**Recruitment Pack**

**Lewisham Fundraising Development Manager – “Cold Spots”**

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‘Improving life for older people in Lewisham and Southwark’

**Equal Opportunities & Valuing Diversity**

Age UK Lewisham & Southwark is an equal opportunities employer and any discrimination or harassment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation will not be tolerated. If you would like to see a our full Equal Opportunities & Valuing Diversity Policy please contact recruitment@ageuklands.org.uk

**Privacy Policy**

As prospective employees of Age UK Lewisham & Southwark, we think it’s important you know the types of data we process about you. Please click on the following link to view our Privacy Policy: <https://www.ageuk.org.uk/lewishamandsouthwark/privacy-policy/>

Lewisham Fundraising Development Programme Background

This post is funded for three years (Apr 2022 – Mar 2025) through the London Borough of Lewisham Main Grants Programme which has been operational for over 20 years, providing funding to organisations delivering a wide range of crucial services.

The new Main Grants Programme takes a strategic approach to building the capacity of the local voluntary, community, sports and arts sectors through the funding of 4 new Fundraising Development Managers posts who can support voluntary, community, sports and arts sector organisations to secure funding from a wide range of sources.

These four new posts each have a different focus and are hosted by a different local organisation. While each host organisation will employ and manage their Fundraising Development Manager (FDM) independently, a steering group has been formed to ensure that the four FDM collaborate and work closely together, building a strong team ethos that ensures the work of the four roles complement and support each other.

The four host organisations and the themes of their roles are:

* Age UK Southwark and Lewisham - 1 FTE Fundraiser focusing on “Cold Spots” ie areas of the borough with high levels of need and low levels of appropriate service provision by voluntary and community sector originations
* Lewisham Local - 1 FTE Fundraiser focusing on ethnicity and disabilities, with a future focus on addressing sexuality and gender reassignment as part of the brief.
* Lewisham Education Arts Network (LEAN) - 0.5 FTE Fundraiser focusing on the arts
* Platform Cricket - 1 FTE Fundraiser focusing on sports











About Age UK Lewisham & Southwark

Age UK Lewisham and Southwark (AUKLS) is a local, independent, self-funded charity registered with the Charity Commission (296862) and a company limited by guarantee registered in England and Wales (02118525). AUKLS strives to provide an open, participative and supportive working environment for all staff and volunteers, ensuring that they can develop personally and professionally and acquire new skills. The contribution made by staff and volunteers in achieving the organisation’s goals is recognised by all.

**Our Purpose and Vision:**

To improve the lives of older people in the London Boroughs of Lewisham and Southwark, working towards a future in which older people are valued, safe and empowered to make choices about their lives.

**Our Mission:**

Age UK Lewisham and Southwark aims to empower and enable older people to lead fulfilled lives by:

* Providing services and support that address poverty and isolation
* Protecting the human rights of local older people
* Promoting health and wellbeing
* Connecting older people with their communities
* Working positively with partners across all sectors

**Our Values:**

Our work is shaped by our values:

* We recognise older people as individuals with diverse talents and needs
* We are fair and equal as service provider, employer and partner
* We are opposed to ageism in all forms
* We are collaborative in our approach to work
* We are a dynamic, credible, trusted and sustainable organisation

**Our Strategic Aims:**

Our overall aims and values are reflected in our current strategic aims:

* To deliver services that people want
* To proactively respond to local need
* To maintain and increase the resilience of AUKLS

How to apply

To apply please complete and submit our application form.

Applications in alternative written formats or audio recordings from applicants, who for reasons of disability, may find it difficult to fill in our standard application form, will be accepted. If such an application is made the following information must also be provided:

* Personal details – Forename, surname and title; Contact details – full address, including post code, phone number, email address
* Education and qualifications
* Employment history, including the names and contact details of two referees
* Declaration that they have the right to work in the UK and if applicable any restrictions on their right to work in the UK.
* Declaration that the information provided is correct

Please ensure that your supporting statement demonstrates how your experience‚ skills and abilities meet the selection criteria set out in the Person Specification. Please also ensure you complete the equal opportunities monitoring form and Criminal Record declaration.

