



An **OnSide** Youth Zone



ROLE PROFILE

CORPORATE/ COMMUNITY FUNDRAISER

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POST:

Corporate / Community Fundraiser

SALARY:

£20,000 - £22,000 per annum pro rata (dependent on experience)

LOCATION:

Mahdlo, Egerton Street, Oldham, OL1 3SE

REPORTING TO:

Fundraising Manager

CONTRACT:

18 hours per week, (hours can be worked flexibly throughout the week), permanent

BENEFITS:

- Free onsite gym access
- Automatic enrolment to Medicash Health Care scheme on successful completion of probationary period



ABOUT MAHDLO YOUTH ZONE

Mahdlo is a local charity that relies on the support and generosity of the Oldham community to keep our doors open and to provide the services our young people need.

Our Vision is to be a beacon of excellence for youth-led provision in Oldham.

Our Mission is to provide opportunities to raise aspirations and support young people to be the best they can be through the delivery of high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability).

OUR VALUES -
THE WAY WE WORK

PASSION
RESPECT
INCLUSION
DEPENDABILITY
EXCELLENCE

ABOUT YOU

We are looking for someone with a passion for fundraising, and a commitment to young people to support the development and delivery of our community and corporate fundraising programme with a target of raising £30,000 - £40,000 within the first 12 months.

You will focus on growing income from third party events, community groups, schools, individual giving fundraising streams and growing local corporate partnerships.

You will be excellent at building relationships, be creative in your approach and excited by the opportunity to manage a number of fundraising programmes at the same time.

You must also be committed to working within the spirit of Mahdlo's core values - Pride, Respect, Inclusion, Dependability and Excellence - which describe how we do things.

JOB PURPOSE

This brand new post will play a crucial role in Mahdlo's Fundraising Strategy to diversify our income. You will be given ample scope to test your creative ideas and drive forward new streams of income generation, supported by the Fundraising Manager, the Chief Executive and a forward-thinking and engaged Board of Trustees.

Since opening in March 2012, Mahdlo's income has been predominantly from a mix of philanthropists, foundations and companies as well as an events calendar. As part of our strategy to diversify income, you will be building on Mahdlo's Community and Corporate Fundraising programme to capitalise on opportunities including; community fundraising (challenge events, school fundraising, third party events), and maximizing on corporate partnerships (e.g. charity of the year).

As well as raising vital funds to keep our doors open, you will help raise awareness that Mahdlo is a charity within the local community. Through creating successful fundraising campaigns, and building strong and meaningful relationships with community groups and local businesses across the borough, you will ensure 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.

KEY RESPONSIBILITIES

- Take an active role in contributing to the fundraising plans and strategy for Mahdlo Youth Zone, being supported by and communicating with your manager
- Achieve agreed fundraising targets
- Develop partnerships and relationships with community groups and local businesses that generate sustainable income for Mahdlo.
- Bring creativity to 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 Mahdlo
- Reduce expenditure for the charity by seeking appropriate in-kind donations

- Work closely with the Digital Communications Coordinator to develop key messages and choose appropriate channels to maximise opportunities to communicate with stakeholders and ensure that Mahdlo 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 occasional in-house fundraising events.
- Maximise opportunity to communicate with various community stakeholders.
- Work flexibly and inclusively (including evening and weekends as needed) to ensure you can successfully deliver the agreed objectives of this role.
- Positively represent Mahdlo at fundraising events, networking opportunities and external meetings.
- 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.

GENERAL REQUIREMENTS

- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Positively contribute to Mahdlo's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required.

ADDITIONAL INFORMATION

- In accordance with our Child Protection and Safeguarding procedures, this position requires a safer recruitment interview and an enhanced DBS check.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.



PERSON SPECIFICATION

EXPERIENCE

	Essential	Desirable
Proven experience of community fundraising or corporate fundraising experience	✓	
Experience of building relationships and partnerships with individuals, businesses and other groups that have resulted in sustainable income.	✓	
Experience of planning and managing income generating events – including monitoring budgets and expenditure.		✓
Experience of using a CRM system for logging and tracking fundraising activity.		✓

SKILLS

	Essential	Desirable
Good numeracy skills and ability to <u>analyse</u> and report on your own financial performance.	✓	
Able to communicate effectively to build and develop relationships with a range of stakeholders.	✓	
Excellent presentation skills	✓	
The ability to cope with multiple demands and deadlines, the ability to work fast and to a consistently high standard	✓	
Able to manage volunteers or teams at events.		✓

KNOWLEDGE

	Essential	Desirable
Knowledge of how to segment audiences and <u>optimise</u> fundraising messaging to raise awareness among different stakeholders and receive return donations		✓
Willing to develop knowledge of fundraising best practice, legal requirements and health and safety related to community fundraising and events.	✓	
Sound IT skills	✓	

ATTITUDE

	Essential	Desirable
Commitment to the values of Mahdlo Youth Zone.	✓	
Initiative and commitment to continuous improvement and ongoing development opportunities.	✓	
Confident, motivated and enthusiastic	✓	

SPECIAL REQUIREMENTS

	Essential	Desirable
Passion for raising money for a charity working with children and young people	✓	
A willingness to work unsociable hours as required	✓	
Ability and willingness to travel to events in the borough and beyond	✓	

APPLICATION PROCESS:



HOW TO APPLY:

To apply for this opportunity please complete the Mahdlo application form downloadable from:

<https://www.mahdloyz.org/join/vacancies/>

Please refer to the full job description and person specification as relevant experience is essential.

All application forms must be submitted via the Mahdlo website or by email to **HR@mahdloyz.org**

CLOSING DATE: 12PM, WEDNESDAY 13 JULY 2022

Mahdlo is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment; therefore an Enhanced Disclosure and Barring Service (DBS) check is required with this post. The successful applicants will be expected to join the DBS Update Service. Job offers are also subject to two satisfactory references.

Mahdlo is an equal opportunities employer and positively welcomes applications from all candidates. We treat all applicants for employment and employees equally.



MAHDLO TEAM BENEFITS



ONSITE GYM

For all of the fitness fanatics or if you just want to maintain a healthy lifestyle.



BIRTHDAY GIFT

£50 Birthday Gift to boost your Health and Wellbeing.



HOLIDAY ALLOWANCE

14.54% of hours worked paid to you in your salary each month.



MEDICASH HEALTH CARE

On successful completion of your probationary period you will be enrolled onto Medicash - an award winning Health Care scheme.



FRIENDLY & SUPPORTIVE TEAM

We have team days (twice a year) and you will also have the opportunity to get involved and make a difference.