

Make a difference

Join the team at The ClementJames Centre:
Fundraising Manager



Releasing potential in the community

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The ClementJames Centre**

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Dear Applicant,

For over 40 years, The ClementJames Centre has been offering local people the skills, knowledge, opportunities and support they need to achieve their potential. We have come a long way since our founding days – from a straightforward homework club to a well-established community support charity, transforming the lives of close to 3,000 people each year.

Our dedicated staff team is essential to the success of everything we do. Together, we work towards a fairer society where everyone is empowered to release their potential and live fulfilled lives. Working at The ClementJames Centre you will be at the forefront of positive social change, helping local children and adults to grow and succeed.

Our programmes and services have expanded substantially over the past five years and we have exciting plans for further development. At this important time, we are looking for a high calibre candidate to join our Senior Leadership Team as the Fundraising Manager. You will be responsible for working with the CEO, Fundraising Officers and Fundraising and Development Committee in all aspects of fundraising. In this role, you will oversee and develop all fundraising systems/procedures, the management of existing funding streams, the development of corporate giving and an ambitious capital fundraising campaign.

You will have excellent analytical skills, excellent written English, extremely efficient organisation skills and excellent inter-personal and communication skills. You will be able to demonstrate meticulous attention to detail and a proven track record of fundraising.

You will also have passion and enthusiasm for the mission of The ClementJames Centre.

If you believe that everyone should have the opportunity to release their potential and live fulfilled lives and you would like to join a dynamic, innovative organisation, then The ClementJames Centre could be the perfect career choice for you.

Dami Solebo
Chief Executive



The Application at a Glance

Start date:	As soon as possible, date to be agreed on appointment
Remuneration:	£35,000 to £40,000 per year based on experience
Contract type & hours of work:	Full-time, permanent. 37.5 hours, Monday to Friday. Some additional early morning, evening, weekend & unsocial hours will be required. Time off in lieu will be awarded in accordance with our policy document
Location:	95 Sirdar Road, London W11 4EQ
Annual Leave:	25 days per annum + 8 Bank Holidays + a discretionary 3 days over Christmas + additional service leave after set periods of service
Reporting to:	This post holder will be line managed by the CEO
Benefits:	Staff pension, ongoing training and development opportunities (including two Professional Development Days per year), Employee Assistance Programme, Travelcard loan and Cycle to Work scheme
Equal opportunity:	We are committed to equal employment opportunity and actively encourage people from all backgrounds to apply for the role. People from Black and Minority Ethnic backgrounds are currently under-represented in The ClementJames Centre's workforce and also within the wider charity sector. The ClementJames Centre particularly welcomes applications from individuals from Black and Minority Ethnic backgrounds

Application Process

The deadline for applications is 9am on Monday 12th June. Please submit your application in good time as late submissions will not be considered.

To apply, please complete the application form which can be found on our 'Join the Team' webpage. The form consists of information about you, your educational and professional experience and a 400 word supporting statement. If you have any issues completing the form, please email reception@clementjames.org or call us on **020 7221 8810**.

Completion of the **Equal Opportunities section of the form** is optional but submission of this helps us to ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. You do not need to answer all the questions and the information provided will not be available to members of the selection panel.

The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

If you have any questions or would like more information about the application process, please contact reception@clementjames.org or call **020 7221 8810**. We are committed to providing reasonable flexibility throughout the recruitment process and will endeavour to be as accommodating as possible. If you require the application documents in a different format please do not hesitate to contact us.

If shortlisted, you will be invited to a selection day at The ClementJames Centre on Thursday 15th June, with the role starting as soon as possible.

The ClementJames Centre is a welcoming and unique place to work and if you would like to speak to a member of staff prior to submitting your application, please email reception@clementjames.org to arrange a phone call or a visit to the site.

Core Responsibilities

You will have at least two years of experience in a fundraising position. You will enjoy problem-solving, take pride in being supremely efficient, be very well organised and be able to develop a clear action plan. You will have:

- Excellent written English and be able to analyse and summarise information clearly and accurately
- Excellent interpersonal skills and be able to communicate effectively with a broad range of people – from users of our programmes to trustees, partners and funders

You will provide support to the CEO, who will have the ultimate responsibility for fundraising. You will be part of Senior Leadership Team, contributing to creating the strategic plan of the organisation.

Main Duties

- To maintain the delivery of high-quality funding applications (to include statutory, trusts and foundations and corporates)
- To effectively present the charity to a range of corporates, donors and funders
- To plan and deliver a funding timetable to meet the needs of the charity's expansion plan – this will include identifying and applying to new funders
- To ensure that the monitoring and reporting requirements of current funders are met
- To research new funding opportunities and keep a record of all enquiries
- To oversee 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 records of giving on the ClementJames database
- To nurture relationships (by media and written communications, telephone calls and face-to-face meetings) with fundraising contacts, including individual donors and contacts from trust funders and corporate foundations
- To line manage the Fundraising Officer(s), ensuring they are supported and have access to professional development opportunities
- To provide support to the Senior Management Team and Funding and Development Committee in all aspects of fundraising, particularly in donor campaigns and attending meetings
- To support with the organising of fundraising events which may require evening and weekend work

General

- To work with the rest of the office team to provide support to the SMT in relation to the general running of the charity
- To positively promote the work and activities of the charity at all times
- To keep up-to-date with all local competitors, recording and updating important information and circulating it to the FDC and Trustees when necessary

To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

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 their job. The ClementJames Centre is an evolving organisation and therefore changes to the employee's duties may be necessary from time to time. The job description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

Person Specification

All candidates must have the right to work in the UK.

