



Role Profile

Job title	Grants and Trusts Manager	Salary:	Up to £30,000 dependant on qualification and experience
Reporting to:	Head of Fundraising	Holidays:	33 days including bank holidays
Location:	Wigan Youth Zone	Hours:	40 hours per week
Key Relationships:	Executive Director, Head of Fundraising, Youth Work Manager, Wigan Youth Zone Board, Patrons, Wigan Youth Zone Staff, Communications Manager, Funders		

Closing date: Sunday 1st March 2020

Interview date: Week commencing 2nd March 2020

N.B. Please submit applications as soon as possible as suitable applicants will be contacted before the closing date to be invited for interview.

Wigan Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups – this position requires an enhanced DBS.

Job Purpose

The Grants & Trusts Manager will have overall responsibility for the submission of written applications to a range of charitable funding sources including statutory, lottery funders, and charitable trusts and foundations, in order to maximise funding potential for core services and targeted projects at Wigan Youth Zone, in line with the Business Plan, Fundraising Strategy, Departmental Operating Plans and financial targets/KPIs. In addition, you will ensure that funders are stewarded well and that all post award requirements are met.

Context of the post:

Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Wigan Youth Zone, which opened in June 2013 is no exception, and is part of the OnSide network of twelve Youth Zones.

Wigan Youth Zone is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to give young people a space so they can be happy, healthy and successful adults. The state-of-the-art £6.2 million building provides young people with access to a range of activities, offering all young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers.

Wigan Youth Zone aims to give young people aged 8-19 (up to 25 with a disability) a chance to enjoy being young in an environment which is designed to give them a better start to life and prepare them for adulthood. We work with all young people, regardless of their circumstance or background, to make the most of their talents and maximise their opportunities. Our facilities include:

- **Kitchen** - Young people learn how much easier, cheaper and healthier cooking can be compared to takeaways;
- **Gyms** - The Youth Zone houses both a fitness and boxing gym;
- **Climbing Wall** – The climbing wall includes a bouldering section, auto belays and changeable climbing routes;
- **Dance Studio** - Young people learn routines in a safe and supportive environment;
- **Recording Studio** - Young people learn about the recording process, practice their music and distribute their own songs;

- **Radio Station** - The Youth Zone radio station is run by and for young people;
- **Art Studio** - The art studio is fully equipped to cover a wide range of disciplines;
- **Recreation Area** – Activities to set the tone for each young person every night;
- **Skate Park** - Offers an extensive choice of jumps and handrails; and
- **Sport/Sports Pitches** - Every sport imaginable is catered for through our indoor and outdoor sports spaces.

Other services include counselling, mentoring, life skills training & advice, employability and enterprise programmes, outdoor pursuits, days out and holiday clubs.

Values and Aspiration

Wigan Youth Zone is a place of activity, adventure and fun for all young people where they can try new experiences and learn new skills. Wigan Youth Zone supports young people to reach their full potential, grow their dreams and achieve their goals. We are looking for someone who can deliver this aspiration for Wigan's young people and share the following values:

- Is a positive role model for young people and who believes in and recognises young people's potential
- Has a positive and "can do" attitude
- Takes responsibility for their own actions
- Is committed to a culture of continuous improvement
- Is willing to go the extra mile to ensure great provision for young people

Duties and Responsibilities – General

- Work within the performance framework of Wigan Youth Zone and OnSide;
- Represent Wigan Youth Zone positively and effectively in all dealings with internal colleagues and external partners;
- To adhere to Wigan Youth Zone policies at all times, with particular reference to Health and Safety, Safeguarding and Equal Opportunities.

Duties and Responsibilities - Detailed

- Secure funds to agreed annual targets within the External Funding Operational Plan by writing and submitting sufficient number of compelling and high-quality funding applications on a timely basis.
- Cultivate and maintain effective personal relationships with a wide range of prospective and existing funders through telephone, email, and face to face contact.
- Deliver presentations to, and convene meetings, with funding bodies where required.
- Use a variety of online and printed tools to research into potential funders and ensure effective horizon scanning and pipeline development takes place.
- Understand the needs of Wigan Youth Zone, and in particular the children and young people which we service, to communicate them in a clear, consistent way to appropriate funders.
- Maintain knowledge of relevant local, regional, and national statistical information and use effectively in funding applications.
- Ensure that supporting documents including detailed income and expenditure budgets, work plans, job descriptions, and case studies are produced to a high standard.
- To work with the Youth Work Manager to ensure all bids meet the needs of young people and current delivery priorities.
- Acknowledge funding awards in a timely and consistent manner.
- Communicate with the Youth Work Manager to ensure delivery of the project as required by the funders and arrange regular post award monitoring meetings.
- Liaise with the Youth Work Manager and other staff to identify and retrieve data necessary for the preparation of monitoring and evaluation reports including financial information.
- Draft and submit all monitoring and evaluation reports to existing project funders within given time-scales.

- Be pro-active in supplying unsolicited reports and information to funders.
- Contribute to the development and maintenance of effective computer-based systems for recording funder details and monitoring information.
- Provide regular reports to the Head of Fundraising regarding performance.
- General administration duties – drafting documents, preparing reports and correspondence, proof-reading etc.
- Carry out other reasonable duties as requested by the Executive Director

Person Specification

	Essential	Desirable
Qualifications and Knowledge		
Educated to Degree Level or equivalent, or substantial experience	✓	
Certificate in Fundraising Practice/Management (Institute of Fundraising)		✓
Member of the Institute of Fundraising		✓
Understanding of the Fundraising Regulator's Code of Fundraising Practice for the UK		✓
Appreciation of social development issues relevant to young people		✓
Experience		
Demonstrable track record of securing significant income through the submission of compelling and persuasive funding applications	✓	
Previous success of engaging and managing professional relationships at all levels including Trustees, Grant Officers and Departmental Officials	✓	
Demonstrable track record of submitting high quality progress reports to a range of funders	✓	
Project development experience	✓	
Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines and with various internal stakeholders.	✓	
Fundraising with a background in a large charitable organisation		✓
Contracts and Tender writing		✓
Policy writing and updating		✓
Skills and Abilities		
Excellent written and verbal communication and presentation skills	✓	
Attention to detail and a thorough approach	✓	
High standard of ICT skills, including the use of databases		✓
Awareness of effective research tools to source potential grant funders and commissioners	✓	
Ability to create and maintain budgets for funding applications	✓	
Ability to cope with multiple demands and deadlines and maintain a consistently high standard of work	✓	
Ability to work within a team and independently	✓	
Personal Qualities		
Positive, enthusiastic and motivated	✓	
Punctual and reliable	✓	
Commitment to personal and professional development		✓
A flexible attitude to work and a willingness to perform a variety of duties to ensure an efficient and effective service	✓	
Commitment to the Youth Zone's mission	✓	
Ensuring interactions with stakeholders are always polite and positive	✓	