

## Fundraising Officer Job Pack



Releasing potential in community

[www.clementjames.org](http://www.clementjames.org)

Dear Candidate,

My name is Clare Richards and I am the Chief Executive of The ClementJames Centre, an award winning charity that provides programmes to address underachievement and social exclusion. We support over 2,900 children, young people and adults each year, most at risk of failing to meet their potential to go onto further education or employment, due to disadvantage. Our vision is for everyone in our community to release their potential and live fulfilled lives. We achieve this through four key programmes:

- **Employment Support** - Helping people to gain meaningful and sustainable employment. We offer tailored advice and support, mentoring and work skills activities.
- **Children & Young People's Education** - Helping young people to learn, flourish and achieve their potential. We provide academic support, mentoring, intensive literacy and numeracy support and aspirational activities.
- **Adult Learning** - Supporting adults to improve their English, Maths and ICT skills. We offer a wide range of Functional Skills courses and intensive literacy and numeracy support.
- **Wellbeing & Support** - Empowering people to overcome barriers and challenges and to engage with their own wellbeing. We do this through the provision of information, advice and guidance, and wellbeing support and activities.

The charity is situated in North Kensington, adjacent to Grenfell Tower, and many of our centre users were directly and indirectly affected by the tragedy. Because of its long history of community service over several decades, local people instinctively identified The ClementJames Centre as a place where they could find practical and compassionate care. Over two years later we are still providing a range of support to those directly affected.

All of our programmes and services have expanded substantially over the past 5 years and we have exciting plans for further growth. At this important time, we are looking for a high-calibre graduate to join our team as a Fundraising Officer. Effective fundraising is essential to the success of our charity and the fundraising team is an integral part of the charity's operation, working closely with the staff delivering our programmes and the Senior Leadership Team.

This varied role will require you to work with the Fundraising, Impact & Evaluation Manager to organise, maintain and develop all fundraising streams. Together you will work closely with the CEO and Fundraising and Development Committee to raise funds from trusts and foundations, events, companies and individual donors. Our fundraisers come to work each day knowing that they are helping to change the lives of thousands of young people and adults each year.

You will have strong analytical skills, excellent written English, extremely efficient organisation skills, excellent inter-personal and communication skills and the aptitude and ability to learn on the job. You will have completed an undergraduate degree to a 2.1 or higher level, be able to demonstrate meticulous attention to detail and will be highly efficient. You will also have passion and enthusiasm for the mission of The ClementJames Centre.

If you believe you have the qualities we are looking for and you want to work with us to help thousands of people in North Kensington to overcome barriers and live fulfilled lives, then we would be delighted to receive an application from you. The ClementJames Centre is a welcoming and unique place to work and if you would like to visit us before submitting your application please email [jobs@clementjames.org](mailto:jobs@clementjames.org) to arrange a visit.

Yours sincerely

Clare Richards MBE  
**Chief Executive**

# Job Description and Person Specification



## Fundraising Officer

PLACE OF WORK	95 Sirdar Road, London W11 4EQ.
START DATE	21 <sup>st</sup> October 2019 (negotiable)
CONTRACT TYPE	Permanent
SALARY	£23,200 per annum
HOURS OF WORK	Full-time 37.5 hours. The usual working hours for this post are 9.30am - 6.00pm, Monday to Friday. Some additional weekend & unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document.
HOLIDAY	25 days pro rata + Bank Holidays (plus an additional 2 closure days at Christmas); we also offer a generous pension scheme, travelcard loan and cycle to work schemes, as well as a starter loan for new staff
MANAGEMENT	This position will be line-managed by the Fundraising, Impact and Evaluation Manager
KEY SKILLS	Excellent written English, extremely efficient organisation skills and excellent communication skills.
TRAINING	There is a comprehensive training/induction period and on-going opportunities for training and support.
APPLICATION	By application form only; CVs are not an acceptable alternative. Please email your application to <a href="mailto:jobs@clementjames.org">jobs@clementjames.org</a> .
CLOSING DATE	9am Monday 2 <sup>nd</sup> September 2019. We suggest applicants submit in good time because late applications will not be considered.
SELECTION PROCESS	If shortlisted you will be invited to a selection day on Tuesday 10 <sup>th</sup> September 2019.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. The ClementJames Centre is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time.

## Who are we looking for?

The applicant must:

- Have completed an undergraduate degree to a 2.1 or higher level
- Take pride in being supremely efficient, very well organised and be able to develop a clear action plan
- Be someone who actively seeks solutions to problems
- Be self-motivated with a positive attitude and able to work flexibly
- Have excellent written English and be able to analyse and summarise information clearly and accurately
- Have excellent interpersonal skills and be able to communicate effectively with a broad range of people – from users of our programmes to trustees, partners, donors and funders
- Be prepared to roll up their sleeves as part of a small team and undertake detailed tasks as well as having an eye for the broader needs of the charity
- Be highly resourceful and able to learn very quickly
- Have exceptional communication skills with the ability to write very high-quality copy in a range of different styles for different audiences and be an excellent proof-reader
- Have excellent listening skills and be able to understand and assess information quickly
- Be highly computer literate, conversant with Microsoft Word, PowerPoint and Excel
- Be able to work very effectively under pressure, meet tight deadlines, prioritise and pay excellent attention to detail
- Be able to demonstrate flexibility and commitment to taking a full and active part in the life of The ClementJames Centre, adapting to and managing change

## What will your main duties be?

To maintain the ethos and values of the charity and positively promote the work and activities of the charity at all times.

