

Candidate Information



Fundraising Manager

Full-time/Part-time

Closing Date: 8am on Monday 10th October 2022

Pack Overview

Thank you for your interest in our vacancy for a Fundraising Manager. We're so pleased that you're considering working for Age UK South Gloucestershire.

In this Candidate Information Pack, you'll find the following information:

- About us, our history and our links with Age UK
- The benefits of working at Age UK South Gloucestershire
- Job Description and Person Specification
- How to apply

If you have any questions about any aspect of the organisation or the role, please don't hesitate to get in touch.

About Age UK South Gloucestershire

Age UK South Gloucestershire is an independent local charity with its own locally elected board of trustees and is part of the Age UK network. We've been working in the local community to help older people for 25 years. The charity makes a positive contribution to the lives of hundreds of older people in South Gloucestershire every week. Based from our main office in Thornbury High Street, Age UK South Gloucestershire actively designs services that meet the wants and needs of local older people and their families by:

- tackling loneliness and isolation
- promoting health, wellbeing and independence
- supporting families and carers
- helping people access services and financial benefit entitlements
- enabling people to get the most out of life

We respond to more than 5,000 enquiries per year with our range of services, which include: Activity Day Centres, Befriending, Improving Homes and Wellbeing, Information & Advice provision, specialist Benefits Advice, Reconnect, Technology Support, Walking Groups and Volunteering opportunities.



Our history

1997 Age Concern South Gloucestershire was formed.

2005 Age Concern South Gloucestershire changes its legal structure to become a charitable company.

2009 Age Concern and Help the Aged merge to form the national charity, Age UK. Then in...

2010 ...we become an Age UK Brand Partner and trade as 'Age UK South Gloucestershire'.

2022 Age UK South Gloucestershire is celebrating our 25th Birthday.

Our Partnership with Age UK

Age UK South Gloucestershire is an independent local charity, but we share a brand with Age UK. This trusted and well-known brand helps to open doors for us locally. Of course, we always have to deliver, but it helps to have the strength of the Age UK brand behind us.

Nationally, there are around 130 regional Age UKs, each with a defined geographical area and separate charity number.

We align ourselves with the work Age UK does nationally by supporting their campaigns, sharing reports and news stories, and using their research to underpin grant and tender applications.

Age UK also provides our local MPs with information about older people that can help drive forward local policies and influence at a national level.

Being an Age UK Brand Partner brings certain responsibilities – namely to deliver services to agreed quality standards and to subscribe to shared values of being:

- Caring
- Effective
- Enabling
- Influencing
- Innovative
- Inclusive

We are aligned with Age UK but we are still a local and independent charity. The services we deliver, the money we raise, the people we support are all in South Gloucestershire. Our Trustees are responsible for strategy, policies and legal compliance.

