

Dear applicant

Application for the post of Fundraising Manager (Trusts and Foundations) – 35 hours per week

Thank you for the interest you have shown in the above post. In this pack you will find:

- application form
- job description
- person specification
- equal opportunities monitoring form
- declaration of criminal records form
- additional information
- George House Trust's Values, Vision & Mission Statement

If you require the application pack, or any of our other materials, in a different format to support your ability to make an application please contact us.

All applications must reach us by **17:00** on **Wednesday 8th February 2017**

Regrettably we are unable to contact unsuccessful applicants.

If you would like further information, please contact the office on 0161 274 4499.

Please send your ALL completed forms by email to:

samuel@ght.org.uk

or by post to:

APPLICATIONS, GEORGE HOUSE TRUST
77 ARDWICK GREEN NORTH
MANCHESTER M12 6FX

Many thanks for your interest in George House Trust.

Yours sincerely

Steph Mallas
Joint Chief Executive

Job Description

Job Title: Fundraising Manager (Trusts and Foundations)
Fixed term contract: 35 hours per week
Location: Manchester
Accountable to: Joint Chief Executive

Main purpose of the post

1. To lead the development of George House Trust's overall fundraising strategy, including charitable trusts, community fundraising, individual giving and legacy income.
2. To be solely responsible for the preparation and submission of significant grant funding applications to charitable trusts and foundations.
3. To liaise with charitable trusts and foundations to identify best fit between projects and funders, building relationships with a view to optimising success rates.
4. To plan and produce high quality reports to charitable trusts and foundations, demonstrating impact and outcomes within required deadlines.

Key Duties and Responsibilities

1. Lead on the development of George House Trust's fundraising strategy

- i) Produce a 3 year strategy in conjunction with the management team and fundraising colleagues, for approval by the Board Marketing & Fundraising sub-committee and the Board of Trustees.
- ii) Attend bi-monthly Board Marketing & Fundraising sub-committee meetings to report on performance against George House Trust's charitable trusts and foundations fundraising targets. .
- iii) Deliver George House Trust's charitable trusts and foundations fundraising strategy within agreed timescales and success measures.
- iv) Design and implement a strategy for legacy giving to George House Trust.
- v) Contribute to the development of a strategy to grow individual giving to George House Trust

2. Prepare and submit grant funding applications

- i) Gather and collate information from internal stakeholders to assimilate into trust and grant funding applications.
- ii) Work closely with the Finance Manager to produce full-cost recovery budgets to accompany funding applications.
- iii) Undertake extensive research to develop pipeline projections, over 1-3 years.
- iv) Work with the other managers to ensure that service users and/ or volunteers have been involved in the design of any new service prior to any bid being finalised and submitted.
- v) Submit a range of innovative, creative and compelling funding applications.

3. Liaise with charitable trusts and foundations to identify best fit between projects and funders, building relationships with a view to optimising success rates.

- i) Develop and create a range of compelling materials and propositions to secure new opportunities and long-term sustainable relationships with key charitable trusts and foundations.
- ii) Maintain relationships with charitable trusts and foundations and seek innovative ways to make them aware of the huge impact that George House Trust has on the lives of people living with HIV.

4. Produce and plan reports to charitable trusts and foundations on outcomes within required deadlines.

- i) Produce high quality reports that demonstrate effective use of their investment in George House Trust.
- ii) Ensure that the service user or volunteer "experience" is evidenced, including the personal outcomes for them.
- iii) Develop innovative and appropriate ways to enable charitable trusts and foundations to have direct contact with service users or volunteers, in order to better understand the issue faced by people living with HIV and the impact of George House Trust's services.

General responsibilities

1. Participate in management team, fundraising team and full staff team meetings and act in accordance with agreed office practices and systems, and share administrative support.
2. Carry out all tasks in line with George House Trust policies and uphold these at all times, paying particular attention to equal opportunities, health & safety and George House Trusts' values, vision and mission statement.
3. Act as a role model to staff and volunteers within George House Trust.
4. Act as an Ambassador for George House Trust externally.
5. Respect and maintain appropriate confidentiality at all times.
6. Carry out other work, appropriate to the level and nature of the post, as agreed by the organisation in response to changing needs and circumstances.

Note: the nature of this work will require some evening and weekend work, for which time off is arranged under the terms and conditions of employment.

Terms and Conditions

George House Trust terms and conditions apply.

Salary

£28,485 to £32,486 p.a.

Hours

35 hours

Notice period

The post requires a notice period of 4 weeks.