Applications should be returned to us by **9 am** on **May 9th.**  Applications received after that time will not normally be considered for shortlisting. Completed electronic applications must be sent to:

**recruitment@ageuklands.org.uk**

ensuring you clearly identify the post you are applying for. Applications sent by post should be marked confidential and for the attention of:

**Human Resources - Recruitment**

**Age UK Lewisham & Southwark**

**Stones End Centre**

**11 Scovell Road**

**London**

**SE1 1QQ**

Due to the high volume of applications received, we regret, we shall not be able to contact applicants who are not shortlisted for interview.

Interview Process

Interviews will take place during the **week commencing May 16th**

If you are successful we will contact you as soon as possible after the closing date to let you know what the interview process will entail.

Job Description

**POST:** Lewisham Fundraising Development Manager - Cold spots

**RESPONSIBLE TO:** Lewisham Partnerships Director

**SALARY:** £42 000 per annum

**HOURS:** 35 hours per week

**TERM:** Permanent contract

**LOCATION:** Laurence House, 1 Catford Rd, London SE6 4RU and home working if desirable

**EMPLOYEE BENEFITS:** 26 days annual leave + bank holidays

Additional day leave for Birthday

Access to employee assistance programme, including access to helpline for partners and dependents

Flexi time scheme allowing the claiming back of additional hours worked

Other flexible working options, including working from home

Generous contractual sick pay scheme, allowing staff to recover without the worry of loss of income

CycleScheme members – enabling employees to save 25-39% of the cost of a new bike & accessories whilst also spreading the cost

TechScheme members – enabling employees to purchase tech through AUKLS and spread the cost from their salary

**PURPOSE OF JOB:**

To fundraise for and with community organisations in Lewisham delivering services in areas where service provision is low (both geographically and in demographic terms e.g. in specific areas of the borough, or for services providing support for particular needs e.g., men’s groups, services for people with learning difficulties, etc.). This will involve supporting organisations to deliver more and improved services for Lewisham communities by helping to build their skills and knowledge, including through helping to identify appropriate funding opportunities and supporting them with grant applications and other fundraising efforts.

A key aim of the post is that Lewisham voluntary and community organisations will receive increased funding from trusts and foundations, regional and national government sources and donors and, therefore, improve their resilience in a challenging financial climate, so that the voluntary and community sector is more sustainable and able to meet the needs of Lewisham’s diverse population.

It will be vital to engage both established and grass roots organisations, working directly with underrepresented groups, building relationships, trust, and ensuring all have a voice.

The post holder will work closely in partnership with three other Lewisham Fundraising Development Managers who are hosted by other organisations each with a different focus: Equalities, Sports and Arts.

**KEY RESPONSABILITIES**

Lead fundraising support for voluntary groups providing services in “Cold Spots”

* Identify “Cold Spots” where service provision is low, in partnership with Lewisham Council (including Public Health), local NHS agencies and the voluntary sector
* Identify funding opportunities and proactively work with the voluntary sector to encourage and support bids in line with the identified “Cold Spots”, including large collaborative bids and smaller “quick wins”.
* Lead large collaborative bids, write specific applications, and upskill organisations to develop their own funding strategies and bids.
* Deliver a range of promotional and engagement activities to encourage and enable groups to seek support for capacity building and fundraising activities
* Work 1:1 with organisations to identify their development needs (including by the use of an “organisational health check” toolkit), increase their knowledge and understanding of funding opportunities, build their fundraising skills, ensuring funding bids are more targeted, better written and more likely to be successful.
* Support a fair representation of the Lewisham’s voluntary sector and ensure support is offered to groups supporting communities that are most in need.
* Contribute to monitoring and evaluation of the fundraising programme, maintain records of support actions taken, collect fundraising information from bids submitted

Encourage and support partnership working

* Work closely with the other Lewisham Fundraising Development Managers and Community Development Workers to maximise the impact of the work, avoid duplication and identify opportunities for further partnership working
* Work closely with the Community Connections Lewisham team and wider Social Prescribing network to make sure the work focuses on the needs of the most vulnerable residents of the borough
* Write regular reports and report progress as required to Age UK Lewisham and Southwark and wider stakeholders including the Lewisham Main Grant Community Fundraiser Partnership Steering Group, to keep the sector informed on the progress made and encourage local organisations to engage
* Identify opportunities for partnership working and encourage groups to write bids together to maximise their chances of success.

