monitor all fundraising activities from conception to completion and ensure they comply with the Fundraising Regulator Codes of Practice * Represent the charity at key events hosted by community and corporate supporters to ensure participants are well supported and appreciated on the day * Analyse outcomes of fundraising events against targets and for continuous improvement |
| **General Duties & Responsibilities** |
| * Attend line management supervision, team meetings and annual appraisal. * Keep up-to-date with issues and developments within the LGBT+ community. * Support & train colleagues with answering fundraising phone calls & enquiries. * To maintain strict confidentiality with regard to information given by and about service users. * To work to the legal requirements of child protection and safeguarding legislation. * Network with local, national youth professional organisations, businesses and LGBT+ specific organisations and to attend meetings. * Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development/ learning sessions, and undertake research to fulfil the requirement of the post. * To ensure that the office is running, the phones are answered, messages passed on as appropriate and to adhere to a tidy work space and appropriate filing (electronic and paper). * Commitment to adhere to & implement the policies and procedures of Allsorts Youth Project. * A commitment to the success, values and ethos of Allsorts Youth Project. * Promote the project through digital & social media platforms, events and resources. * Work pro-actively to involve LGBTU young people in all aspects of the work of the project and enable, where possible, LGBTU youth leadership. * To work closely as part of a team with Allsorts staff, trustees & volunteers. * To work on your own initiative, often under pressure, with and at times, without supervision. * All staff may be asked to undertake other duties and responsibilities as determined by the Project Manager and/ or Co-Directors, on an occasional basis. |

**PERSON SPECIFICATION: EXPERIENCE, SKILLS/ ABILITIES & KNOWLEDGE**

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| **ESSENTIAL** |
| **Experience (demonstrable)** |
| * Building successful relationships with all types of donors & stakeholders. * Devising & delivering successful fundraising events and activities. * Creating, managing & implementing fundraising ideas in an innovative and creative way. * Creating & delivering marketing campaigns, PR & press releases. * Public-speaking, talking at networking events and delivering presentations * Using a database from inputting, day to day maintenance and interrogation through to report writing, list selection, data analysis and GDPR legal compliance * Success in writing small grant bids |
| **Skills & Abilities** |
| * Be an excellent communicator (verbal and written) with strong persuasive skills. * Be confident in face to face meetings, as well as being able to give talks & deliver presentations. * Ability to manage & motivate yourself, whilst working collaboratively & closely with colleagues and a range of stakeholders. * Tact, sensitivity and diplomatic manner when communicating with a range of different stakeholders from donors to young people to parents and carers, professionals and trustees. * Highley organised and self-motivated with the ability to prioritise and manage own workload and juggle competing priorities. * Be data driven and committed to data integrity and maintaining records of all targets, results as well as income & expenditure. * Able and willing to work flexibly and outside ‘office hours’, evenings and weekends when required and at local Pride events. * The ability to act on new opportunities. * To be enthusiastic, energetic, driven and with a professional and passionate approach to your work. |
| **Knowledge** |
| * Excellent understanding of the range of issues faced by LGBTU+ children and young people. * Up to date knowledge or charity law, fundraising practice and being actively engaged with local and national fundraising marketplace. * Knowledge of Institute of Fundraising Codes of Fundraising Practice and legal framework of event management and fundraising ethics (including GDPR and tax effective giving) * Thorough knowledge of and an active user of IT including MS Office, social media platforms such as Facebook, Twitter and Hootsuite and Gmail. |
| **DESIRABLE** |
| * Having worked or volunteered in an LGBT+ community setting * Flexible, tenacious & resilient with a positive attitude. * Knowledge of Webflow, Canva & Piktochart * Degree level education (A-Levels or equivalent as a minimum). * A current membership of the Institute of Fundraising |

**OTHER INFORMATION**

*We encourage applications from members of communities which face discrimination.*

If you have any questions or want more information about the role please contact our Co-Director, Katie Vincent, on 01273 721211 or [fundraising@allsortsyouth.org.uk](mailto:westsussex@allsortsyouth.org.uk)

If you would like this information in another format, e.g. large print, please let us know.

Good luck with your application!