



Fundraising Manager

Based at Stoneleigh Park, Nr Kenilworth, Warwickshire
Salary £27,000 - £29,500

The National Federation of Young Farmers' Clubs (England & Wales) [NFYFC] is one of the largest rural youth organisations in the UK. The organisation provides opportunities for personal development of its members through training programmes, competitions, skills certificates and overseas travel. This is a democratic membership organisation of over 23,600 members in more than 625 Young Farmers' Clubs in England & Wales which are grouped in 48 County Federations.

The National Federation of Young Farmers' Clubs supports the Clubs and County Federations achieve the charity objectives through a range of programmes and training underpinned by youth work principles. Programmes of work are designed to offer opportunities for participation, learning, fun and personal development to YFC members aged 10 to 26 years and to those supporting them in their roles across England and Wales.

The NFYFC is seeking an experienced and motivated individual who can drive and further develop the fundraising streams and for the organisation. Applicants should have a talent of managing relationships, whilst developing and nurturing new ones.

Candidates will be motivated and persuasive and will have excellent organisational and communication skills, as well as a proven track record of the knowledge and skills required to build strong relationships with a range of stakeholders, especially with funders and key partners. They will have experience of developing fundraising strategies, the ongoing management of long-term funding partnerships and have good knowledge of the UK fundraising marketplace. The successful candidate will work well as part of a team and show enthusiasm with a creative and 'can do' approach to their work.

In addition, but not essential, candidates will have experience of working with volunteers/supporters and have effective committee work skills.

The post is full-time and is based at the NFYFC HQ, Warwickshire, although travel throughout England and Wales will be occasionally required.

As a youth organisation the NFYFC is committed to the safeguarding of young people and adults at risk. All posts are subject to Safe Recruiting Procedures, which may include a DBS check at enhanced level.

Instructions to applicants:-

1. All applications to be submitted on NFYFC's application form and must be accompanied by a supporting email/letter.
2. Closing date for completed applications is 12 noon on Monday 19th September 2016.
3. Completed applications should be sent to Recruitment@nfyfc.org.uk

OR

James Eckley (*marked Private & Confidential*)
Chief Officer
National Federation of Young Farmers' Clubs
YFC Centre, 10th Street
Stoneleigh Park
Kenilworth
Warwickshire CV8 2LG

4. Interviews to be held week commencing Monday 3rd October 2016 at (or close to) the NFYFC Office, .Stoneleigh Park, Nr Kenilworth, Warwickshire.



Job Description

Job Title:	Fundraising Officer
Purpose of the post:	Working with the NFYFC staff team to develop and manage a fundraising programme for the organisation. This is an interesting and varied role working to support the revenue raising activities of the NFYFC whilst extending its reach through partnerships with funders.
Responsible to:	Chief Officer. With regular reporting to the Board and to the Steering Groups of the NFYFC Council.
Responsible for:	No direct reports but it is essential that the post holder is a team player, working as part of the NFYFC staff team and with the Board of Management (the Board).
Hours of work:	Normal office hours are 37½ hrs/wk, although some work will be required in what are normally described as leisure hours. The Federation operates a time off in lieu policy.
Place of work:	YFC Centre, Stoneleigh Park, Warwickshire and/or any other place of business of the Federation as the Federation requires. Occasional travel throughout the UK will be required.

Introduction

1. This key organisational role will develop and lead on fundraising activities.
 - 1.1. It will effectively and efficiently develop and implement a fundraising programme, working to ensure the continuation of current sponsors/supporters whilst developing new ones.
2. The fundraiser is joining a team of YFC members, the Board and NFYFC staff - all are passionate about the aims of the organisation. A team player is essential.

Responsibilities of the role

3. To produce and implement a fundraising plan, in consultation with key members of NFYFC staff and the Board, which will maximise support from current sponsors/supporters and develop new ones whilst understanding the key partnerships already in place.
4. Research, approach and win new corporate/commercial sponsors and funds from other funders that will support the work of the NFYFC.
 - 4.1. Working closely with NFYFC staff, the Board and key members of the organisation to advise on potential funders/funding opportunities and make sure the aims of the funder can be delivered using existing staff and budget resources.
5. Develop an individual plan for each funder in the portfolio ensuring prior consultation with the Chief Officer and the wider staff team/the Board concerning the impact and use of the funds raised.
 - 5.1. Communicate NFYFCs work persuasively to existing and prospective fund holders by preparing excellent funding applications/bids/proposals/reports, in consultation with key delivery staff.
 - 5.2. Ensure that grant-makers are thanked appropriately and informed about how their funding is used; this to include preparing reports for funders on the outcomes of the projects they have supported.
 - 5.3. Input to the communications and marketing functions to highlight key funders and the aim of the relationship.

