



Young Bristol
Works for young people

YB Corporate & Events Fundraising Lead

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1. Introduction to Young Bristol

Founded in 1928, Young Bristol (YB) is a youth charity that enables young people 8 – 25 years of age to achieve great futures as productive, caring, responsible members of society.

YB is a youth-driven charity that works to offer a choice of opportunities and experiences for all young people. By working in partnership with a wide-range of community-based centres, and directly with young people through our programme of activities, we respond creatively to their needs and realise their capabilities.

Today we are recognised as one of Bristol’s leading providers of community-based youth services, through our community youth clubs based in some of Bristol’s most challenging communities, and a valued provider of outdoor activities, creative arts, mobile provision, outdoor employment and informal educational programmes for young people during their critical non-school hours. We provide positive activities and safe places where young people can build confidence, skills, self-esteem whilst having fun and improving their pathway to employment. We are committed to and recognised for significantly contributing to the healthy development of young people – especially those who need us most.

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.

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!”

Through our work we help young people to be:-



2. Young Bristol's Strategic Priorities – 2022-25

Young Bristol is in Year One of its 2022-25 Strategy, where young people remain front and centre of our work with our Five key strategic objectives focused around:

- a. **Our People** – Build sustainable roles and careers within a structure that supports long-term growth ambitions.
- b. **Our Buildings & Facilities** – Invest in our infrastructure and resource to give young people and their communities an environment they can thrive in.
- c. **Our Programmes** – Ensure high-quality open access provision at every stage of young people's lives.
- d. **Our Influence** – Build and use our influence to give a voice to young people and to drive positive change in the city.
- e. **Our Partnerships** – Develop strategic long-term partnerships that strengthen our services, our influence, and our financial resilience and sustainability.

3. Additional Information

Young Bristol is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an Enhanced DBS check that Young Bristol will fund.

The strength of Young Bristol is the diversity of its people and volunteers; we place huge value on equal opportunities, diversity and inclusion, lived experience as well as formal qualifications so welcome candidates of diverse backgrounds, communities and abilities.

Working in Partnership and collaboration with others in our City and beyond is key to our success. We are active members of:

UK Youth
National Youth Agency
National Association of Boys' & Girls Clubs
World Federation of Youth Clubs.

We are also registered with the Fundraising Regulator and adhere to their Code of Fundraising Practice relating to all of our Fundraising Activities.



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Before applying, find out more about Young Bristol and our work:

Website: www.youngbristol.com
Facebook: /worksforyoungpeople
Twitter: @young_bristol

4. How to apply?

Please read the following role profile and person specification. If you are excited about the possibility of joining our Team and making a real difference to the lives of young people and believe you have the required skills, experience and competencies, then complete and submit your job application.

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:

Private and Confidential
FAO - Recruitment
Young Bristol
BS14 Youth Centre,
Stockwood Lane,
Bristol,
BS14 8SJ

We will confirm receipt of your application within 3 working days.

The closing date for applications is midnight on **MONDAY 20th JUNE 2022**, with interviews to take place on **MONDAY 27th JUNE 2022**.

Please note that CVs will not be accepted as part of this process and if included they will be disregarded.

We look forward to hearing from you.

The Young Bristol Team



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5. Role Profile

Job Title: YB Corporate & Events Fundraising Lead

Reporting to: YB Head of Fundraising & Development

Salary: £24,800 - £28,300 pa pro rata depending on experience.

Hours: 21 hours per week with ability to work flexible hours and hybrid working if necessary.

Employment Term: Permanent

Holidays: 35 days per annum pro rata inclusive of all Bank holidays and YB closure days. YB annual holiday calculations start from 1st April each year. Holiday entitlement will be calculated on a pro-rata basis for those employees who start their service after 1st April each year.

Pension: In line with auto-enrolment you will be enrolled in a pension scheme with the NEST Pension provider if eligible, where your monthly employee contribution will be set by legislation. YB will also make a monthly employer contribution.

Vetting: This post will be subject to a Disclosure & Barring Service (DBS) Enhanced check.

