



**Young Bristol**  
Works for young people

# YB Grants & Trusts 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:-





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## 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](http://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](mailto: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](mailto: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 **TUESDAY 9TH AUGUST 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 Grants & Trusts Fundraising Lead

**Reporting to:** Head of Fundraising & Development  
Salary: £23,800 - £27,300 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 rate inclusive of all Bank holidays and YB closure days. YB annual holiday calculations start from 1<sup>st</sup> April each year. Holiday entitlement will be calculated on a pro-rata basis for those employees who start their service after 1<sup>st</sup> 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 Grants and Trusts 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 fundamental in developing, supporting and championing new and existing trust and foundations to increase income generation and help Young Bristol (YB) achieve its 2022-25 Strategic priorities.

You will work within the Fundraising Team to identify and apply for trusts and grants to support our charitable objectives and strategic priorities, whilst gaining valuable knowledge and insights into the ongoing work and projects of the charity. We are looking for a highly motivated individual, with a proven track record of success in trust fundraising. Working alongside the Head of Fundraising and Development this role will develop and manage a portfolio of trust and foundations that have the potential to give 5 and 6 figure grants and fund our work across the Greater Bristol area.

The role will involve researching and writing compelling and creative applications for a range of projects, programmes and youth led activities, such as our 8 community youth clubs located across Bristol, our Mobile provision and our sports, creative and informal educational programmes. You will develop and implement effective stewardship plans to build strong and long-term high value relationships. The postholder will also lead on co-ordinating, writing and submitting accurate funder evaluation reports, ensuring all requirements of the grants are met.

You will enjoy managing your own workload with minimal supervision and be able to prioritise tasks effectively. The post holder will need to develop a thorough understanding of YB's work, business plan, 2022-25 Strategic priorities and annual Action Plans.

## **7. Key Responsibilities**

- Play a key role in creating funding proposals to support an exciting new organisational strategy.
- Develop and manage a portfolio of trusts and foundations that have the capacity to give 5 and 6 figure grants.
- Research and write compelling and creative applications for a range of existing projects, innovative new projects and core costs.
- Develop and implement effective stewardship plans to build strong and long-term high value relationships.
- Work closely with the Head of Fundraising and Development and colleagues across the charity to identify links with senior influencers within Trusts.

### **Income Generation**

- Manage a portfolio of trusts and foundations to develop a sustainable income base for the charity; contributing to the target for the Fundraising Team and achieving agreed personal targets.



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- Research and identify new prospective funders, to ensure the prospect pool of Trusts and Foundations is regularly refreshed and strengthened in support of the charity's ambitious plans.
- Write compelling proposals and submit applications and reports, including evaluation reports to funders.
- Develop your trust fundraising work plan, ensuring it dovetails and supports the wider Fundraising team.

### **Relationship Management**

- Develop and deliver stewardship plans for trusts and foundations within your portfolio.
- Develop and maintain personal contact with Trusts 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 of all approaches and maintain and update these in line with GDPR best practice.
- Keep up-to-date with developments in the wider Trusts and Foundations marketplace. This should include networking with Trusts Fundraisers from other charities and monitoring trends.
- Work in collaboration with the other Fundraising Team members.

### **Information management, monitoring and evaluation**

- To work with the YB 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 take action to ensure that fundraising targets are met and exceeded.
- Support the development of outcome and impact measurements to help secure funding for the charity, and to enable robust reporting to current and new funders.
- Work collaboratively with the wider Young Bristol Team to ensure efficient and effective information sharing to support our reporting requirements and keep abreast of new developments.
- Produce high quality reports as required by funders and/or YB Head of Fundraising & Development.



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## 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.

## 8. Person specification- Grants and Trusts Fundraising Lead

### EXPERIENCE

#### Essential:

- A proven track record of raising significant funds (gifts in excess of £50k) from Trusts, Statutory and Grant making organisations.
- Excellent written and oral communication skills with the power to persuade, motivate and inspire whilst also delivering clear, concise messages.
- Experience of developing compelling cases for support and writing applications and grant reports.
- Experience of successfully prospecting, cultivating and stewarding high level relationships in a systematic way.
- Proven ability to work to tight deadlines in a dynamic and flexible environment.

#### Desirable

- Use of a fundraising database.
- Development of impact measurement and Theory of Change.

### SKILLS AND ABILITIES

#### Essential:

- Excellent written skills including writing persuasive copy for funding proposals.





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- Excellent organisational skills with an ability to multitask
- 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. Able to positively influence outcomes.
- 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 accuracy with a proven ability to proof read and edit copy.
- Strong research skills – able to translate research into valuable insight.
- Able to interpret and present complex information in both written and verbal form.

### **Desirable**

- Experience of networking and developing high value Senior level relationships.

## **KNOWLEDGE AND PERSONAL ATTRIBUTES**

### **Essential**

- Sound working knowledge of the UK charity sector and Fundraising Regulator Code of Fundraising Practice.
- An understanding and knowledge of the Trusts, Foundations, Grant making and Statutory funding marketplace.
- A desire to keep abreast of developments in the sector.
- Confident using a computer and be experienced in using Microsoft Office software.
- An excellent communicator – in writing, face-to-face and over the phone.
- Organised, systematic approach to tasks.
- Results driven and passionate.
- An enthusiastic and helpful attitude – keen to solve problems and assist colleagues.
- Able to plan and manage projects and activities to tight deadlines.

### **Desirable**

- Charity law and best practice in UK trust fundraising.
- An understanding of and interest in the issues affecting children and young people.

## **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.