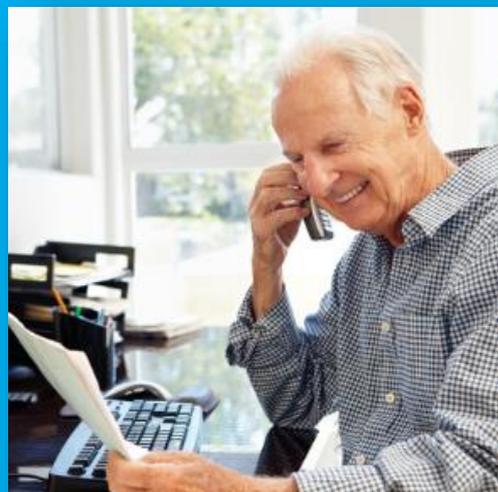


Working for Us

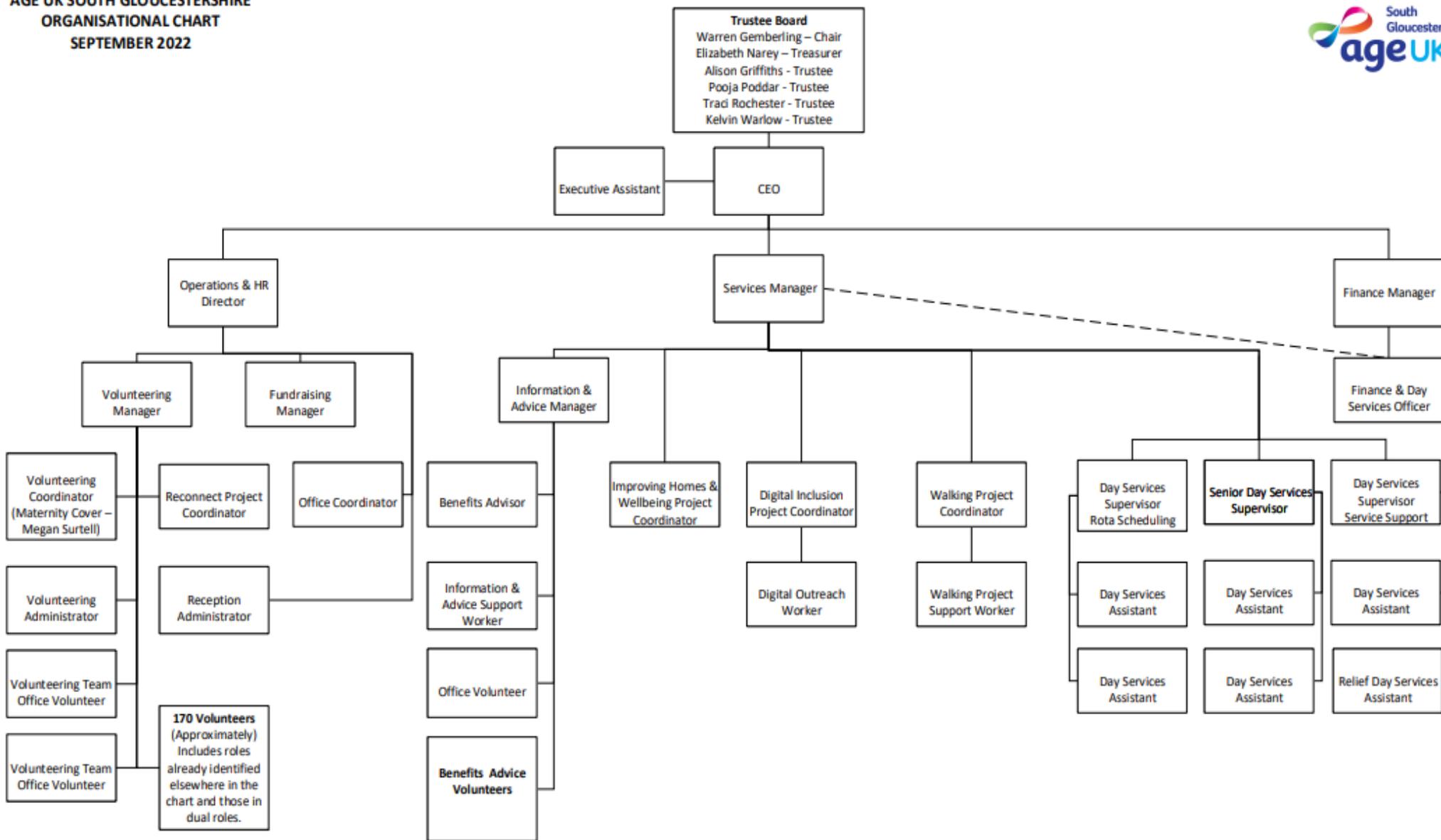
Age UK South Gloucestershire employs a team of over 25 paid staff, and over 170 wonderful volunteers support its work. The organisation's culture is one that puts people first, and the charity enjoys high staff morale. Age UK South Gloucestershire has an active board of trustees who, as well as providing good governance, work closely with the management team on matters of strategy and direction.

What we offer our staff:

- A Living Wage for employees across the organisation.
- A commitment to a work life balance, with flexible & hybrid working in many roles.
- A healthcare cash back plan allows employees to claim money back towards a variety of health, dental and optical treatments.
- An employee wellbeing scheme, providing free, confidential support, counselling, CBT, financial and legal information or support from a nurse or GP, 24 hours a day, 365 days a year.
- Generous life assurance up to 3 times your annual salary.
- Great discounts and rewards (perfect for pay day!).
- Discount on gym membership.
- A cycle to work scheme.
- A great working atmosphere.
- 25 days holiday per year, rising to 28 days after 3 years' service, plus bank holidays.
- Regular learning and development opportunities with funding contributions toward career developing qualifications.
- Pension scheme enrolment.
- A convenient location for access to free local parking.



**AGE UK SOUTH GLOUCESTERSHIRE
ORGANISATIONAL CHART
SEPTEMBER 2022**



Vacancy Details

Fundraising Manager

37.5 hours per week if full time

Part time or full-time hours considered

Monday to Friday

£27,514 per annum, pro-rata (Pay award pending)

Age UK South Gloucestershire is an independent, local charity. We have been working in the community for over 25 years to support older people, their families and carers. We have a vision for South Gloucestershire to be a county where older people feel empowered, respected, connected and enabled to make the very best of later life in communities that truly value, support and welcome them.

We are now looking to recruit a motivated individual with a strong fundraising background to develop and deliver an effective, compliant and sustainable fundraising strategy for the charity, with particular emphasis on developing grant income, donations and FCR contributions within successful bids.

To be successful in this role, you will be proactive, have a positive solution-focused attitude, and appreciate the importance of your role in enabling the organisation to meet its goals.

Age UK South Gloucestershire offers a generous benefits package, and the charity is committed to equalities, diversity and inclusion and therefore encourages applications from all sectors of the community.



Closing date:

8am, Monday 10th October 2022

Interviews:

Within two weeks of the closing date.



