

# Make a difference

Join the team at The ClementJames Centre:  
Fundraising Manager



Releasing potential in the community

# Contents

**1. Introduction from CEO**

**2. The Application at a Glance**

**3. Application Process**

**4. Core Responsibilities**

**6. Person Specification**

**7. Thoughts from a ClementJames staff member**

**8. Staff Support and Progression and Organisation Chart**

**9. What our service users say about us**



## 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 in that time – 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 creating a fairer society where everyone is empowered to release their potential and live fulfilled lives. Working at ClementJames will put you at the forefront of making 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 team as a Fundraising Manager. You will be responsible for working with the CEO, Fundraising Officers and Fundraising and Development Committee (a planning board which consists of staff, trustees and volunteers) in all aspects of fundraising. In this role, you will oversee fundraising systems/procedures, support in the management of existing funding streams, the development of corporate giving and an ambitious capital fundraising campaign. You will manage two Fundraising Officers and one Volunteer Coordinator (the Development Team) who works closely with the Fundraising Team to coordinate events, increase engagement with supporters and build corporate partnerships.

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:	£40,800 per year
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. This role involves some hybrid working and flexibility, which can be discussed during the interview
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 a Professional Development Day), 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

**We will be reviewing applications as they come in, and inviting prospective candidates to an initial first stage interview on a rolling basis. If successful in this first stage candidates will be invited to a further selection day.**

**To apply for the role of Fundraising Manager, 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 application 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 past the first interview stage, you will be invited to a selection day at The ClementJames Centre, with the role starting as soon as possible. The selection day will involve a range of tasks related to the role.

**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](mailto:reception@clementjames.org) to arrange a phone call or a visit to the site.**

# Core Responsibilities

You will have strong fundraising expertise with the knowledge and skills to help achieve growth and diversify our income fundraising portfolio. You will have:

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

At ClementJames, the CEO has responsibility for fundraising, and you will support them in achieving fundraising targets whilst managing the members of the Development Team. You will be part of the Senior Management Team, contributing to achieving the organisation's strategic ambitions.

## Main Duties

- To maintain the delivery of high-quality funding applications (to include statutory, trusts and foundations and corporates)
- To act as a senior representative of the charity, presenting ClementJames to a range of corporates, donors and funders
- To strategically 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
- 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 Development Team, ensuring they are supported and have access to professional development opportunities
- To oversee the organising of fundraising events which may require evening and weekend work
- To line manage the Volunteer Coordinator, building relationships with corporate volunteers and stewarding relationships

## General

- To play an active role in the SLT (see organisation chart on p.8), contributing to strategic objectives including our Diversity, Equality and Inclusion ambitions
- To positively promote the work and activities of the charity at all times

*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 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.

*Are you someone who has a passion to helping people achieve their goals?* 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 & Progression & Organisation Chart

## Training and Support

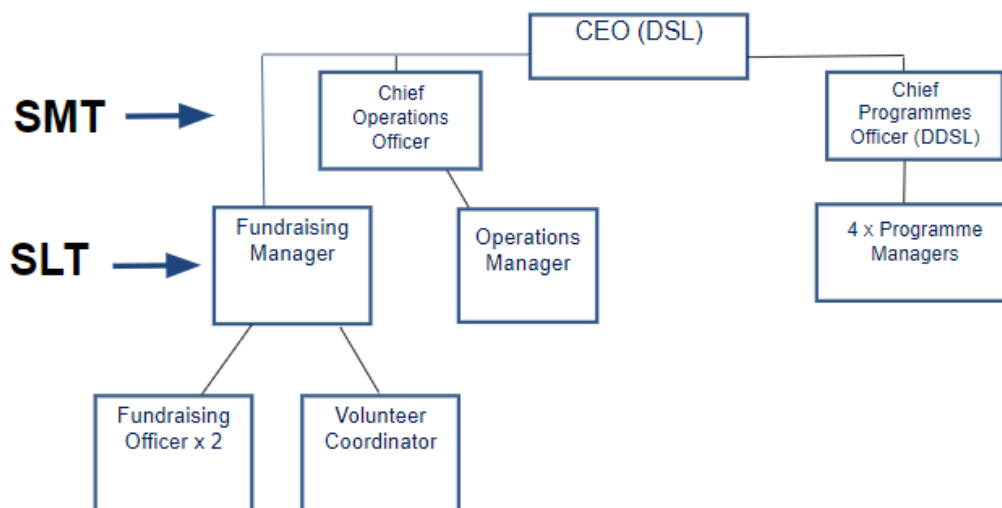
You will receive opportunities to build your skill base in areas including commissioning, contributing to strategic plans, presenting to partners and funders and building relationships with high net worth individuals. There will also be opportunities to take part in facilitation, leadership and coaching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

## Organisation Chart

The Diagram below shows the reporting lines of the role and the Senior Management Team (SMT) and Senior Leadership Team (SLT)



## 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](http://www.clementjames.org),  
call us on **020 7221 8810**,  
or email [reception@clementjames.org](mailto:reception@clementjames.org)

The ClementJames Centre  
95 Sirdar Road, London, W11 4EQ

Registered Charity Number: 1009253  
Company Registration Number: 2677427