



Senior Fundraiser

Job Pack



Introducing Harington

Harington is an Ofsted registered specialist college based in North London rated good, working with around 52 young people with learning differences aged 16-25. Our mission is to create an inclusive environment, that delivers outstanding personalised education, learning, and support, which leads to further education, employment opportunities, and a fulfilling life for each of our students.

We specialise in horticulture, retail and general employability. Our students undertake individualised learning programmes and supported internships that lead to vocational qualifications and achieving other aims. We support the wellbeing of our young people through providing mentoring, counselling, enrichment and other one-to-one support.

Our charity has two learning centres in Highgate and Hornsey. We also operate a gardening business and two charity shops, providing income for our charity, work experience placements for our students and employment for 14 young people. We work with local employers and partners to provide work experience and other opportunities for our students.

The Role

We're looking for a senior fundraiser who is a skilled writer, a strong partnership builder and someone with a passion to improve the outcomes for young people with learning differences. This is a new post and you will be able to shape the role.

You will be supported by a welcoming, talented and diverse community of staff, volunteers and students, as you help to build and resource our future. We will invest in your professional development and personal growth. We will support your wellbeing. You'll experience first-hand the impact your work makes in our college.

The person

The role will suit someone who has had some prior experience in successfully raising funds ideally from trusts and foundations and/or from community fundraising. You are IT savvy and know how to use social media to grow an audience and design materials to effectively communicate a good cause. You are open to learning and to sharing your creativity and skills with others.

Essential skills

- 18-24 months of prior fundraising experience
- Experience of successfully prospecting for, preparing and managing fundraising bids and stewarding funder/commissioner relationship
- Knowledge of the charity sector, funders and funding environment
- Excellent communication skills with an ability to present complex information in a clear and compelling narrative
- Great organisational skills

Our benefits

In addition to excellent staff training, our employees are also rewarded with various other benefits offered as part of your employment:

- Confidential employee assistance programme
- Hybrid working with a minimum of two days a week working from home
- Flexible working. We will consider 4 days a week or compressed hours.
- Cycle to Work Scheme
- Fully paid for DBS
- Contributory pension scheme

Equality, Diversity & Inclusion

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability and meet the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the wellbeing and safety of our students and our staff. We expect everybody working for the Harington to share this commitment. The successful applicant will be required to undertake an enhanced disclosure through the Disclosure and Barring Service for applications of employment as part of our safeguarding procedures.

Some of our positions involve regulated activity relevant to vulnerable children, adults and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

How can you apply?

To apply please send us a CV, fill in the Equality and Diversity Form and show how us how you meet all of the essential criteria in the person specification by writing a personal statement which is a maximum of 1000 words.

Please send your information to jobs@harington.org.uk by **9am on Wednesday 1st May 2024**. Please note that interviews will take place on **Wednesday 8th May 2024**.

All offers are conditional and subject to satisfactory pre-employment checks and references including an enhanced DBS check. The salary range advertised is based on the full-time equivalent and appointment on the scale is dependent on the role, qualifications and experience.



Job Description and Person Specification

JOB TITLE:	Senior Fundraiser
REPORTING TO:	Chief Operating Officer
SALARY:	£31,335 - £34,758
HOURS:	Full time - 37.5 hours per week
CONTRACT TERM:	Permanent
LOCATION:	North London / remote (hybrid working expectation minimum 2 days in the office per week)
LINE MANAGEMENT:	None

Main Functions

This role will be responsible for: -

- securing income from trusts, foundations, statutory sources and the local community. You will manage our grants, contracts and funding relationships, develop and maintain a CRM system, and help us understand and better articulate the difference we make (60%)
- growing our income from individual donors through community fundraising campaigns, events and activities (20%)
- widening our audience and engaging new supporters through effective marketing and communication (20%)

Key Responsibilities:

1. To secure and grow our income from trusts, foundations and statutory organisations:

a) Proactively research, identify, build and develop relationships with trusts, foundations and statutory organisations likely to consider applications from Harington.

b) Plan and manage the schedule of applications and reporting to funders, taking into consideration the Harington's financial requirements, its strategic and operational

priorities, and the external opportunities.

c) Work effectively with colleagues, beneficiaries and partners to submit successful funding applications; including developing budgets and delivery plans, generating evidence, co-ordinating and quality assuring submissions, whilst managing ongoing parallel work streams

d) Collaborate with colleagues and partners to steward donor relationships and to project manage donor visits, engagement, feedback and enquiries.

e) Plan and monitor the income pipeline, providing regular reports on progress, risk, opportunity and learning.

f) Proactively research, identify and implement ongoing improvements to meet sector good practice in the Harington's fundraising practices, and to learn from our unsuccessful bids.

