



Role Profile: Events & Community Fundraiser

Job title	Events & Community Fundraiser	Salary	up to £25,000 (plus bonuses)
Reporting to	Fundraising Development Manager	Holidays	33 days including bank holidays
Location	Blackburn Youth Zone, Jubilee Street	Contract & Hours	Full time, permanent - 40 hours per week, including flexibility to work evenings and weekends as required

The Person

You must have a passion for community fundraising, and a commitment to supporting young people. Using your skills, you will develop and deliver our community and corporate fundraising programme. You will focus on growing income from SME's, third party events, community groups, schools, and individual giving fundraising streams. You will be excellent at building relationships, have experience in digital fundraising, be creative in your approach and be excited by the opportunity to manage several fundraising programmes at the same time. You will be a self-motivated individual, able to work independently and also well in a team.

Key relationships

Senior Leadership team, Youth Work Delivery Team, Head of Youth Work, the wider BYZ Team, OnSide employees, Trustees, Stakeholders, Local Businesses, Community Groups, Young People and Parents.

Closing date: 5pm, Friday 14th Feb 2022

Key Dates & information

To apply please send your CV and a cover letter explaining why you would be suitable for this role to hr@blackburnyz.org

Blackburn Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check which is funded by Blackburn Youth Zone. Pre-employment checks will be required for this role.

Job Purpose

This post will play a leading role in Blackburn Youth Zone Fundraising Strategy to diversify income. As part of our plan to ensure that Blackburn is embedded into the community, you will be building on a fundraising stream to capitalise on opportunities including; local corporate partnerships (e.g. charity of the year and corporate events), community fundraising (challenge events, school fundraising, third party events), digital fundraising (with a focus on regular gifts).

As well as raising vital funds, you will help raise awareness that BYZ is a charity within the local community. Through creating successful fundraising campaigns and building strong and meaningful relationships with community groups and local businesses in Blackburn, you will make



a key contribution to ensuring young people have a safe, affordable and inspiring place to go in their leisure time. You will be innovative and forward-thinking in your approach and encouraged to test out new ideas.

Context of the Post

You will be given ample scope to test your creative ideas and drive forward new streams of income generation, supported by the Fundraising Development Manager, the Chief Executive and a forward-thinking and engaged Board of Trustees.

General

The job is full-time and will be located at Blackburn Youth Zone, Jubilee Street, Blackburn. The hours of work are those necessary to fulfil the requirements of the position. This may involve working unsocial hours in the evenings and at weekends during Youth Zone sessions or at events, and also working during the day. In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.

Blackburn Youth Zone

Blackburn Youth Zone is an iconic, state-of-the-art facility for young people in the heart of Blackburn which opened in June 2012. Attracting young people from across the town and beyond by its fantastic facilities, Blackburn Youth Zone provides sports and arts activities and practical support, especially for those who are disadvantaged.

The three-storey building has dedicated sports halls with a climbing wall, gym, dance and performing arts spaces and as well as visual arts facilities. Also included are a cafe, games and social areas and an outdoor all-weather pitch on the roof. The centre is open 365 days a year.

The main characteristics of our work with young people are:

- We start where young people are and go where young people take us
- We offer opportunities for supportive adults to develop positive relationships with young people
- We will bring our town together to support young people

Key Duties and Responsibilities

- Take an active role in contributing to the fundraising plans and strategy for Blackburn Youth Zone being supported by and communicating with your manager.
- Achieve agreed fundraising targets for new and existing income streams.
- Develop partnerships and relationships with community groups and local businesses that generate sustainable income for Blackburn Youth Zone.
- Design, implement, test and launch individual giving campaigns, engaging individuals across the community.
- Identify and promote new fundraising opportunities, such as third-party challenge events that could fundraise on behalf of Blackburn Youth Zone.
- Reduce expenditure for the charity by seeking appropriate in-kind donations.
- Work closely with the Communication team to develop key messages and choose appropriate channels to maximise opportunities to communicate with stakeholders and ensure that BYZ is well recognised locally as a high impact, independent charity in need of funding.

- Utilise Salesforce to record all fundraising activity accurately and ensure that records are kept up to date.
- Plan, deliver, support and evaluate fundraising events.
- Maximise the opportunity to communicate with various community stakeholders.
- Work flexibly and inclusively (including evening and weekends as needed) to ensure you can successfully delivery the agreed objectives of this role.
- Comply with all policies and procedures, with particular reference to safeguarding, fundraising regulation, codes of conduct, health and safety, and equality and diversity and ensure we comply with GDPR standards.
- Be an active member of the team, carrying out any other reasonable duties as requested by the management team, and operating in line with the values and principles of the Youth Zone.

Person Specification

Applicants must demonstrate in their application form that they currently have the experience and use the skills outlined below or have used them previously in employment, education, training, volunteering, etc.

Selection Criteria A = Application Form I = Interview AS = Assessment	Essential or Desirable	Method of Assessment
Experience		
Proven events or community fundraising experience.	Essential	A, I & AS
Experience of building relationships and partnerships with individuals, businesses and other groups that have resulted in sustainable income.	Essential	A, I & AS
Experience of planning and managing income generating events – including monitoring budgets and expenditure.	Essential	A & I
Experience of using a CRM system for logging and tracking fundraising activity.	Essential	A & I
Qualifications		
GCSE literacy & numeracy or equivalent	Essential	A
Degree level qualification	Desirable	A
Skills		
Good numeracy skills and ability to analyse and report on your own financial performance.	Essential	A, I & AS
Great at building and developing relationships that are meaningful and long lasting.	Essential	A, I & AS
Excellent presentation skills	Essential	A, I & AS
Able to work flexibly and under own initiative to ensure deadlines are met and tasks are prioritised.	Essential	A, I & AS
Able to communicate effectively with a range of stakeholders.	Essential	A & I
Able to manage volunteers or teams at events.	Desirable	A & I
Knowledge		
Knowledge of how to optimise fundraising messaging to raise awareness among different stakeholders and generate return on investment.	Essential	A & I



Willing to develop knowledge of fundraising best practice, legal requirements and health and safety related to community fundraising and events.	Essential	A & I
Good working knowledge of MS Office.	Essential	A & I
Aptitude		
Commitment to the values of Blackburn Youth Zone.	Essential	I & AS
Initiative and commitment to continuous improvement and ongoing development opportunities.	Essential	I & AS
Special Requirements		
Passion for raising money for a charity working with children and young people	Essential	A & I
A willingness to work unsociable hours as required	Essential	A & I
Ability and willingness to travel to events in the borough and beyond	Essential	A & I
DBS clearance and committed to Safeguarding children	Essential	A & I

The strength of the OnSide Network of Youth Zone is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered non-traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country.