

## JOB DESCRIPTION

<b>Job title</b>	Grants and Trusts Officer (40% time)	<b>Salary</b>	£12,800-£14,400 depending on experience
<b>Reporting to</b>	Head of Fundraising	<b>Holidays</b>	13.5 days a year (inclusive of bank holidays)
<b>Location</b>	Unitas Youth Zone, Edgware, London, HA8 0DT (some home working can be accommodated)	<b>Hours</b>	16 hours a week (equivalent to two full days but can be worked flexibly)
<b>Key Relationships</b>	Chief Executive, Fundraising Team, Delivery Team, Young People and Parents, OnSide Network colleagues, Trusts/Foundation, external organisations		

### MAIN PURPOSE

This role is part of the Fundraising team and serves two purposes, Firstly, you will prepare bids and fundraise from trusts and foundations. This includes an income target as part of our overall fundraising strategy. Secondly, you will work collaboratively with the Unitas team in order to ensure that reporting requirements are met and long-term (and interpersonal) relationships with trusts and foundations are developed.

Since opening in June 2019, Unitas has established itself as a “home away from home” for thousands of young people from across Barnet and beyond. Our seven-day-a-week provision is sector-leading and the range of activities we offer is unparalleled locally. As a charity that receives no statutory funding, we require diverse sources of income. Foundations and trusts are one important source of funding.

### GENERAL

Unitas Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires an **Enhanced DBS check**.

### CONTEXT OF THE POST

#### Unitas

Barnet Youth Zone, named “Unitas” by local young people, was the second Youth Zone in London opened by the national charity, OnSide, in the summer of 2019. This is an exciting and unique opportunity to join a small but growing, impactful Communications and Fundraising team, and play a critical part in shaping opportunities for London’s young people and supporting a grass roots, committed universal youth service.

Unitas, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. Each Youth Zone is open seven days a week, all year round, with the purpose of supporting young people to become happy, healthy and successful adults.

### **General Duties and Responsibilities**

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Unitas Youth Zone and OnSide
- Represent Unitas Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- 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 Safeguarding Leads 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 always adhere to Unitas Youth Zone policies, with reference to Health and Safety, Safeguarding and Equal Opportunities
- To be willing to step in and step up, and not see the below set of duties and responsibilities as exhaustive

### **Specific Duties and Responsibilities**

- To propose, research, cost, and write grant applications for a range of gift levels that typically range from £5,000 up to £100,000 (though occasionally lower and higher)
- To collaborate with other Grants and Trusts fundraisers at other Youth Zones (especially in London) on larger multi-Youth Zone bids
- To ensure there is a steady pipeline of prospects and this is managed and actioned via the fundraising database
- To nurture good relations with key trusts/foundations to increase the chances of a successful bid including meetings and visits
- To meet a target set each year for funds raised from trusts and foundations (this target will be set by the Chief Executive and Head of Fundraising in conversation with the post-holder)
- To lead on reporting for existing grants and any that are successfully acquired, working closely with the relevant Delivery staff to get the information required and encouraging a culture of impact reporting
- To undertake any other tasks as reasonably requested by your line manager or any senior member of staff

## PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

<b>EXPERIENCE</b>	
Experience of trust and grant bid writing within a professional setting	Essential
Experience of developing and submitting high quality funding applications and approaches to funders	Essential
Experience of gathering, understanding and presenting complex information and data in a clear, concise way	Essential
Experience of working within a charity fundraising environment	Essential
Experience of cultivating relationships with funders, both via verbal and written methods of communication	Essential
Experience of working in a network of organisations	Desirable
<b>SKILLS, KNOWLEDGE AND ATTRIBUTES</b>	
Ability to prioritise tasks, manage own time and achieve strict / multiple deadlines	Essential
Highly developed written communication skills	Essential
Ability to effectively research potential prospects	Essential
High level of IT competence, excellent internet research skills and database management	Essential
Proven ability to make a persuasive, inspirational and compelling case in writing	Essential
Ability to cultivate and maintain relationships to secure funding and work effectively with partner organisations	Essential
Ability to work with varying degrees of support; from working completely under own initiative to working collaboratively with substantial input and critique	Essential
Demonstrable empathy with the aims and expectations of trusts, foundations and grant-givers	Essential
Ability to work at pace, but calmly under pressure	Essential
Able to work with multiple organisations to achieve specific goals	Essential
<b>PERSONAL QUALITIES</b>	
Motivated to improve young people's lives for the better	Essential
Willingness to understand and fully engage with Unitas' strategy and values, and contribute positively to the workplace	Essential

**The strength of OnSide Youth Zones comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive.**