 **COMMUNITY FUNDRAISER**

**Company: Wigan Youth Zone**

**Location: Parsons Walk,**

**Wigan, WN1 1RU**

**Salary: £24,000 – 26,000 per annum, depending on experience**

**Benefits: 33 days annual leave (including bank holidays) pro rata. Plus additional leave for length of service. Hybrid work, Birthdays off, Gym access, Training and CPD including First Aid, Safeguarding and Health and Safety, Career development opportunities, Employee Assistance Programme, Cycle to work scheme, Strong team culture, Workplace Pension, Free eye tests, discounted to £2 access to holiday club for WYZ staff.**

**Posted: 19th March 2024**

**Closing: 9th April 2024**

*Interviews for this role will take place on going and we reserve the right to withdraw the job ad when the right candidate has been found.*

**Interview stage 1 – w/c**

**15th April 2024**

**Interview stage 2 - TBA**

**Specialism: Community/Fundraising/Local partnership/Events**

**Reports to: Head of Fundraising**

**Contract type: Permanent**

**Hours: Full time 40 hours per week including 30 minutes unpaid daily breaks (flexibility required, including evenings and weekends)**

**Organisation type: Charity**

**Who are we looking for:**

This post will play a key role in Wigan Youth Zone Fundraising Strategy to diversify income. As part of our plan to ensure that WYZ is embedded into the community, you will be building on a fundraising stream to capitalise on opportunities including; securing patronage from the local business community, corporate partnerships (e.g. charity of the year and corporate events), community fundraising (challenge events, school fundraising, third party events) and digital fundraising.

As well as raising vital funds, you will help raise awareness that WYZ is a charity within the local community. Through creating successful fundraising campaigns and building strong and meaningful relationships with community groups and local businesses in Wigan borough, you will make a key contribution to ensuring young people have meaningful opportunities to engage, when not at school. You will be innovative and forward-thinking in your approach and encouraged to test out new ideas.

**What will you need to succeed:**

* Proven events or community fundraising experience – Essential
* Experience of building relationships and partnerships with individuals, businesses and other groups that have resulted in sustainable income – Essential
* Experience of planning and managing income generating events – including monitoring budgets and expenditure – Experience
* Experience of using a CRM system for logging and tracking fundraising activity – Essential
* Good numeracy skills and ability to analyse and report on your own financial performance – Essential
* Great at building and developing relationships that are meaningful and long lasting - Essential
* Excellent presentation skills – Essential
* Able to work flexibly and under own initiative to ensure deadlines are met and tasks are prioritised – Essential
* Able to communicate effectively with a range of stakeholders – Essential
* Able to manage volunteers or teams at events – Essential
* Knowledge of how to optimise fundraising messaging to raise awareness among different stakeholders and generate return on investment – Essential
* Willing to develop knowledge of fundraising best practice, legal requirements and health and safety related to community fundraising and events – Essential
* Good working knowledge of MS Office – Essential
* Commitment to the values of Wigan Youth Zone – Essential
* Initiative and commitment to continuous improvement and ongoing development opportunities- Essential
* Passion for raising money for a charity working with children and young people – Essential
* A willingness to work unsociable hours as required – Essential
* Ability and willingness to travel to events in the borough and beyond – Essential
* DBS clearance and committed to Safeguarding children – Essential

**Qualifications**

* GCSE English and Maths or equivalent literacy and numeracy – Essential
* IT literate – Essential
* First aid – Desirable

**Skills**

* Excellent people skills the ability to establish good professional relationships with young people and adults - Essential
* Ability to work on own initiative and as part of a team - Essential
* Ability to plan, organise, monitor, evaluate and prioritise work – Essential
* Able to work under pressure and manage multiple priorities – Essential
* Basic ICT skills – Essential

**Duties and Responsibilities – General**

* Work within the performance framework of Wigan Youth Zone and OnSide;
* Represent Wigan 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 actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership;
* To adhere to Wigan Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities.

**Duties and Responsibilities – Detailed**

* Achieve agreed fundraising targets for new and existing income streams, with a minimum of £100k of income through community and business support, plus £50k from fundraising events.
* Develop partnerships and relationships with community groups and local businesses that generate sustainable income for Wigan Youth Zone.
* Design, implement, test and launch individual giving campaigns, engaging individuals across the community.
* Identify and procure business to engage with Wigan Youth Zone’s Charity of the Year Programme
* Identify and promote new fundraising opportunities, such as third-party challenge events, that could fundraise on behalf of Wigan Youth Zone.
* Reduce expenditure for the charity by seeking appropriate in-kind donations.
* Work closely with the Communication team to develop key messages and choose appropriate channels to maximise opportunities to communicate with stakeholders and ensure that WYZ is well recognised locally as a high impact, independent charity in need of funding.
* Support with the promotion and advertising of daytime room bookings at Wigan Youth Zone.
* Utilise Salesforce to record all fundraising activity accurately and ensure that records are kept up to date.
* Plan, deliver, support and evaluate an annual fundraising event and ‘in aid of’ events
* Maximise the opportunity to communicate with various community stakeholders.
* Work flexibly and inclusively (including evening and weekends as needed) to ensure you can successfully delivery the agreed objectives of this role.
* Carry out any other duty with the Youth Zone provision and facility operations, and within the competencies of the post holder, as directed by your line manager or a senior manager

**Knowledge**

* Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs – Desirable

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

**Special Requirements**

* A willingness to work unsociable hours when required -Essential
* DBS clearance and committed to Safeguarding children – Essential
* The ability and willingness to travel to meetings and events both in the region and beyond - Essential

*The job holder will be required to adhere to the Youth Zone’s policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.*

**GENERAL INFORMATION**

**What is Wigan Youth Zone?**

Wigan Youth Zone is a vibrant and ambitious charity with a mission to improve the lives and prospects of a generation of local young people who, more than ever, need support.

Youth Zone services, in Wigan Central and across the borough, are open to all young people aged from 8 to 19 (up to 25 with SEND), and strive to offer something for everyone, regardless of their interests or abilities.

As a result of attendance at Wigan Youth Zone, young people are proven to show improvements in all aspects of their lives including becoming more confident, less isolated and have improved physical and mental health, to name a few.

The impact that the charity has had in the past ten years has been significant, resulting in local and national recognition in 2023.

**You will benefit from:**

* Salary of £24,000–26,000 per annum depending on experience
* 33 days annual leave (including bank holidays) pro-rata,
* Additional leave for length of service up to 38 days,
* Birthdays off,
* Gym access,
* Training and CPD including First Aid, Safeguarding and Health and Safety,
* Career development opportunities,
* Access to our Employee Assistance Programme,
* Cycle to work scheme,
* Strong team culture,
* Work place pension,
* Free eye tests
* Discounted to £2 access to holiday club for children of WYZ staff

**In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check and business satisfactory references.**

**Please note that in line with our Safeguarding Policy, you must be age 21 or over to work in our Senior Sessions and 19+ to work on our Junior Sessions and Holiday Clubs. All applicants must also be inactive as members for at least 12 months.**

**What do you need to do next:**

Email your CV at [HR@wiganyouthzone.org](mailto:HR@wiganyouthzone.org)