Job Description

Job Title	Fundraising Manager
Salary	£27,514 per annum, pro-rata.
Hours of work	Full or part-time hours considered (up to 37.5 full-time)
Working pattern	Negotiable across Monday to Friday
Place of work	67 High Street, Thornbury, BS35 2AW
Annual leave	25 days annual leave (increasing to 28 after 3 years' service), plus public holidays, all pro rata
Status	Permanent

Job Purpose
To develop and deliver an effective, compliant, and sustainable fundraising strategy for the charity, with a particular emphasis on developing grant income, donations and FCR contributions within successful bids.
Responsible to
Operations & HR Director
Contacts
The post holder will need to work closely with key staff within the organisation, including the Senior Management team, trustees, staff, volunteers and service users, and with external stakeholders, including the local authority, NHS, Age UK, VCSE partner organisations and a range of other funding bodies.

Key Responsibilities

Responsibility for the design, development and delivery of the charity's fundraising function.

- Support the development and delivery of an income generation strategy that includes a focus on securing income from charitable trusts.
- Develop, implement, monitor and review an annual fundraising development plan to meet agreed targets.
- Work with the CEO, Senior Management team and service managers to identify fundraising requirements for projects or other specific purposes.
- Proactively research suitable potential funders and submit regular, high quality, ongoing grant applications and tender submissions to secure the income required.
- Respond to and record incoming donations, including the maintenance of our fundraising CRM, Donorfy.
- To develop and implement plans for additional fundraising activities, including a legacy programme.
- Maintain detailed records of supporters of the organisation and of completed and planned activities.
- Maintain a focus on evaluating and communicating the impact of the organisation's activities for its beneficiaries, including the production and compilation of client and service user case studies.
- Achieve excellent returns on investment.
- Maintain compliance with the Fundraising Standards Board requirements where relevant.
- Represent AUKSG externally through presentations to groups and attendance at meetings and events as required.

General Responsibilities of all staff members

- All managers carry a responsibility for safeguarding reporting.
- Provide line management for any volunteers or future staff working within the department.
- To ensure that all administration protocols and procedures are efficiently undertaken.
- To attend supervision sessions & other meetings as required by the CEO.
- Maintain a commitment to professional development through a combination of both formal and informal methods, including attendance at mandatory training and meetings as directed.
- Uphold the highest standards of personal conduct in all matters relating to the role, working within all policies and procedures of AUKSG.

Other Duties

This job description is intended as a guide to the general duties required of the post. The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service (DBS)

This post is subject to a satisfactory Disclosure and Barring Service check, which will disclose all relevant cautions, reprimands and warnings as well as convictions. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to the Chief Executive Officer. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment or disciplinary action.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the organisation's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality

All employees are expected to respect confidentiality in relation to Age UK South Gloucestershire business, client and service user data.

Essential Criteria

- A commitment to the aims and objectives of AUKSG.
- Excellent verbal, written and interpersonal communication skills.
- The ability to develop and deliver against strategic objectives.
- Demonstrable, relevant experience of successful charitable trust fundraising.
- Demonstrable, relevant experience in building and maintaining stakeholder relationships.
- The ability to communicate impacts to a variety of audiences.
- Good working knowledge of the Microsoft Office/365 software suite.
- Excellent administration and organisational skills.
- Excellent numeric skills.
- The ability to use initiative and work independently, but also to work effectively as part of a team.
- A positive and constructive approach to problem-solving.
- Excellent presentation skills and the ability to represent AUKSG externally.
- Commitment to promoting and supporting equality, diversity and inclusion.
- Understanding of confidentiality, GDPR and the ability to handle sensitive information.
- Willingness to work occasional evenings and weekends (for which time off in lieu will be available).
- The nature of this post will require regular travel throughout South Gloucestershire and occasionally further afield; therefore, access to and the use of a reliable car is essential.

Desirable Criteria

- Experience of managing paid or voluntary staff.
- Experience of fundraising from individuals, including legacies.
- A recognised fundraising qualification, e.g. a Diploma or Certificate in Fundraising Practice or Advanced Apprenticeship in Fundraising.

How to Apply

If you are interested in becoming our new Fundraising Manager, please download an application form from our website:

www.ageuksouthglos.org.uk

Completed application forms should be submitted via email or post
FAO Nicola Fox, Operations & HR Director at:

hr@ageuksouthglos.org.uk

or

Age UK South Gloucestershire,
67 High Street, Thornbury, Bristol, BS35 2AW

Please ensure you have also completed the Equality and Diversity Monitoring section of the application form. The information on the form will be treated as confidential, and used for reporting purposes only. The form will be kept separate and will not form part of the application process.

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For general information on Age UK South Gloucestershire or if you have specific questions about the role, please contact Nicola Fox, Operations & HR Director (details above) and she will be happy to arrange for an informal discussion with the appropriate member of staff.

