



ROLE PROFILE

Grants and Trusts Fundraiser

WARRINGTON



An **OnSide** Youth Zone



ROLE PROFILE

POST:

Grants and Trusts Fundraiser

SALARY:

£27,000 - £33,000 (depending on experience)

LOCATION:

Warrington (Dallam Lane)

REPORTING TO:

Head of Grants and Contracts

CONTRACT:

40hrs Full-time

BENEFITS:

- 5% matched contribution pension
- 33 days holiday inclusive of Bank Holidays (rising with length of service)
- Free Gym membership
- Access to OnSide's Talent Academy, which includes bespoke training and mentoring
- Health Shield healthcare cash back plan

ABOUT ONSIDE

It's about opportunity.

Potential is in all of us. In every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others do not.

It's all about opportunity.

We are a part of The OnSide Network, a national charity that believes all young people should have the opportunity to discover their passion and their purpose. To find out what they have got and where it could take them.

They help to fund and build state-of-the-art, multimillion-pound Youth Zones in the country's most economically disadvantaged areas. Training the amazing people that run them and offering continuing support via the nationwide OnSide Network, where they can learn and grow, share stories, learning and celebrate success together.



Youth Zones are purpose-built spaces fizzing with energy and crammed with incredible facilities. They are staffed by skilled and dedicated youth workers who genuinely believe in young people – helping them see what they can achieve, and giving them the skills, confidence, and ambition to go for it.

This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

It is about creating opportunity here at

WARRINGTON YOUTH ZONE

Opened in July 2022, Warrington Youth Zone has become the new home and evolution of Warrington Youth Club (WYC). WYC is rich in history, initially formed in 1930 by a group of parents. Over the following years the organisation changed names, but never purpose.

THE ROLE

An exciting opportunity has arisen at Warrington Youth Zone for an experienced Grants and Trusts Fundraiser with a proven track record of securing funds from grant-awarding bodies.

Working alongside our existing Head of Grants & Contracts, you will make a significant contribution to securing a legacy for thousands of local children and young people through the generation of new income.

You will have responsibility for researching grant opportunities, preparing and writing applications, and reporting back to our funders on the difference their grants have made.

See more at:

<https://warringtonyouthzone.org/about-us/>

HOW TO APPLY:

Please forward an up-to-date CV to:
recruitment@wyz.org.uk

TIMELINE:

Applications open until Friday 26th April 2024

Stage One: Written Task – deadline Friday 3rd May 2024

Stage Two – interviews – w/c 6th May 2024

GENERAL INFORMATION:

In accordance with our Child Protection & Safeguarding procedures, this position requires an Enhanced DBS check.

For information regarding how Warrington Youth Zone processes your data, go to

<https://warringtonyouthzone.org/privacy-policy/>



KEY RESPONSIBILITIES

- Continuously research and identify funders who are an excellent fit for WYZ and maintain an active pipeline of 20 prospective Trusts and Foundations.
- Focus on grants ranging from £1,000 to £25,000 and submit between 4 and 8 grant applications per month.
- Secure £150,000 per year in new grants income to support WYZ Universal Programmes (reviewed quarterly).
- Collaborate with the Head of Youth Work and the Universal Youth Work Team to understand the needs of the organisation and projects and align applications accordingly.
- Consult directly with children and young people at the Youth Zone to understand their needs and aspirations and include the voice of young people in all grant applications.
- Ensure that each funder's requirements for Reporting are met. Work alongside delivery staff to ensure that Monitoring and Evaluation is carried out on projects, that all required information is provided, and encourage a culture of impact reporting.
- To Submit all funder reports ahead of relevant deadlines.
- Go beyond reporting expectations by providing excellent stewardship of each funder and nurture relationships by hosting meetings and Youth Zone tours and attending regional events.
- Closely collaborate with the Head of Grants & Contracts to ensure that all activity aligns with the charity's Fundraising Strategy, and that the Vision, Mission, and Values of the organisation are being met.
- Collaborate with other G&T Fundraisers in the OnSide network and attend quarterly G&T Forum meetings.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities, and attributes as listed below:

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
<ul style="list-style-type: none"> • Experience of successful grants bid writing within a professional setting 	Essential
<ul style="list-style-type: none"> • Ability to produce compelling funding proposals in line with the charity's objectives and funder requirements and guidelines 	Essential
<ul style="list-style-type: none"> • Experience of gathering, understanding, and presenting complex information and data in clear and concise ways 	Essential
<ul style="list-style-type: none"> • Experience of cultivating and maintaining relationships with funders via both verbal and written methods of communication 	Essential
<ul style="list-style-type: none"> • Experience working in a charity fundraising environment 	Desirable
<ul style="list-style-type: none"> • Experience operating effectively within a network of organisations 	Desirable
SKILLS KNOWLEGDE AND ATTRIBUTES	
<ul style="list-style-type: none"> • Ability to prioritise tasks, manage own time, and manage strict/multiple deadlines 	Essential
<ul style="list-style-type: none"> • Highly developed written communication skills, including excellent grammar, spelling, and attention to detail 	Essential
<ul style="list-style-type: none"> • Ability to effectively conduct independent research and identify potential funding prospects 	Essential
<ul style="list-style-type: none"> • High level of IT competence, including proficiency with Microsoft programmes, excellent internet research skills, and effective database management 	Essential
<ul style="list-style-type: none"> • Awareness of Trusts & Foundations that align with WYZ's outcomes for young people 	Desirable
PERSONAL QUALITIES	
<ul style="list-style-type: none"> • Highly motivated to improve the lives of children and young people 	Essential
<ul style="list-style-type: none"> • Ability to work with varying degrees of support, ranging from working autonomously and under own initiative, to working collaboratively, to receiving substantial direction and critique 	Essential
<ul style="list-style-type: none"> • Ability to work at pace, but calmly under pressure 	Essential
<ul style="list-style-type: none"> • Willingness to understand and fully embrace WYZ's Values and Strategy, and contribute positively to the workplace 	Essential
<ul style="list-style-type: none"> • Willingness to work flexibly to support the needs of the organisation and our young people, and in order to meet deadlines 	Essential