6. Work closely with the Chief Officer and other NFYFC staff to ensure that their programmes are integrated into the overall marketing, fundraising and communications plans.
 - 6.1. And, to work with the NFYFC Council's appointed Steering Committee and other Volunteers/members of NFYFC to allow them to act as ambassadors for the fundraising and key partnerships in place.
7. Regular reporting to funders and to the Chief Officer/Board.
 - 7.1. Including budgets for applications and reports to grant-makers.
8. Monitor income raised in relation to personal and organisational targets and to be able to explain any variances in performance.
 - 8.1. Inputting accurate summaries into spread-sheets /databases and ensuring information is kept up to date.
 - 8.2. Maintain up-to-date records of all communications with funders and key partners, in line with data protection legislation.
9. Keep up-to-date with trends in the fundraising environment.
10. Work with YFC Areas and County Federations within NFYFC to develop key messages to support other spokespeople/ambassadors.
11. To undertake any other duties commensurate with the level of this post as requested by the Chief Officer.
12. This job description is intended to summarise the key responsibilities and duties of the role and the job description may be subject to change in the future by mutual agreement following consultation.

Health & Safety

13. There is a general responsibility for all employees to act sensibly and reasonably and consider the health, safety and wellbeing of themselves and those around them at all times. Due regard must be given to the European Working Time Directive.

Diversity

14. All staff through personal example, open commitment and clear action, should ensure that diversity is positively valued.

Evidence of permission to work in the UK

15. Under the Asylum & Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. If you are selected for interview, and require a work permit, we will ask you to provide documentation to prove you are entitled to work in the UK.

Data Protection

16. The National Federation of Young Farmers' Clubs has adopted the guidance set out in the Employment Practices Data Protection Codes and has a policy to destroy unsuccessful applications within 12 months of the recruitment decision having been made.

Disclosure and Barring Service (DBS) checks (formerly CRB checks)

17. As a youth organisation the NFYFC is committed to the safeguarding of young people and adults at risk. All posts are subject to Safe Recruiting Procedures, which may include a DBS check at enhanced level. Posts identified as being *Positions of Responsibility* under the Safeguarding Policy, cannot be confirmed until the outcomes of this DBS check have been reviewed. The NFYFC will comply with new legislation as introduced by Government.

Salary range

18. This full time post is graded point 31 to 34 on the NJC pay scales. (Point 31 currently is £27,123 per annum).

Pension

19. The NFYFC offers a pension scheme to all employees and full details will be given to the successful candidate.
- 19.1. In summary, the Federation will pay 6% of salary into a group pension plan, dependent on the employee contributing a minimum of 2% of salary to the plan. Employees may opt out of the Group Pension Plan. When opting out of the plan, no Employer contribution will be made.

Annual leave

20. Twenty eight (28) days annual leave per annum (including public holidays) rising by 1 day (or part thereof for part-time posts) for each completed year of service, to a maximum of 33 days after 5 years service.

Probationary period

21. The probation period for this post is 6 months. The NFYFC reserves the right to extend this period.

Transport

22. Public transport links to Stoneleigh Park is limited; therefore access to a vehicle is essential. The successful applicant should be prepared to use their own vehicle in connection with their work for which a mileage allowance can be claimed.

Contract of employment

23. A contract of employment will be issued.

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17 August 2016

Person Specification – Fundraising Officer

Criteria	ESSENTIAL ✓ where relevant	DESIRABLE ✓ where relevant	Where assessed?
Experience:			
1) Fundraising experience - Institutional & Gov't funders - Commercial sponsors - Charitable trusts and foundations	✓		Application & Interview
2) Excellent inter-personal skills with a proven ability to work as part of a passionate team	✓		Application & Interview
3) Successful track-record of funding applications/proposals/bids & ability to produce inspiring reports	✓		Application & Interview
4) Experience of working with committees, and producing supporting papers that inspire and engage the audience		✓	Application & Interview
5) Developing & implementing a fundraising plan	✓		Application & Interview
6) Ability to work to targets and work within budgetary constraints	✓		Application & Interview
7) Experience of producing fundraising material and advice for a range of stakeholders	✓		Application & Interview
Qualifications:			
8) Educated to GCSE level as a minimum	✓		
9) Professional Fundraising Qualification		✓	Application
Skills & Abilities:			
10) Exceptional organisational skills	✓		Application & interview
11) Strong negotiating and influencing skills	✓		Application & interview
12) Excellent people skills and ability to work as part of a team with a <i>can do</i> approach	✓		Application & interview
13) Effective committee work skills		✓	Application & interview
14) Ability to work under pressure and meet deadlines	✓		Interview
Knowledge:			
15) Understanding of a membership organisation, structures, governance and practices		✓	Application & interview
16) Detailed and practical understanding fundraising and partnership working	✓		Application & interview
17) An understanding of the issues facing young people living and working in rural England and Wales		✓	Interview
18) Knowledge of the Young Farmers organisation		✓	Application & interview
Personal:			
19) Excellent attention to detail to ensure consistently high standards of content and design in all outputs	✓		Application & Interview
20) Excellent interpersonal and communication skills, in order to represent the organisation with potential and existing funders	✓		Application & interview
21) Full driving licence	✓		Driving Licence
22) Access to vehicle to travel to and from work as the post is located in a rural location	✓		Application & interview
23) An outgoing and confident personality.	✓		Interview

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