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**ROLE PROFILE**

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| **JOB TITLE:** | Trusts and Grants Manager | **SALARY:** | £32,000 - £36,000 |
| **REPORTING TO:** | Head of Fundraising | **HOLIDAYS:** | 34 days including bank holidays (pro-rata). |
| **LOCATION:** | Future Youth Zone, 201-225 Porters Avenue, Dagenham, RM9 5YX | **HOURS:** | 40 hours a week (we are open to considering part time and flexible working) |
| **THE PERSON:** | We are looking for an excellent fundraiser with experience in writing successful trust and grant applications. We are looking for someone with excellent communication and interpersonal skills who can work with our youth work team to package our work innovatively for funders, and manage reporting requirements. At Future we are one team, and this is an opportunity to be fully involved in the organisation, working directly with front line staff and young people to bring in income for our core work and projects. | | |
| **KEY RELATIONSHIPS:** | Head of Fundraising, Head of Youth Work, Future’s senior management team, Future’s youth work team, Finance manager. | | |



**JOB PURPOSE:**

To drive income generation for Future Youth Zone from trusts and foundations, enabling them to deliver world class youth provision to disadvantaged young people. To develop the case for funding, build relationships with prospects and donors, generate an active pipeline of prospects and report on activity.

**CONTEXT OF THE POST:**

Barking and Dagenham Youth Zone, named ‘Future’ by local young people, is the first Youth Zone in London opened by the national charity, [OnSide](https://www.youtube.com/watch?v=3t7SSx-h1Vk) in May 2019. Future has a strong Founder Patron programme, of companies, philanthropists and foundations who have supported them to establish themselves as a new charity. The team is now diversifying its funding, and this role is part of that diversification. There is a huge untapped potential for trust and grant income at Future, across our many areas of work, and this role will help unlock this potential. This is an exciting and unique opportunity to join a small but growing, impactful fundraising team and play a critical part in shaping opportunities for East London’s young people and supporting a grass roots, committed, universal youth service.

Future, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. The Youth Zone is open 7 days a week, at weekends and during school holidays. The Youth Zone’s purpose is to help young people grow to be happy, healthy and successful adults.

Future’s state-of-the-art £6.15 million building on Parsloes Park, provides young people with access to a range of activities, offering them the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall, recreation area and dance, arts, music and media suites, with state-of-the-art facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. The Youth Zone supports young people like [Monique, Owen and Bola](https://www.youtube.com/watch?v=hfQsJCqgsFI) to grow and develop.

**DUTIES AND RESPONSIBILITIES – DETAILED**

To develop Future Youth Zone’s income stream from Trusts and Foundations.

and Grant income stream through developing proposals and relationships with Trusts and Foundations (>£10,000).

* Growing a pipeline of medium to large grant opportunities (>£10k)
* Submitting high quality proposals and reports, and building long term relationship with grant makers.
* Supporting two Fundraising Executives in the team to apply to smaller trusts and foundations (<£10,000).
* Working closely with the Youth Work team to package up core parts of Future’s work to suit different funders.
* Being part of the OnSide networks Trust and Grant forum, working with fundraisers at other Youth Zone’s on joint opportunities.
* Keeping the Salesforce database up to date with donor and donation information, complying with GDPR.

**DUTIES AND RESPONSIBILITIES - GENERAL**

* Be a role model for young people and present a positive “can do” attitude.
* Take personal responsibility for own actions.
* Commit to a culture of continuous improvement.
* Work within the performance framework of Future Youth Zone and OnSide.
* Represent Future Youth Zone positively and effectively in all dealings with internal colleagues, and external partners.
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided).
* To assist with any promotional activities and visits that take place at the Youth Zone.
* To adhere to Future Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities

**PERSON SPECIFICATION**

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| **Selection Criteria\***  A = Application Form I = Interview T = Test/Personality Profile | **Essential or Desirable** | **Method of Assessment** |
| **Experience** | | |
| Experience of successfully winning 5 or 6 figure charitable grants | Essential | A & I |
| 2 years minimum fundraising experience | Essential | A & I |
| Supporting junior colleagues or line management | Desirable | A & I |
| Experience working with front line delivery staff on grant proposals | Desirable | A & I |
| **Qualifications** |  |  |
| GCSE English and Maths A-C | Essential | A |
| Degree | Desirable | A |
| **Skills** |  |  |
| Excellent written communication skills | Essential | A & I |
| Able to work as part of a team and under own initiative | Essential | A & I |
| Confident with budgets | Essential | A & I |
| Able to work flexibly and under own initiative to ensure deadlines are met and tasks are prioritised. | Essential | I |
| Able to communicate effectively with a range of stakeholders. | Essential | I |
| **Knowledge** |  |  |
| Understanding of fundraising landscape and how Grant giving organisations work | Essential | A & I |
| Understanding of issues facing young people and youth work | Desirable | A & I |
| **Special Requirements** |  |  |
| Passion for raising money for a charity working with children and young people | Essential | A & I |
| The willingness to be part of a wider team and understand the core Youth Zone delivery model. | Essential | A & I |
| Enhanced DBS clearance and commitment to Safeguarding children | Essential | A & I |

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

Future Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires a enhanced DBS check*.*

The strength of OnSide Youth Zones comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.

For information regarding how Future Youth Zone and OnSide Youth Zones process your data, please visit www.futureyouthzone.org/privacy-policy/

