



Head of Fundraising and Development Job Description

Job Title	Head of Fundraising and Development
Reports to	Director
Salary	£35,000
Hours	Between 21 and 35 hours depending on availability of the right candidate
Contract length	Permanent – although funding dependent
Flexible working	Although some of the hours will need to be done within our offices in Croydon and/or Brent, some hours can be worked remotely with agreement.
Direct reports	Volunteers tbc

Role Purpose: This is an exciting opportunity to shape a growing charity and have a real impact on the services and support we are able to offer young refugees and asylum seekers. The Head of Fundraising and Development will lead on fundraising activity and related communications delivery at Young Roots to ensure we have a diverse and sustainable funding base and a secure future. They will be a member of the Senior Management Team and work closely with the Director.

Areas of responsibility:

1. To lead on the implementation and further development of the Young Roots Fundraising Strategy.
2. To lead on trust and foundation fundraising activity developing applications to charitable trusts yourself and working with our Service Managers and Director in the development new project ideas. You will be responsible for ensuring excellent reporting to our funders with closely with Service Managers on this aspect of the work.
3. To lead on developing our supporter base and increasing donations from individuals.
4. To lead on developing and delivering our community fundraising work.
5. To play a leading role on external communications in relation to fundraising including advising on the development of the website, developing fundraising

content for communications and leading on social media.

6. To lead on developing our work with new corporate partners.

7. To undertake other related work in line with the purpose of the role.

8. General responsibilities include:

- To attend and take part in training as agreed with your manager.
- To attend regular supervision, Senior Management Team meeting, project planning and staff meetings as agreed with your manager.
- To manage own day-to-day admin tasks, such as expenses, timesheets and emails.
- To read, understand and agree to Young Roots youth participation statement.
- To read, understand and agree to Young Roots child protection/safeguarding policy.
- To read, understand and implement the Young Roots Equal Opportunities policy

Person specification

Experience	Demonstrable experience of successfully applying to charitable trusts.	Essential
	Demonstrable experience of successful community fundraising	Essential
	Demonstrable experience of increasing individual donors in a voluntary organisation	Desirable
	Experience of working with the media.	Desirable
	Experience of website development and social media management.	Desirable
	Experience of working within the refugee or education sector.	Desirable
	Experience of working with young people.	Desirable
	Experience of working in partnership and/or collaboration with other organisations	Essential
Skills	Excellent communication skills	Essential
	Ability to respond strategically to the external environment.	Essential
	Creative approach.	Essential
	Strong organisational skills	Essential
	Strong administrative skills	Essential
Young Roots aims and objectives	Strong understanding and empathy for the issues faced by young refugees, asylum seekers and migrants	Essential
	Commitment to fulfilling the organisation's strategic objectives.	Essential
	Commitment and understanding to actively promoting the principles of equal opportunities	Essential
	Commitment to the principles of youth participation	Essential