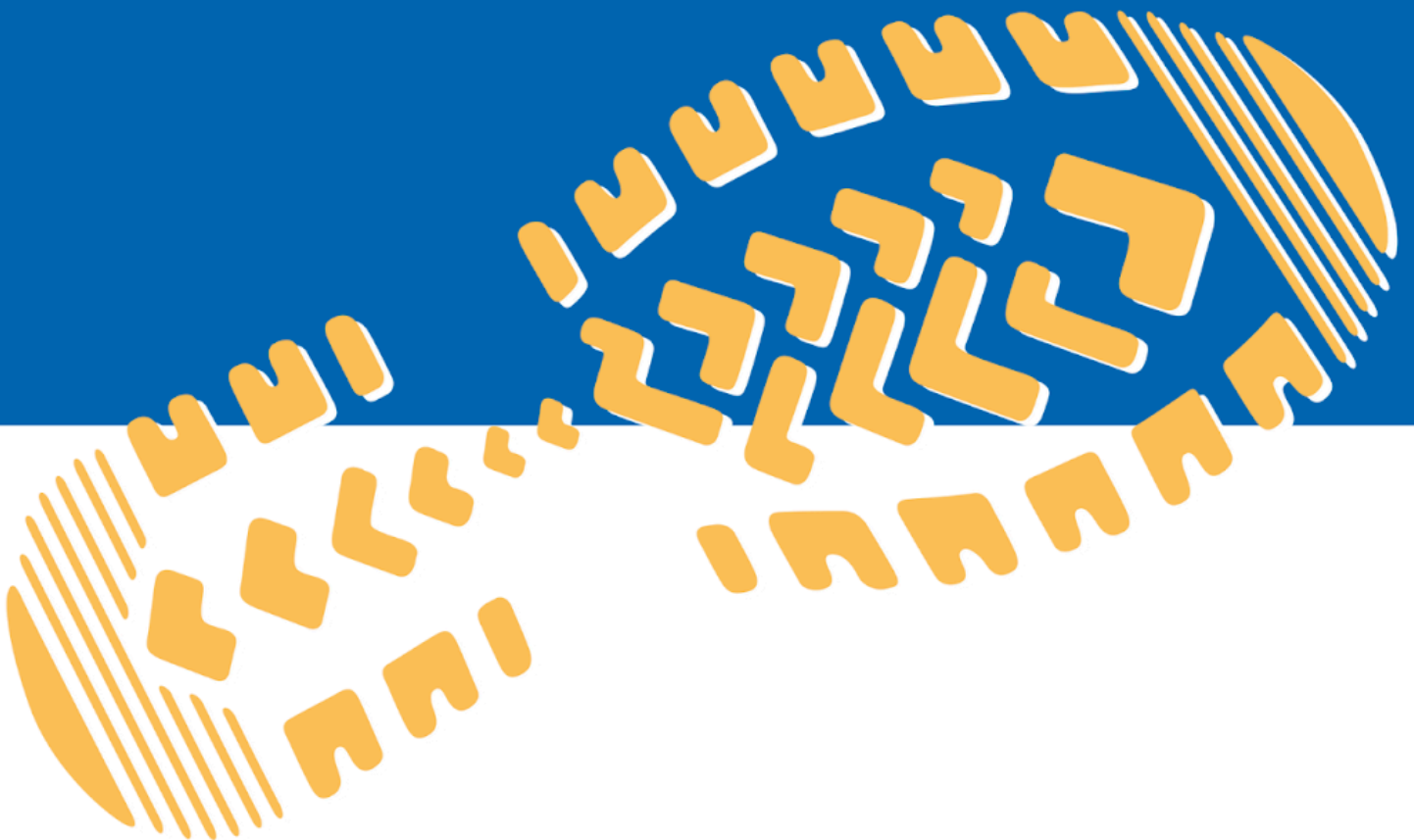


Youth Adventure Trust Trusts Fundraising Officer Job Pack



Date: 24th September 2024

Prepared by: Louise Balaam, Director of Fundraising and Engagement

Email: louise@youthadventuretrust.org.uk Tel: 07904 037525





Summary

Title:	Trusts Fundraising Officer
Reports To:	Trusts Fundraising Manager
Salary:	£23,000 - £25,000 per annum FTE plus benefits
Location:	Home-based, with easy access to Wiltshire and/or Somerset
Contract:	Permanent, part time or full time
Hours:	21 - 28 hours per week, flexi-time available
Holiday:	25 days pro-rata
Application:	Application Form
Closing Date:	Tuesday 22nd October 2024 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, Swindon and Somerset.

