



Supporting young homeless people in Brighton & Hove

Fundraising & Communications Manager

Salary:	£33,000-£37,000
Location:	Central Brighton with some remote working
Term:	Permanent contract (probation period 6 months)
Working Hours:	35 hours per week
Annual Leave entitlement:	25 days per year + birthday + bank holidays
Pension:	3% rising by 2% every 2 years up to 6%
Notice period:	3 Months

The Clock Tower Sanctuary is Brighton & Hove's only day centre for 16-25-year-olds who are homeless, or insecurely housed. Our clients are rough sleeping, living in hostels or other temporary accommodation, or sleeping on floors and sofas – leaving them vulnerable to exploitation, violence and abuse and at increased risk of poor mental and physical health. We offer a safe, supportive environment, where young people experiencing homelessness can access food, showers, laundry facilities, clean clothing and help with the costs of mobile credit, toiletries and sanitary products. We offer life skills classes as well as activities such as music, photography, yoga, fitness and men's, women's and LGBTQ groups, to build confidence and self-esteem. Through one-to-one case-working, we support our clients to identify a pathway out of their situations; to find housing, work and training and improve their life chances, so that they can look forward to more positive futures.

About the role

We are seeking a fulltime, experienced Fundraising and Communications Manager who is proficient in developing and delivering strategic plans and has experience of income generation from a range of restricted and unrestricted income streams. The role will suit someone with at least three years' experience at this level and provides opportunities to develop our Fundraising and Communications to the next level.

Key responsibilities

Fundraising

- Develop and deliver the organisation's Fundraising strategy, in line with the organisation's strategic plan
- Ensure delivery of income against agreed annual targets, from a variety of sources including Trusts & Foundations, corporate and community partners, individual giving and major donors.
- Provide quarterly Board reports to track progress against targets, raising any issues/risks as appropriate
- Ensure accurate records of funding applications and donations including future actions in relation to funders and donors to maximise income potential

- Manage and oversee funders' reporting requirements, ensuring that staff are informed in a timely fashion when they are required to compile information for reports.

Communications

- Develop and deliver the organisation's Communication strategy, in line with the organisation's strategic plan
- Ensure strategic marketing and communication plans are created to promote fundraising activity effectively
- Develop and deliver appeals and campaigns
- Ensure website is regularly updated, search engine optimised and engaging the full range of stakeholders
- Develop organisation's brand identity

Management and training

- Directly manage the Fundraising and Communication Team: currently 3 postholders (2 FTE)
- Manage relationships with external contractors to deliver funding bids, projects and data management
- Manage the external web agency

Monitoring and Evaluation

- Contribute to the development and delivery of the organisation's monitoring and evaluation requirements, considering the needs of funders, the organisation and clients
- Ensure compliance with Data Protection and GDPR across all Fundraising & Communications activities
- Responsible for HR for direct reports
- Manage Fundraising & Communications budget

Other

- Understand the development of policy affecting young people who are homeless or insecurely housed including housing, education, employment and health and understand the impact for the organisation.
- Participate in the day to day work of the organisation as part of the Management Team
- Participate in regular training and supervision as required
- Undertakes other tasks as are deemed reasonable for the role

Person Specification

Essential experience

*At least three years professional fundraising experience, preferably in charity and/or community fundraising

*Highly proficient in developing and delivering fundraising and communications strategies

*Proven track record of setting, managing and delivering challenging income targets

Desirable qualification

- Certificate in Fundraising Management

Essential skills, ability & knowledge

Strong understanding of clients' needs, how CTS best meets those needs and the ability to convey this message effectively to a diverse audience

Eye for detail, strong analytical skills, strong writing skills and the ability to meet deadlines and manage multiple projects simultaneously
Demonstrable ability to put together and manage project budgets
High standard of computer literacy (MS Office, WordPress)
Experience of using sector-specific databases to produce reports and analyse data
Excellent stakeholder manager, with the ability to develop strong relationships with diverse stakeholders including senior professionals and major donors
Ability to manage, motivate and engage staff and volunteers
Self-motivating and pro-active, exhibit resilience and flexibility

How to apply

Application is by CV and supporting statement. In your supporting statement please explain how your experience, skills and knowledge meets the criteria marked * in the person specification.

Please email a letter of application outlining why you would like to join our team and how you meet the person specification, along with a copy of your CV to frances@thefts.org.uk **Applications close on January 4th 2022 but we are shortlisting applications on a rolling basis so early applications are encouraged.**

We are committed to maintaining a diverse staff team because we know how important it is to reflect the range of needs of the young people who use our services. To improve the diversity of the current staff team we want to strongly encourage applications from people of colour and those with lived experience of homelessness or insecure housing.