Location: The main business address for YB is: Young Bristol, BS14 Youth Centre, Stockwood Lane, Bristol BS14 8SJ. YB are happy to consider a negotiated hybrid approach to working for this role.

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

Relocation: There is no relocation package with this post.



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6. Main Purpose:-

Reporting through to the Head of Fundraising and Development, the Corporates & Events Fundraising Lead is a new role within a Bristol based, well-respected, growing and dynamic charity with a long and proud history. This role will be key in developing, supporting and championing new and existing Corporates and Events to increase income generation and help Young Bristol (YB) achieve its 2022-25 Strategic priorities.

Young Bristol wishes to appoint an experienced Corporates and Events Fundraising Lead who is passionate and enthusiastic about helping the charity make a sustainable difference to the lives of children, young people, families and local communities across the Greater Bristol area.

This is a fantastic opportunity to showcase your organisational, people and communication skills in a fast-paced varied role. You will enjoy managing your own workload with minimal supervision and be able to prioritise tasks effectively.

The Corporates and Events Lead is responsible for the implementation and maintenance of a rolling programme of prospect identification, research and nurturing of relationships specifically for corporate fundraising and events.

The post holder will have experience of working towards and achieving personal fundraising targets through excellent partnership stewardship and a great supporter experience. This will include drafting and submitting Charity of the Year applications, developing fundraising relationships and meeting corporate partner requirements.

Corporate partnerships will include, but not limited to:

- Corporate employee fundraising e.g. Give as you Earn
- Corporate Charity of the Year
- Supplier/client fundraising and fundraising from other stakeholders
- Sponsorship – i.e. cash or in-kind fee paid in return for access to exploitable commercial potential
- Payroll Giving
- Donations/matched giving
- Employee involvement and volunteering
- Gifts in kind

The post holder will also be required to develop and manage a calendar of engaging fundraising events, provide fundraising support to the YB voluntary Fundraising Committee as and when required, as well as networking and relationship building.



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The post holder will develop and maintain both internal and external contacts and will need to develop a thorough understanding of Young Bristol's work, Business plans, Action Plan and Strategic priorities.

7. Key Responsibilities

Duties and Key Responsibilities

Corporate Fundraising

- To support with the development and implementation of the Young Bristol corporate fundraising strategy through close liaison with the Young Bristol Head of Fundraising & Development.
- To maintain a portfolio of potential corporate supporters through regular research, and maintain records for reporting and re-application, and a rolling calendar of charity of the year application deadlines.
- To be responsible for maintaining a corporate prospect pipeline, ensuring information is accurate and up to date and risks to the pipeline are flagged.
- To manage corporate partnerships and to provide excellent stewardship, using innovative ways to keep all parties engaged and informed of progress at Young Bristol.
- Support corporate partners 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)
- Through a due diligence process, help with identifying any risks that might be associated with potential corporate partners, ensuring existing and new corporate partners do not damage the name or reputation of Young Bristol.
- Support the wider fundraising team with compiling large fundraising proposals and applications for prospective and existing corporate partners, and where appropriate present proposals.
- Where appropriate, represent Young Bristol at public speaking and networking events with a view to increasing our profile and securing new corporate financial and/or in-kind support.
- Either working in collaboration with the Young Bristol Voluntary Fundraising Committee or independently, support the development and execution of corporate cultivation events – including, but not limited to, Young Bristol business Breakfast Clubs, Golf Days, Gala Dinners and supporter events.

Fundraising Events

- Research, create, develop and implement a fundraising events programme that helps Young Bristol to raise new funds and promote, engage and increase public awareness of Young Bristol and the impactful work we do.



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- Agree event budgeting and KPI's with Young Bristol Head of Fundraising & Development to deliver events to optimum effect that maximise their income generation.
- Monitor and reporting on income creation and expenditure relative to this role to the Head of Fundraising & Development.
- Collaborating with the wider Fundraising Team to ensure robust and appropriate supporter journeys are in place.
- Developing and leading on implementing Young Bristol event management plans, including risk assessments, contingency planning and major incident planning, that ensure Young Bristol Fundraising events are compliant and safe for all.
- In collaboration with the Young Bristol Marketing and Communications Lead, produce high quality promotional materials for events that encourage one-off and/or regular giving and provide regular updates on events to be promoted via Young Bristol social media.

