Closed date: 16 February 2018

Job Description

Richmond is the only Borough in London to be divided by the River Thames.  That division also reflects the contrasts within the Borough.  Hampton Fuel Allotment Charity and Richmond Parish Lands Charity are grant-making Trusts that support the needs of the poor and disadvantaged in their respective areas.  Last year the Trusts co-funded independent research to review need across the Borough.  The report ***On The Edge*** concluded that the perception of Richmond as a wealthy Borough masks high levels of poverty, poor health and low attainment.

The Trusts are implementing one of the key recommendations in the report: to establish a place-based giving scheme to generate significant additional resources, both in cash and in-kind, to support the work of our local charities and communities in addressing those needs.

We are looking for an experienced and enthusiastic professional, with the leadership, marketing and fundraising skills, to develop, implement and lead this initiative.

To apply please email your CV and covering letter addressing the job description and person specification.Include details of two referees.  Please also address the following question on a side of A4: what are the key issues you expect to encounter in the early stages of developing this initiative and briefly outline some of the potential solutions?

Closing date: Friday 16 February.

Due to limited resources, we regret that only shortlisted candidates will be contacted.

**DIRECTOR**

**Salary: £45,000**

**Contract: 2 Years (potential for extension); 35 hours per week**

**Responsible to: Director, Hampton Fuel Allotment Charity**

**Accountable to: Hampton Fuel Allotment Charity and Richmond Parish Lands Charity**

**Location: 15 High Street, Hampton, TW12 2SA**

**PURPOSE OF THE ROLE:**

* To develop, implement and lead the campaign to establish Local Giving across Richmond.
* To work strategically and collaboratively to identify new resources from local businesses, high net worth individuals and the public to support our local charities to benefit those in need.
* To raise awareness of and tackle need in Richmond.

**KEY RESPONSIBILITIES:**

**Relationship Building**

* Develop relationships and build connections with corporates, SMEs, high net worth individuals, the voluntary sector and public agencies to raise awareness and create a sense of ownership.

**Communications and Infrastructure**

* Promote the brand and oversee marketing material.
* Develop and implement a communication strategy ensuring regular news stories on digital and local media.
* Raise awareness of need and the work of local voluntary and community organisations.
* Establish the website and ensure regular updates.
* Set up digital media accounts.
* Oversee the launch of Local Giving across Richmond.
* Establish database of donors and donations.
* Recruit and manage a network of ambassadors who can help to promote Local Giving.

**Fundraising**

* Develop a fundraising strategy with clear targets.
* Secure resources (financial and in-kind) for supporting the charitable sector in delivering services and activities for those in need.
* Develop and maintain a system to keep in touch with all donors.
* Identify opportunities for donors to visit initiatives funded.

**Steering Group**

* Develop, support and report to the Steering Group to establish a vision and clear strategy for Local Giving.
* Liaise with the Steering Group to establish priorities for funding.
* Liaise with Hampton Fuel Allotment Charity and Richmond Parish Lands Charity for the efficient and effective distribution of funds.

**OTHER DUTIES:**

* Maintain records for monitoring and evaluation and quality assurance.
* Collate information to demonstrate the impact and added value of Local Giving in Richmond.
* Prepare quarterly reports for the Trustees of Hampton Fuel Allotment Charity and Richmond Parish Lands Charity.
* Maintain own diary and administration.
* Comply with local policies and legislation.
* Undertake other duties and any reasonable request to fulfil the requirements of the post.

**PERSON SPECIFICATION**

**Knowledge, Skills and Experience Required**

**Essential**

* Experience of bringing together a range of stakeholders effectively.
* Experience of identifying and building relationships with key professional partners.
* Proven track record of developing relationships with the corporate sector including SMEs.
* Excellent communication skills, both written and verbal; and report writing.
* Presenting a message to diverse audiences and getting them on board.
* Effective organisational and project management skills.
* Strong marketing skills including use of digital media.
* Ability to lead and take responsibility.
* Demonstrable fundraising skills, including fundraising from businesses, high net worth individuals and the community.
* Strong networking, influencing and negotiating skills.
* Understanding the charity sector.
* Good IT skills including use of databases.

**Desirable**

* Supporting and working with a Steering Group/Committee.
* Knowledge of corporate social responsibility and employer supported volunteering.
* Ability to lead media campaigns.
* Researching, collating, analysing and using data.
* Supporting small group of volunteers.

**Personal**

* Highly motivated and able to work independently.
* Creative and imaginative.
* Positive, flexible and ‘can do’ attitude.
* Ability to work flexible hours, including evenings and occasional weekends.
* Ability to travel around the London Borough of Richmond.

**ADDITIONAL INFORMATION:**

**Annual Leave**: 25 days Annual Leave.  The leave runs from 1 January to 31 December.

**Pension Scheme**: You will be employed by Hampton Fuel Allotment Charity and will be entitled to an additional 5% of your annual salary to a pension scheme; employees contribute 5% of their salaries.

The post is funded by Hampton Fuel Allotment Charity and Richmond Parish Lands Charity.