Raise the fundraising profile of Lewisham

* Contribute to an up-to-date list of current and upcoming fundraising opportunities alongside the other Fundraising Development Managers and ensure this is widely shared
* Celebrate successful fundraising activities to promote and encourage take up of the Community Fundraiser service
* Write reports and report progress at local meetings to keep partners informed on the progress made and the way still to go to encourage local organisations to engage
* Develop additional relationships that open broader regional funding opportunities, strategic partnerships, skills’ development and knowledge acquisition across the Sector

**ORGANISATIONAL RESPONSIBILITIES**

* Provide a supportive working environment to all staff and volunteers
* Contribute to the overall achievement of AUKLS’ mission and objectives
* Ensure the values of AUKLS are upheld across the organisation
* Actively support AUKLS in carrying out its aim to be an environmentally responsible organisation in carrying out day to day duties
* Meet legislative and regulatory requirements
* To participate in networking activity at local and national level, by agreement with the line manager or CEO
* Attend staff and team meetings as requested
* Undertake any other relevant duties as determined by the CEO or the Line Manager

**Promotion of a Supportive Working Environment**

A supportive working environment can be defined as an environment where contribution is recognised, encouraged and rewarded. Staff and volunteers alike expect to be encouraged to develop personally and professionally and to acquire new skills at a pace that is suitable for them. All staff and volunteers must promote this environment as part of their roles and responsibilities.

Person Specification

The successful applicant must be able to demonstrate empathy for our service users and be committed to the promotion of a supportive working environment. All posts within the organisation are subject to change as the organisation grows and develops. Staff must be able to adapt to change and flexibilityis a key attribute required of all Age UK Lewisham and Southwark employees.

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| **Competency** | **Specification** |
| **Essential Personal Qualities** | 1. Friendly, polite and patient
2. Flexible and open to change
3. Committed to the core aims and values of the organisation, including:
* Working as part of a highly diverse staff and volunteer work force
* Putting service users at the heart of our work
* Being positive and proactive in difficult situations
1. A positive approach to working with diverse communities
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| **Essential Knowledge and Experience** | 1. Experience of working with the voluntary and community sector
2. Demonstrable track record of successful fundraising experience and bid writing for applications of over £50,000
3. Demonstrable track record of effectively supporting local community groups
4. Working knowledge of regional and national funders and their current priorities
5. Proven ability to meet outcome-based targets
6. Understanding of the needs of and issues affecting vulnerable people and their carers
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| **Desirable Knowledge and Experience**  | 1. Experience of implementing monitoring and evaluation techniques, evaluating and measuring the social impact of projects
2. Experience of working on partnership bids within the community and voluntary sector
3. Experience of co-production and partnership working, establishing effective relationships with individuals, voluntary organisations groups and statutory bodies
4. Experience of representation at strategic levels
5. Knowledge and understanding of the local voluntary and community sector and the current context in terms of COVID-19
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| **Essential Skills and Abilities** | 1. Excellent interpersonal skills, including:
	1. Strong persuasion and influencing skills, both in writing and face-to-face
	2. Ability to listen and communicate well, including with people from all backgrounds and confidence in articulating strategic priorities to a range of partners
	3. Ability to work collaboratively as part of a team
2. Ability to use initiative appropriately and prioritise a complex workload
3. Excellent organisational and administrative skills
4. Ability to work flexibly and travel within Southwark and Lewisham
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**Availability:** This post may require working on occasional evenings and weekends, and flexible working to meet tight fundraising deadlines.

Age UK Lewisham and Southwark are supportive of flexible working arrangements that suit the successful candidate’s commitments.