Information management, monitoring and evaluation

- Take responsibility for ensuring that full records of contacts are maintained and relevant reports are produced, in line with GDPR best practice.
- Establish appropriate means of monitoring and evaluating activity, and ensure that corporates receive regular and high-quality reports as required.
- Work proactively across the organisation through partnering to keep abreast of new developments within Young Bristol and new funding opportunities across multiple sectors

Financial

- Ensure that donations are quickly and correctly processed and acknowledged and that reports are available in the appropriate format.
- Support the Head of Fundraising & Development with the monitoring and updating of Young Bristol Fundraising Income generation and where necessary liaise with the finance team to ensure all income information is accurate.

Contact and Liaison

- Develop and manage supporter relationships, sharing information and leads as appropriate.
- To employ a variety of communications to steward prospects and supporters
- Work closely with other member of the Young Bristol Fundraising team and support with key donor accounts which span multiple fundraising disciplines, ensuring that approaches to prospects are co-ordinated effectively for the long-term benefit of Young Bristol.
- Liaise where appropriate with external agencies and suppliers



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Quality Control

- Ensure that all communications with corporate partners to engage and inspire further support meet their criteria and standard and that they are reflective of Young Bristol's mission and values and Young Bristol's branding standards.
- Ensure the highest level of standards of data capture, in accordance with GDPR regulations and The Fundraising Regulator Code of Practice, are maintained, ensuring a complete, accurate and up to date information on all donors and prospects. This includes, but not limited to information on giving history, relationship contacts, proposal submitted etc.

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 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.

8. Person specification- YB Corporates & Events Fundraising Lead

EXPERIENCE

Essential:

- Proven track record of effective prospect research building a varied fundraising portfolio.
- Experience of successfully fundraising from corporates.
- Experience of successfully organising/managing fundraising events.
- Experience of researching and developing targeted proposals for presentation to prospective supporters.
- Experience of developing and maintaining long-term relationships with corporate and/or community supporters.
- Experience of attending meetings with corporates and pitching, with proven track record of success, or other presentation experience.



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- A successful track record of supporting fundraising events independently planned and delivered by volunteers on behalf of the charity.
- Experience of managing fundraising projects ensuring completion within budget and deadline.
- Experience with website donation tool (e.g. Just Giving)

SKILLS AND ABILITIES

Essential:

- Excellent written skills including writing persuasive copy for funding proposals
- Excellent organisational skills and an ability to multi task.
- Strong problem-solving skills
- Ability to monitor and evaluate patterns of support ensuring that full records are maintained on the database
- Good interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing, together with the ability to make presentations on fundraising ideas and the work of Young Bristol to diverse audiences with the aim of raising funds for Young Bristol
- Demonstrable initiative and determination.
- Proven ability to work alone as well as part of a team.
- Proven ability to prioritise work.
- Agile approach to work
- Good attention to detail and accurate record keeping.
- Good networking and relationship building ability.

KNOWLEDGE AND PERSONAL ATTRIBUTES

Essential

- Knowledge of a wide range of fundraising techniques
- Knowledge of fundraising and Health & Safety legislation in relation to events.
- Sound working knowledge of the UK charity sector and Fundraising Regulator Code of Conduct.
- Organised, systematic approach to task with high levels of personal and professional organisational skills.
- Results driven and passionate
- An enthusiastic and helpful attitude – keen to solve problems and assist colleagues when and where necessary.

Desirable

- Experience of working within agreed budgetary constraints, ensuring that expenditure is maintained within budgets, and resulting income is closely monitored.
- Knowledge of the Children and Young People sector.



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- Experience of using a Fundraising database

OTHER REQUIREMENTS

Essential:

- Able to demonstrate a commitment and sensitivity of the aims and objectives of Young Bristol.
- Commitment to anti-discriminatory practice and equal opportunities.

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