We are looking for people who can demonstrate our values: Talent, Quality, Compassion, Aspiration and Teamwork.

Talent: At ClementJames, we value and recognise the talent of every person.

Are you someone who enjoys bringing out the best in yourself and others? We need staff who will support others to succeed and who are ambitious to enhance their own professional development.

Quality: At ClementJames, we complete everything to the highest possible standard.

Are you someone who is hardworking and has the commitment to see things through? We need people who take pride in their work and who thrive both working independently and as part of a team. You will be organised and committed to a high quality of work.

Compassion: At ClementJames, we practise pastoral, long-term care.

Do you have a genuine passion for the mission and values of our charity? If you believe that everyone should have the opportunity to release their potential and live fulfilled lives then The ClementJames Centre could be the perfect career choice for you. You will have the ability to deal with challenging situations in a calm and compassionate manner whilst also being able to maintain boundaries.

Aspiration: At ClementJames, we behave aspirationally and positively.

Are you someone who has a positive outlook? You will have a growth mindset, be keen to develop your skills and be proactive in helping the team to improve and innovate.

Teamwork: At ClementJames, we promote teamwork and togetherness.

Are you someone who is kind and supportive of others? We need team members who will be committed to building an inclusive culture in which everyone is valued for the unique people they are.



Joss Cullen

Community Hub Manager

(Previously Senior Community Development Worker and Employment Lead)

Joined us in November 2017



Why did you choose to join The ClementJames Centre?

I chose to apply for the Community Development Worker role because it offered variety and the opportunity to learn about a completely new sector on the job, whilst developing the skills to best do the role. I was working in education at the time, and was certain I wanted to be in a people-orientated role but was unsure of taking the PGCE course needed to teach. The role at ClementJames had enough of the client-facing hours I was looking for and also combined my own interest in organisations tackling social causes.

What has been a highlight of your time at ClementJames so far?

A particular highlight for me whilst working here has been being able to build long-term relationships with a huge variety of clients. The one-to-one sessions allow you to really get to know your clients well and to be a part of their journey from when they first start at ClementJames to when they leave.

What is day-to-day life like working at ClementJames?

A day in the life of my role is fast-paced, seeing a mixture of clients in one-to-one employment and advice and guidance appointments, doing outreach work in schools and community settings or planning ahead for upcoming projects.

Staff Support and Progression

Training and Support

You will receive opportunities to build your skill base in areas including commissioning, contributing to strategic plans, presenting to partners and funders and building relationships with high net worth individuals. There will also be opportunities to take part in facilitation, leadership and coaching training. You will receive fortnightly one-to-ones with the CEO.

Ongoing Career Development

Professional Development Days – all staff who have been with the organisation for over one year have the opportunity to take a Professional Development Day. A staff member may choose to undertake a Professional Development Day in order to help them to develop in their current role, because they're looking to build up skills in advance of an application for promotion, or maybe with a view to future career steps.

What our service users say about us

'I came to ClementJames and was encouraged to start a course in Health & Social Care. Initially I did this because [I] felt that theCentre believed in me. In the past I did not feel able to go into an academic class and introduce myself but now I am confident about taking part. I can give feedback to other people and express how I feel which is such a milestone for me. I have found the course therapeutic as discovering what other people have had to face has made me feel less alone with my issues. Academically, I used to find it hard to concentrate because when I was younger bombs often used to drop on the school and being in classes reminded me of this. Now I know that everyone at ClementJames is behind me, supporting me and giving me the motivation and self-belief I need to reach my dreams.'

Z, ClementJames client

'I first came to ClementJames because I was stuck in a rut. ClementJames helped me with my CV and cover letter and I attended an Interview Skills Day with volunteers from Barclays. I got my first job a few months afterwards. Without this Centre my life would have taken a very different trajectory I'm sure. I feel so much more confident; I feel like I can hold my fort. When I first came here I would always talk about my alcoholism, my depression, my anxiety. Now I get up early, work out regularly, I have lots to feel positive about.'

David, ClementJames client

'The ClementJames Centre has given me a lot of support. They helped me to apply for grants to buy some furniture because we didn't have anywhere to sit at home. Our fridge was leaking and the grant helped me to pay for a new one too. I feel like they listen to me and help me in so many ways. They are so kind and the best discovery.'

Salma, ClementJames client

'Since I started attending activities at The ClementJames Centre, I feel more positive and lighter mentally. The changes in me have also meant that my son is much happier. He likes the gardening and always asks me when we will come back to the gardening. He knows the staff by name.'

Safia, ClementJames client

'I've now been getting support with my maths for over a year and feel like I'm really making headway. When I had to take a test in college recently, I got 80% on the maths test! It felt like such an achievement. I remembered quite a few useful tips from the sessions that helped me pass (like moving the decimal point 'to the left to the left' when dividing!).'

Tracey, ClementJames student





If you would like to find out more please
visit our website www.clementjames.org,
call us on **020 7221 8810**,
or email reception@clementjames.org

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