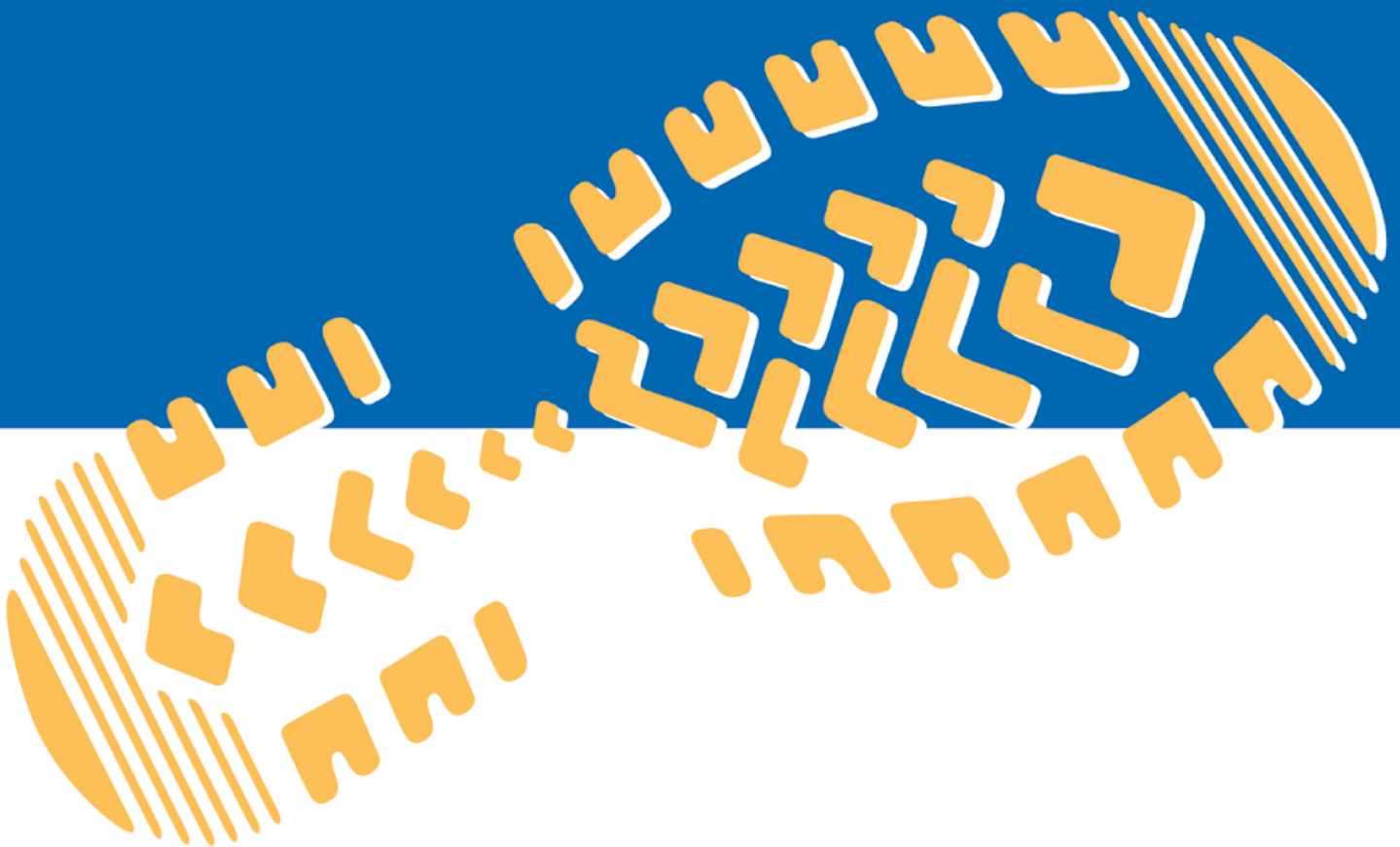


Youth Adventure Trust Regional Fundraiser Job Pack



Date: 1st December 2023

Prepared by: Louise Balaam, Director of Fundraising

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Summary

Title: Regional Fundraiser (Somerset)
Reports To: Director of Fundraising
Salary: £26,000 - £30,000 per annum plus benefits
Location: Home-based, Somerset
Contract: Permanent, full time
Hours: 35 hours per week, flexi-time available
Holiday: 25 days plus public holidays
Application: Application Form
Closing Date: Sunday 7th January at 23:59

The Charity

The Youth Adventure Trust is a youth development charity working with vulnerable young people aged 11 to 16 years old from Wiltshire and Swindon. In 2024 we plan to expand our services to support young people from Somerset through our YAT Resilience Programme in the first instance but eventually through all four of our Programmes.