2. To secure and grow our income from individual donors

a) To develop community campaigns that attract high value donors through regular or one-off giving. Over time there is an opportunity to build good relationships with several local schools, businesses and other charitable organizations.

b) To work with the Friends of Harington to support fundraising activities and events and donations from local individuals.

3. To widen the audience and engage new supporters through effective marketing and communication

a) Maintain and improve Harington's website to be an effective marketing tool to Trusts, Foundations and the local community.

b) Manage Harington's social media channels and work with students, staff and volunteers to create a regular flow of content that promotes the positive impact Harington has on students and the local community.

c) Coordinate communication activities such as flyers, posters etc that promote fundraising events and activities.

4. To assist in developing our impact measurement and monitoring systems to evaluate fundraising activities.

a) Evaluate, align and help inform funder and organisational priorities, ensuring we can

advance our mission through our funding partnerships.

b) Work with operational teams to develop and track measures, indicators and outcomes that enable us to better understand, deliver and account for the difference we make.

c) Contribute to developing a culture of purposeful curiosity, creating and maximising opportunities for shared learning and continuous improvement.

5. To develop and maintain professional planning processes and records, including:

a) Be accountable for income generation, creating departmental plans, which include developing our fundraising capabilities, setting income targets, and reporting on progress.

b) Own and continuously improve the Harington ‘Case for Support’, and other fundraising collateral, such as case studies, evaluations, evidence and reports.

c) Maintain and regularly update professional records; including contracts, reports, donor and beneficiary data and correspondence and monitoring budgets

6. General duties

a) To exhibit the Harington’s values, acting as an ambassador for and champion of the Harington;

b) To be committed to professional development and continuous improvement;

c) Demonstrate commitment to, and take responsibility for, safeguarding children, young people and adults at risk, in the context of your role.

d) Demonstrate commitment to the principles of justice, equality, diversity and inclusion.

e) To supervise, volunteers, interns and staff, as required; and

f) To participate in wider activities to support our work, including infrequent and planned evening or weekend work, contributing to the Harington’s wider strategy, ethos and development

Person Specification

Assessment Method: AF Application Form, I: Interview T: task

Selection Criteria	Essential (E) Desirable (D)	Assessment Method
Experience		
18-24 months of prior fundraising experience, with relevant transferable skills and experience	E	AF, I

Experience of successfully prospecting for, preparing and managing fundraising bids and stewarding funder/commissioner relationships	E	AF, I
Experience in successful marketing and/or communications which results in increased donations, supporters or sales	D	AF, I
Experience in using Customer Relationship Management (CRM) software	D	AF, I
Skills and abilities		
No formal education qualifications are required. Post holders are expected to demonstrate the requisite literacy and numeracy skills for prospecting, developing and managing significant (> £10,000pa), high quality funding bids and advising on funding, policy, regulatory and contractual requirements.	E	AF, I
Qualifications evidencing high degrees of literacy and numeracy (equivalent to Grade B or above at GCSE in English and Maths)	D	AF
Professional fundraising qualification and evidence of ongoing professional development	D	AF, I
Required Skills and Knowledge		
Excellent communication skills, such that you are to present complex information in a clear and compelling narrative, write winning funding bids and submit accessible and robust reports.	E	AF, I, T
Great organisational skills, with the ability to plan, to prioritise, to manage workloads under pressure, and to meet strict deadlines	E	AF, I
Confident budget development, data analysis, and financial reporting skills	E	AF, I
Highly proficient in the use of ICT	E	AF, I
Knowledge of the charity sector, funders and funding environment	E	AF, I, T
Knowledge of impact measurement approaches and their application	D	AF, I

(D)		
Other		
Highly motivated and self-starting	E	AF, I
A confident communicator with the enthusiasm to motivate others to the cause	E	AF, I
Able to forge effective internal and external working relationships	E	AF, I
Able to work flexibly and adapt to change	E	AF, I
Knowledge of/commitment to equal opportunities and anti-discriminatory practice	E	I
Commitment to safeguarding and improving the well-being of children/vulnerable adults and the ability to follow safeguarding procedures	E	I
Enhanced DBS Disclosure	E	I
Willingness to undertake CPD as required	E	AF, I

This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS Disclosure with Barred List check

Notes

This list of duties is not intended to be exhaustive but simply highlights some of the major tasks of the post.