

St Andrew's Club
JOB DESCRIPTION

Job Title: Fundraising Officer
Reports to: Development Director
Location: Victoria / Westminster, London SW1
Salary: £22,500 - £25,000 fte (4 days/30 hour week required)
Benefits: 25 days annual leave entitlement fte, pension scheme contributions

Background:

This is an exciting opportunity for a graduate eager to use your communication, organisational, IT, research and administrative skills to help make a difference for young Londoners and raise vital funds for the world's oldest youth club.

St Andrew's Club in Westminster is a registered charity, established 150 years ago. Its mission is to give young people of diverse backgrounds a sense of belonging and fun, in a safe and attractive environment, where they develop self-confidence, self-respect and respect for others and, thereby their ability to contribute to society as good citizens. Many of the members live locally in Westminster and come from homes on very tight budgets.

The Club is in action seven days a week serving around 700 members each year. We have Senior Club programmes Monday – Thursday evenings; we run Junior Club on Monday and Wednesday evenings; we have Karate Club on Friday; we rent out to a performing arts school on Saturday and we field football teams on Sundays. In addition, we run programmes during school holidays through the day and into the evenings.

The Club is a vital resource for the local community, providing value for money opportunities in a safe, attractive environment for young people to develop educationally, socially and personally through an exciting and remarkably wide range of sport, art, excursions and practical skills.

Purpose:

The Club needs to raise around £400,000 every year to provide a core of trained, committed and talented youth workers, helped by many volunteers, as well as a building, facilities and youth programmes that are fit for purpose and which can adapt to changing needs.

We are looking for a Fundraising Officer to help us in our ambitions to raise vital funds for growth and sustainability. The Fundraising Officer will join the small, friendly team of Club staff and report to the Development Director, who is supported regularly by the Club Manager and a Fundraising Group of Trustees and supporters who meet bi-monthly. The Club has a varied group of stakeholders, including local young people and the local community, as well as local high net worth individuals (HNWIs), corporate sponsors, trusts & foundations and other funders.

This role would be perfect for someone who is passionate about helping young people build self-confidence, respect for themselves and for others, whilst giving them vital skills, training and opportunities to build a positive sense of citizenship.



Registered Charity Number 1103322
St Andrew's Club, Alec Wizard House, 12 Old Pye Street, Westminster
London SW1P 2DG



Specific Responsibilities

Fundraising:

Under the direction of Development Director:

- Prepare application to trusts and foundations, tailoring supporting materials from the case for support and providing additional evidence gathered from fellow youth workers; prepare timely follow up reports, working with colleagues to demonstrate evidence of impact and outcomes reached;
- Research new funding bodies, their procedures and policies, through internet, desk research and telephone;
- Research local companies and HNWIs for tailor-made approaches by Development Director;
- Support the Development Director and wider team to service corporate partners' requests, who provide both financial and in-kind support;
- Administer the donation process including preparing thank you letters and other correspondence with supporters;
- Administer the Regular Givers communications programme;
- Provide Event administration support for our 3-4 annual cultivation receptions and the Fundraising Group's events programme;
- Keep records up to date and optimise data through the organisational CRM database, including preparing mailings and reports.

Marketing/Communications:

Under the direction of Development Director:

- Update the Club website and social media sites;
- Prepare regular e-shots to supporters;
- Assist with providing content for Chronicle newsletter 3x each year.

General:

- Attend weekly Club staff meetings with youth workers;
- Administer Gift Aid declarations and claims;
- Keep accurate records of all donations to ensure easy retrieval for book-keeper and compliance for audit purposes;
- Ensure data protection procedures are followed at all times;
- Answer telephone and email enquiries and refer to the right person;
- Filing and other general office duties;
- Other duties as agreed by Development Director.

Person Specification

Essential:

- A genuine enthusiasm for helping to create opportunities for young people, particularly those facing barriers;
- Excellent interpersonal and communication skills;
- High level of writing skill to prepare optimal applications;
- Confidence across social media to help with Club marketing;
- Strong IT skills including Microsoft Office, CRM databases and data management to prepare segmented mail merges;
- Confident numeracy skills to maintain accurate donations records;
- Educated to degree level;



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- Highly organised with a good eye for detail;
- Hard-working, self-motivated professional with a can-do approach.

Preferred:

- Voluntary sector experience;
- Experience in writing trust applications (or proven equivalent experience);
- Member of Institute of Fundraising;
- Experience in digital marketing;
- Events management experience.

Attributes:

- A willingness to learn;
- Ability to concentrate in a busy, sometimes noisy, environment;
- Resilient, with ability to keep calm under pressure;
- A team player;
- Accurate, with good attention to detail;
- Results-driven focus;
- Able to represent the Club at occasional external events.



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