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 have a talent for story telling, are looking for a role where your words can make a lasting impact and are passionate about giving vulnerable young people life changing opportunities, then this is the job for you. We're seeking a talented individual who can tell our story and help secure vital funding from trusts and grant-makers.

Trusts and other grant-makers are an important source of funding for our charity. As we look ahead, we're expanding our Trusts fundraising portfolio to meet the growing needs of our programmes. This is where **you** come in.

As our Trusts Fundraising Officer, you'll be an inspiring storyteller whose enthusiasm for our work shines through in your writing. You'll play a key role in researching new funders, crafting compelling funding applications, and ensuring we meet reporting requirements for existing supporters.

Your work will involve developing impactful case studies and gathering evidence to show the need for our services. This will help secure sustainable funding. You'll be supported by our experienced Trusts Fundraising Manager to build lasting relationships with funders. Together, you'll keep them engaged and informed about the positive impact they're making on the young people we support.

What We're Looking For:

- **Outstanding communication skills** – You can write clearly, persuasively and passionately. You're confident speaking to others about the charity's work.
- **Writing experience** – You have experience writing successful funding applications, proposals, or compelling articles, ideally but not necessarily with a fundraising focus
- **Fundraising experience** - You may not have written a grant application before but you should have some paid or voluntary experience in a fundraising capacity.
- **Attention to detail** – You take pride in your work, have a good eye for detail and a thorough approach.
- **Self-motivation and organisation** – You're able to manage your own time and prioritise effectively.
- **Passion for the outdoors and youth development** – You understand the importance of giving vulnerable young people outdoor experiences and are willing to put on your waterproofs and join in on our activities and camps to witness first-hand the difference the Youth Adventure Trust makes.
- **Willingness to learn** - if you think you have what it takes but don't have lots of experience as a Trusts Fundraiser, this role comes with plenty of scope to develop your writing skills and gain experience within a supportive team environment. If you have a

Job Description

Key responsibilities include:

- Telling our story in engaging and compelling ways to show prospective funders the difference they could make to vulnerable young people by supporting our work;
- Stewarding our existing funders to keep them engaged with our work and aware of the impact they are having as well as meeting their reporting requirements;
- Working with colleagues across the organisation to identify projects of interest to potential funders and develop meaningful success stories about the young people at different stages on their Youth Adventure journey;
- Identifying and researching prospective trust funders and grant makers;
- Assisting colleagues by preparing first draft applications and proof-reading final versions;
- Preparing, writing and submitting high quality funding applications to agreed prospective and existing funders and meeting deadlines;
- Contributing to an agreed annual income target from trusts, foundations and other grant making bodies and helping to increase that income stream over the next few years;
- Using the database effectively to keep accurate records of funding applications, ensure good stewardship of funders and report on funding pipelines as required;
- Preparing and sharing social media posts to showcase our work and acknowledge our funders;
- Keeping up to date with relevant legislation and news stories, collating this information and sharing it with colleagues to help create a compelling case for support;
- 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 need someone with:

- An excellent writing style with an eye for detail and the ability to create a compelling case for support;
- The ability to gather information, collate it, filter the relevant messages and communicate them effectively;
- Paid or voluntary experience in a fundraising environment, ideally with a proven track record of submitting grant applications or funding proposals - relevant transferable skills will be taken into consideration;
- Strong administrative and IT skills with experience of using a database to keep records and manage work flows;
- Confident user of social media and experience using design platforms such as Canva or Photoshop
- Excellent organisational and time management skills with the ability to prioritise work, juggle conflicting demands and meet tight deadlines;



- Willingness to work variable hours, flexibility to travel occasionally and able to work from home;
- 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:

Tuesday 22nd October 2024 at 23:59

Shortlisted candidates will be notified by Friday 25th October 2024

Interview Date:

Tuesday 5th November 2024 (Location TBC)

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