Our outdoor activity based YAT Adventure Programme enables young people to challenge themselves, experience success, learn to go beyond their own expectations and grow in confidence. Through a series of residential camps and day activities they are able to build resilience, self esteem and develop social and life skills. The YAT Resilience Programme works to the same outcomes through a year long programme of monthly activities, home-based challenges and reflective practice. Our Mentoring Programme works with those young people in need of some additional individualised support at the end of our other programmes. The Trust's Bursary Programme is open to all those young people who have completed an initial programme, in order to assist their next steps into further activities. Our aim is to make a lasting improvement to the lives of vulnerable young people. All our services are provided completely free of charge to the young people who are nominated by schools and other youth organisations to take part.

The continued success of the fundraising team is more important than ever as we plan to increase our capacity and reach into a new geographical area. This is an exciting time to join a small charity with big ambitions and this role will be instrumental in enabling us to reach more vulnerable young people at a time when they need support more than ever.

The Role

If you are passionate about giving vulnerable young people life changing opportunities, want to make a real impact through your work and are looking to join a dynamic fundraising team with lots of potential, then this is the job for you. This is a fantastic opportunity for somebody who wants to take the next step in their career to help shape a new regional fundraising strategy and maximise income generation from a new geographical area. Building on the success of our Wiltshire-based fundraising, you will help us tap into the potential of new supporters from the Somerset area as we expand our Programmes to reach vulnerable young people in this part of the South West.

It is an exciting and varied position which would be perfect for somebody who is creative and organised with experience of building relationships, organising events and managing a diverse workload. You may already be a Regional Fundraiser looking for your next role with an ambitious medium-sized charity, or you may currently be in your first fundraising role, ready to take the next step in your career. Whatever your experience, we are committed to investing the time in developing the right individual. This new role will be shaped according to your skills and expertise, and will develop over time based on the success we have in building partnerships with local businesses, securing major donor support, running local events and engaging the community with our plans.

As a Regional Fundraiser, you're a people-person, self-motivated, well-organised, able to multitask, a strong administrator, a fantastic team player, have excellent interpersonal skills and enjoy being outdoors. You must be as comfortable in the boardroom engaging high net-worth individuals as you are donning wellies and waterproofs to stand on the side of a mountain for the day.

There will be plenty of opportunity to meet the young people on our programmes, visiting camps and taking part in activities. This will help you really understand the life-changing difference the Youth Adventure Trust makes and enable you to show our donors and fundraisers the tangible impact of their support.

Job Description

Key responsibilities include:

- Telling our story in engaging and compelling ways to show prospective donors and fundraisers the difference they could make to vulnerable young people by supporting our work;
- With the Director of Fundraising, developing a strategy to raise our profile and secure funding from local businesses, individuals and community groups in the Somerset area;
- Working closely with the Director of Fundraising to set, monitor and achieve income targets as well as plan for the required levels of income growth needed over the next 5 years;
- Developing and implementing a planned, personalised programme of careful stewardship to ensure long term relationships with all of our supporters
- Undertaking prospect research and develop prospect approach strategies, including the organisation of appropriate events to introduce potential supporters to the charity;
- Assisting colleagues by providing support for our existing programme of challenge events over the next 6 months with a view to introducing and managing an event in the Somerset area
- Recruiting and supporting individuals, local businesses and community groups raising funds for the Youth Adventure Trust to maximise both funds raised and their enjoyment of fundraising;
- Developing and implementing an effective programme communications strategy to raise our profile, recruit event participants, engage our supporters and communicate key messages
- Maintaining accurate records on the Salesforce database and report against key performance indicators;
- Managing staff and volunteers as required;
- Ensuring efficient administrative procedures and processes are in place to underpin the successful management of key relationships and events;
- To always give consideration to the long term development of individual and corporate relationships for the maximum benefit of the charity and ensure the smooth flow of information within the team;
- Contributing to the fundraising team's annual targets and the wider charity objectives;
- Acting as an ambassador for the Youth Adventure Trust.