Person Specification

Job Title: Fundraising Manager (Trusts and Foundations)

CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
KNOWLEDGE/ QUALIFICATIONS			
<ul style="list-style-type: none"> A sound knowledge of charitable trusts & foundations 	√		Application
<ul style="list-style-type: none"> A sound knowledge of funding issues facing charities 	√		Application Interview
<ul style="list-style-type: none"> Knowledge of HIV issues 		√	Application
<ul style="list-style-type: none"> Evidence of training undertaken relevant to this post 	√		Application
EXPERIENCE			
<ul style="list-style-type: none"> Substantial experience of successfully raising funds from charitable trusts and foundations 	√		Application Interview
<ul style="list-style-type: none"> Experience of working in a grant giving organisation 		√	Application
<ul style="list-style-type: none"> Proven experience of meeting fundraising targets 	√		Application
<ul style="list-style-type: none"> Experience of producing high quality monitoring returns to charitable trusts 	√		Application Interview
<ul style="list-style-type: none"> Experience of consulting with staff and service users as part of the bid development process 	√		Application Interview
<ul style="list-style-type: none"> Experience of working with volunteers 		√	Application
<ul style="list-style-type: none"> Experience of securing funds through legacies 		√	
SKILLS & ABILITIES			
<ul style="list-style-type: none"> Computer skills: self-supporting and competent in a range of software packages such as Word, Excel, PowerPoint and in the use of a CRM database 	√		Application, Test

<ul style="list-style-type: none"> • Oral communication: communicates effectively and confidently face to face and over the telephone. 	√		Application, Interview
<ul style="list-style-type: none"> • Written communication: writes in a succinct and structured way, conveying clear messages 	√		Application, Test
<ul style="list-style-type: none"> • Building effective partnerships: builds positive and productive relationships with corporates as well as charitable trusts 	√		Application, Interview
<ul style="list-style-type: none"> • Learning & development: takes ownership of own learning & development. Keeps up to date with professional developments. 	√		Application
<ul style="list-style-type: none"> • Professionalism: embraces accountability, demonstrates high levels of integrity and is a role model for staff 	√		Application, Interview
<ul style="list-style-type: none"> • Team working: works well unsupervised using own initiative and effectively as part of a team. Establishes good working relationships. 	√		Application, Interview
PERSONAL ATTRIBUTES			
<ul style="list-style-type: none"> • A completer finisher, able to see the job through 	√		Application
<ul style="list-style-type: none"> • Optimistic can-do attitude 	√		Application
<ul style="list-style-type: none"> • A strong commitment to George House Trust's values and vision. 	√		Interview
<ul style="list-style-type: none"> • Diversity: recognising, valuing & upholding diversity 	√		Application, Interview

Additional Information

George House Trust is the HIV voluntary organisation for the North West of England. We exist to support adults who are living with or affected by HIV.

At present we are supporting over 2000 people per year, making us the largest HIV support charity outside London.

We were founded in 1985 as "Manchester AIDSLine" and are the UK's second oldest HIV charity (after the Terrence Higgins Trust).

We have a long record of campaigning and lobbying to secure the best possible quality of life for all people with HIV and to challenge discrimination against people with HIV.

The support we offer includes: one to one advice, information and support, treatment advice, volunteer community support, financial support, special courses and events, and peer support group spaces.

Our income comes from a variety of sources: local Government, central Government, charitable trusts, lottery distribution bodies, fundraising, donations and earned trading income. We have a robust income strategy in place, which is reviewed and monitored bi-monthly.

We have PQASSO Level 2 – a quality assurance standard.

Employment at George House Trust:

We currently employ 14 people.

We also have around 150 trained and managed volunteers, and hold the Investing in Volunteers Quality Mark.

New employees are subject to a six-month probationary period.

Full time staff work a 35 hour week, normally Monday to Friday, though some evening and weekend work is necessary. This post is a 35 hour per week post.

Our current opening hours are 9.00am to 8.00pm on Mondays and 9.00am to 5.00pm on Tuesdays, Wednesdays Thursdays and Fridays.

All full time staff members are entitled to five weeks paid holiday plus Bank and Public Holidays.

Because of the nature of the duties the post holder will be expected to undertake, you are required at the short-listing stage to disclose details of any unspent criminal convictions. Only relevant convictions/information will be taken into account. Any failure to disclose relevant information could result in dismissal or disciplinary action by the organisation.

The values and vision of George House Trust

Values

George House Trust believes in dignity, respect, empowerment, integrity, recognising difference and being passionate about our work.

Dignity

We believe that to treat someone with dignity is to treat them as being of worth in a way that is respectful of them as valued individuals.

We also believes that where dignity is present people feel in control, valued, confident, comfortable and able to make decisions for themselves.

Respect

We believe that this is best demonstrated by a willingness to show consideration and appreciation for the feelings, wishes or rights of others

Empowerment

We believe in empowerment as a goal for all service users in order to have the freedom to act, think, respond, initiate and make decisions.

Integrity

We treat people with integrity through being honest and having strong principles.

Recognising difference

We recognise that each individual is unique. We explore these differences in a safe, positive and nurturing environment and make an effort to understand each other beyond simple tolerance, to embrace and celebrate the diversity of difference between each individual.

