

Communications and Community Fundraising Manager

Do you want to shape young people's future?

1625 Independent People is the South West's leading youth homelessness charity with a national reputation for establishing best practice, involving young people and ensuring strong partnership working.

This is a unique time for the charity as we are investing in three new management roles to lead our fundraising, communications and partnerships.

Are you someone who can bring communications expertise and knowledge to our charity, write great content, take the lead in promoting our work and establish new relationships with businesses and in our communities?

If so, please read on - and get in touch if you want to know more.

You will develop and lead our communications strategy and our corporate and community fundraising plans. You will provide communications expertise and knowledge to raise awareness of our work, grow our supporter base, build our profile and reputation, establish new relationships and bring new income into the charity.

We are particularly keen to increase applications from ethnic minorities who are currently underrepresented in our organisation, and from people with relevant lived experience.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59 on Monday 01 August 2022.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

What we are looking for:

- You will bring significant marketing and communications experience with a passion for creating all forms of content across a variety of media.
- You will enjoy building strong relationships with businesses and community groups who want to support our work through fundraising, volunteering and pro-bono support.
- You will bring the ability to write compelling and inspiring content, being an excellent writer and editor with a creative flair.
- You enjoy working collaboratively with your colleagues, young people and partners to raise awareness and bring in new income.
- You are passionate about enabling young people to succeed in life.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with Jamie: jamie.gill@1625ip.co.uk. We encourage you to have an informal to discuss how your personal or professional experience and skills could be transferred to this role.

What you will be doing:

- You will be seeking out new opportunities for businesses and community groups to support our work, and then build and sustain strong relationships.
- You will work closely with colleagues across the organisation, partners and young people to develop and deliver our Communications Strategy.

- You will lead our Corporate, Community, Events and Individual Giving fundraising plans; securing income and pro-bono support to help us achieve our organisational priorities.
- You will work as part of a talented, highly motivated and creative team to secure the income needed to deliver our vital work with vulnerable young people.

Your line manager will be our Partnerships Director, Jamie Gill.

What we are offering:

- The opportunity to take the lead in communications in a thriving and innovative charity.
- The opportunity to lead in raising awareness of our work and building relationships with businesses and community groups for the benefit of young people who are homeless or leaving care.
- The opportunity to work with a range of partners and supporters who share our ambitions for young people.
- A generous annual leave entitlement of 30 days per annum plus all Bank Holidays.
- Flexible working hours.
- A very supportive environment with reflective practice, regular supervisions, team, cross departmental and organisational development days.
- Employee Health Cash Plan with UK Healthcare.

Contract details:

- **Hours per week:** 37.5 hours
- **Contract type:** Permanent
- **Pay:** £32,798 and £39,571 (dependant on experience)
- **The location:** Kingsley Hall in central Bristol, with the flexibility to also work from home.

Application information:

- To access the Job Pack for these roles and submit an application, please visit the vacancy page on our website:
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=4e9b1c62-80d5-4fad-8e23-4feb2fe57fd2>
- Please refer to the Cover Letter guidance below to ensure your application can progress to the shortlisting stage.
- To have an informal chat about the role, please contact Jamie.gill@1625ip.co.uk
- If you have any queries, please email jobs@1625ip.co.uk

Important dates:

- Application deadline closes: **23:59, Monday 01 August 2022**
- If you have not heard from us by **Friday 05 August 2022**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **week commencing 08 August 2022.**

Covering Letter / Supporting Statement Guidance

Please note that the online application form cannot be saved until it is fully complete. We recommend that you prepare your Covering Letter before you start the online application.

Your Covering Letter is essentially your Supporting Statement and will form the most important basis on which your skills, experience and behavioural competencies will be tested against the job criteria. Without it, your application cannot progress to the shortlisting stage.

You should refer to the Person Specification document within the Job Pack and cover only the elements that are tested at this stage of the recruitment process. Elements that only have the word 'interview' next to them will be tested at the next stage of the process and do not need to be covered in your letter.

Please try to keep the word limit to 250 words per criterion.

ALTHOUGH THE APPLICATION FORM GIVES YOU THE OPTION TO UPLOAD A CV, PLEASE DO NOT SUBMIT A CV AS THIS IS NOT NECESSARY AND WILL NOT BE USED IN THIS PROCESS.

Equal opportunities for everyone:

We safeguard and promote the safety and welfare of children, young people and vulnerable adults. Any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) Barred List Disclosure Check.

We believe those with a criminal record should have an equal chance to become employees or volunteers. We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our Policies section on the website, for further information.

We are also recruiting a **Trusts and Foundations Manager and a Partnerships Manager**
(Further details on these posts are here

<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=69fff30c-33a6-46d0-8efb-f133144b30e2>)