Person Specification

We are looking for somebody who fits most of the following criteria....we know that there won't be many people who meet all of the following, so please don't be put off from applying if you don't think you have all of the skills and experience on the list. We are committed to helping the right person develop and grow into this role.

- A flexible approach to fundraising with an ability to be reflective, keen to hit the ground running, a team player and able to adapt to new ways of working;
- Knowledge and understanding of fundraising in Somerset
- Experience and a proven track record in fundraising (events, major donors, community and/or corporate would be most useful)
- Experience of setting and achieving fundraising targets and working to key performance indicators;
- Experience of managing successful relationships with key supporters and a track record in developing good relationships with new supporters/stakeholders;
- Experience in seeking out new and maximising existing fundraising opportunities;
- Excellent organisational and time management skills with the ability to prioritise work, juggle conflicting demands and meet tight deadlines;
- An understanding of financial management procedures and the need for accurate record keeping;
- Excellent administrative skills and an eye for detail;
- Excellent verbal and written communication skills across all channels, including telephone, video calls, email and social media;
- Skilled in the art of writing and delivering engaging presentations, social media posts, newsletter articles and fundraising materials;
- An understanding of marketing, communications and social media, with an ability to use those skills to promote opportunities effectively;
- Experience in managing staff and/or volunteers;
- A knowledge of fundraising best practice;
- Experience in using a CRM database, strong IT skills and previous experience of using tools like Canva, Loom and Word Press would be advantageous
- Willingness to work variable hours, flexibility to travel as required for meetings and events with occasional overnight stays, self motivated with an understanding of best working practices when working from home;
- A full driving licence and own vehicle, with easy access to Somerset;
- A love of the outdoors and a willingness to be outside, whatever the weather;
- Commitment to safeguarding and promoting the welfare of young people;
- A good understanding of the positive impact outdoor adventure can have on vulnerable young people and a desire to help the Youth Adventure Trust change more lives;

Safer Recruitment

The Youth Adventure Trust is committed to safeguarding and promoting the welfare of young people and requires all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Please be advised;

- a satisfactory Enhanced DBS Disclosure will be required for this post;
- we will seek references on shortlisted candidates before a second interview, and may approach previous employers for information to verify particular experience or qualifications;
- if the applicant is shortlisted, any relevant issues arising from his or her references or application will be taken up at interview;
- in accordance with due diligence checks, online searches may be conducted as part of the selection process on shortlisted candidates;
- if the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired” (e.g. where a warning could no longer be taken into account in any new disciplinary hearing), and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, then contact will be made with that employer who will be asked about these issues; and
- applicants should note that providing false information is an offence and could result in the application being rejected, or dismissal if the applicant has been selected, and possible referral to the police.

Please review our Safeguarding Policy available at www.youthadventuretrust.org.uk/policies

How to Apply

Please complete the Application Form which includes the opportunity to outline why you think you are suitable for this role, making specific reference to the Job Description and Person Specification above.

The Application Form should be returned to:

Louise Balaam, Director of Fundraising by email: louise@youthadventuretrust.org.uk

Applicants are welcome to call Louise on 07904 037525 if they would like to discuss the role or the application process before applying.

Applications Closing Date:

Sunday 7th January 2024 at 23:59

Shortlisted candidates will be notified on Tuesday 9th January 2024

Interview Date:

Tuesday 16th January 2024 (Frome)

Shortlisted candidates will be asked to complete a written task before the interview.

Unfortunately we are unable to reimburse interview expenditure incurred.

The Youth Adventure Trust sincerely thanks all those who apply, however only those considered for an interview will be contacted.

Data Protection Statement

For information about how we use your data, please see the Privacy Policy on our website www.youthadventuretrust.org.uk/privacy, or request a hard copy by calling 0330 123 2446.

Equal Opportunities and Diversity Statement

The Youth Adventure Trust is an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

Additional documentation with this Job Pack:

- Application form
- Recruitment of Ex-offenders Policy