Being passionate about our work

Our passionate approach means we put energy, enthusiasm and excitement into our charity and its services. Our ambition is materialised into action to put as much heart, mind, body and soul into our work.

Vision

George House Trust's vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination. Our vision is for all people to know their HIV status and to be HIV aware.

Mission Statement

- We will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.
- We will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.
- We will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.
- We will challenge HIV stigma and discrimination and promote a better understanding of HIV.

FUNDRAISING MANAGER ADDITIONAL INFORMATION

George House Trust

We are a well-respected charity with a deserved reputation for providing good quality services to people living with HIV. Our work is service-user focussed, which means that all new services are designed and shaped by the people who use our services, and often delivered by people who are living with HIV.

We have a unique governance structure that puts service users at the heart of decision making. At the current time almost 60% of our Trustees are people living with HIV, which keeps HIV at the very heart of the charity.

Our values underpin everything that we do, and we seek to work with people and organisations that uphold these values of dignity, respect, integrity, recognising differences, empowerment and being passionate.

We have a small staff team and high levels of staff retention, and it's fair to say that everyone at George House Trust feels passionate about their role and the work that we do. This includes Trustees, staff and volunteers.

George House Trust is the kind of organisation where everyone is encouraged to think creatively about doing things differently or better. Staff are encouraged to participate in broader discussions about the future direction of the charity, and the culture is open and participative. Interests are nurtured and staff are trained and developed.

Fundraising from Charitable Trusts & Foundations

Like many other charities, George House Trust has been over-reliant on statutory funding for a significant period of time. In our case this means a reliance on funding from hard pressed local authority public health budgets that are subject to serious funding cuts year on year.

George House Trust's strategic response to this was to invest in a post to secure funds from charitable trusts and foundations. Just over three years ago we appointed our first Fundraising Manager, and she is now moving on to take on a much bigger challenge.

During the past three years we have started to steadily grow our income from charitable trusts and have gained a reputation for delivering really positive results, performing to a high standard, innovating and ensuring that every pound makes a real difference to someone living with HIV.

We have received excellent feedback and testimonies from larger charitable trusts, and one in particular continues to fund our work year on year.

"Your project has been really successful in helping those affected by HIV with their personal finances. Your model of a money advisor has proved to be extremely effective in offering consistent and accessible support and advice. I understand that the demand is ever increasing but your money advice service has shown that providing this kind of support is vital in maintaining health both physical and mental. Your achievements in number of people helped and the outcomes that have been achieved for these people are fantastic. It's great to see that people are experiencing a reduction of debt, reduced dependency on payday loans, reduced anxiety and increased access to alternative and credible financial services and products. Thank you for the inspiring quotes and compelling case study, the really complimented the report."

Here's the perspective of the current Fundraising Manager, Yvonne Hepburn-Foster:

"Grant, trust and foundation fundraising at George House Trust is a fulfilling role. Supporting an organisation which empowers people to live well with HIV is as interesting as it is rewarding. You will have access at both ends of the spectrum, from direct access to the Executive, to working with service users; as well as everything in between. You will also work closely with Managers, the team of Services Advisers and Volunteers to make compelling cases for the work.

For a health charity, George House Trust engages with a broad spectrum of individuals from different sectors. From corporate partners and bar owners to local dignitaries and the NHS. You may find yourself interviewing a volunteer counsellor, getting feedback from service users or a quote from a drag queen. George House Trust will provide you with a rich mix of opportunities from which you can evidence the impact of, and need for our work, with prospective funders.

Fundraising at George House Trust means you will be ensuring prospects understand more about HIV, the people who are affected by the condition, and why they should be supporting George House Trust. It's a busy environment, with lots happening locally and nationally across the sector, and you will have the values of George House Trust to propel you to go the extra mile when necessary. It's important to know that these are values in practice, not just in theory, and I am proud to have been part of a diverse team of people who work with knowledge, humanity and wisdom to achieve the best outcomes for the people they serve.

It has been an honour to work for this charity and I hope you will enjoy being part of this small team with a huge heart."



The Future

In order to “future proof” George House Trust, we have ambitious plans to grow our income from fundraising further during the next five years. We are investing in a new Community Fundraising Organiser post, a new Regular Giving Manager post and a marketing resource.

This will be a new Fundraising Team and the Fundraising Manager’s role in this will be pivotal. Whilst no line management responsibilities have been added to the role (we know how time consuming researching and writing bids can be), the Fundraising Manager does have strategic responsibility for income generation overall, and in particular the production of a three year fundraising strategy.

The Fundraising Manager is accountable to the Joint CEO and will provide regular reports to the Board of Trustees and the marketing and fundraising sub-committee.

If you like a challenge, enjoy responsibility and relish the opportunity to take a relatively new role up to the next level then you could be the person that we are looking for.

If you want an informal chat about this role please call 0161 274 5650 to talk to Rosie Robinson, Joint CEO