To work with the Chief Executive and Fundraising, Impact and Evaluation Manager to deliver a funding timetable that meets the current needs of the charity and its expansion plans. This will be achieved through the following duties:

### **Bid Writing & Report Writing**

- To work with the Fundraising, Impact and Evaluation Manager to write high quality funding applications to trusts and foundations, companies, individual donors and statutory bodies
- To work with the Fundraising, Impact and Evaluation Manager to ensure that the monitoring and reporting requirements of current funders are met, through writing high quality reports
- To liaise with delivery teams and the Senior Leadership Team (SLT) to collect the required qualitative and quantitative evidence of each programmes' impact, so it can be presented to funders appropriately

### **Relationship Management**

- To work with the Chief Executive and Fundraising, Impact and Evaluation Manager to nurture relationships with fundraising contacts (including individual donors and contacts from trust funders, companies and the local authority) through face to face meetings and phone and email contact

## **Administration**

- To work with the Fundraising, Impact and Evaluation Manager to organise and maintain all fundraising systems/procedures, including keeping accurate and up-to-date records about donors and their requirements and tracking funding applications and their progress
- To maintain all relevant funding records on the ClementJames database
- To work with the Finance Officer to manage records of giving
- To provide support to the SLT and FDC in all aspects of fundraising, particularly in donor campaigns, including attending meetings, taking minutes, and writing thank you letters

## **Public Engagement & Events**

- To work with the Chief Executive and Fundraising, Impact and Evaluation Manager to effectively present the charity to a range of audiences including companies, individual donors and funders
- To work with the Development Board and other volunteers to support the charity's fundraising efforts including: organising and supporting any fundraising events (which may require occasional evening and weekend work), and developing community fundraising initiatives
- To work with Fundraising, Impact and Evaluation Manager and Development Officer to produce fundraising mailings/materials and other publicity

## **Research**

- To research new funding opportunities and keep a record of all enquiries
- To research and apply for relevant charity awards
- To research the fundraising activities of other local charities, recording and updating important information and circulating it to the FDC and Trustees when necessary
- To research local statistics to ensure that funding information, reports and applications accurately reflect the programmes and the local community

## **Other duties**

- To work with the rest of the office team to provide support to the SLT in relation to the general running of the charity
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Health & Safety and Working with Vulnerable Groups
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

# Induction, training and supervision



## What support will you receive?

Our staff are supported from the moment they are appointed. If you are successful, you'll embark upon a programme of training and support from day one.

## What will the training and induction programme involve?

The initial four-week induction period includes:

- An introduction to the charity, its values, its governance and its expansion strategy
- An introductory meeting with your ClementJames Buddy (a senior member of the team who will guide you through your first few months at the Charity)
- A tour of the local area
- Structured observations of all programmes
- An introduction to how the head office works
- Specific training sessions relating to each area of your role
- Safeguarding training
- A weekly review meeting with your line manager

Ongoing internal and external training and support will include:

- Fortnightly observations of programmes and projects in action
- Monthly reflection meetings with your line manager
- Public speaking and communication training
- Time management and project planning training
- Working styles workshops
- Attending annual fundraising conferences
- External training days with the Foundation for Social Improvement (FSI) covering: Fundraising from Trusts and Foundations, Developing Corporate Relationships, Major Donor Fundraising and much more.

## What is it like to work in The ClementJames Centre's Fundraising Team?



"The ClementJames Centre is a really unique place to work. I started as the Fundraising Officer at ClementJames in March 2013 and it was the perfect introduction into the world of fundraising. Within weeks of joining I was working on multi-year grant applications to charitable trusts and foundations, and working closely with the Senior Leadership Team and Board of Trustees on exciting events to engage the local community and raise the profile of the centre. Being a fundraiser at ClementJames was a thoroughly rewarding role and it is unique in the sector to have such close contact with the beneficiaries. The job also set me up perfectly for a career in the sector. Within 18 months, I advanced to the Senior Fundraising Officer position and then on to working in the trust and philanthropy teams at WaterAid, Médecins sans Frontières and now Tommy's. I would strongly advise anyone considering an application to apply. You will be working with smart, creative and forward-thinking colleagues and an extremely supportive chief executive and Trustee board."

**Katherine Leach, Senior Philanthropy Manager at Tommy's**



"As part of my role as a fundraiser, I recently interviewed Mouna, one of The ClementJames Centre service users, for a case study. During my conversation with Mouna, I asked her why she comes to the centre, to which she answered, "Because it is my second home. They're my family." Working at The ClementJames Centre is not like working for other organisations. I could write down countless quotes from service users and staff describing why it is so special.

However, it is only when you walk through the gates and enter our beautiful garden that you start to understand what makes this charity such a unique place to work. Fundraising at ClementJames is a very diverse and varied role, with many opportunities for growth and development. I have loved every minute of my role."

**Leo Reid, Senior Fundraising Officer at The ClementJames Centre**



"I first started working at the ClementJames Centre as a Community Development Worker in 2016, and later moved teams to become a Fundraiser. When I first joined the fundraising team I didn't have any previous fundraising experience, but I felt passionate about the mission of the charity and was excited by the opportunity to learn about a different area within the organisation.

As a fundraiser I have learnt so much, not just about fundraising, but about everything involved in the successful running of a charity. I have loved the diversity of the role at ClementJames and how closely we work with both the frontline teams and the charity's leadership."

**Fiona Naismith, Fundraising Manager at The ClementJames Centre**