



FUNDRAISING OFFICER

£21,695 PRO RATA (PLUS LONDON WEIGHTING WHERE APPLICABLE)
28 HOURS PER WEEK / 0.8FTE

CLOSING DATE TUESDAY 9TH AUGUST



WELCOME

I am so pleased that you are interested in joining our team. We are ambitious to support and empower more young people to find their voice and be heard on the issues that affect their lives and would love you to be part of this.

As the National Youth Council of the UK, we have a big responsibility to young people, and we take that responsibility seriously. Whilst we have much to be proud of in our history, we know that to remain vibrant and relevant to young people we must continually evolve. The key to this is putting young people at the heart of everything we do.

While the British Youth Council works with young people, and is led by a board of trustees who are all under 26, our staff team is a mix of ages and we welcome applicants of all ages and backgrounds. I am immensely proud to be CEO of this fantastic charity; after reading the application pack I hope you feel inspired to join us.



Jo Hobbs MBE, Chief Executive



ABOUT THE BRITISH YOUTH COUNCIL

The British Youth Council is the National Youth Council of the UK. A youth-led charity, we empower young people aged 25 and under to influence and inform the decisions that affect their lives. We support young people to get involved in their communities and democracy locally, nationally and internationally, making a difference as volunteers, campaigners, decision-makers and leaders.

We are young people - and our charity aims to help other young people, whatever their background or barriers they face, to make the world a better place for us all.

Our vision

A world in which every young person is empowered to create social and political change.

Our mission

As the national youth council of the UK, the British Youth Council brings young people together to find their voice and use it to improve the lives of young people. We work with others to amplify young people's voices to create an environment in which young people views are valued, sought and acted upon.

Our values

Youth led – young people are agents of change and will always be at the forefront of our work. As a youth-led charity, young people are our leadership through our governance structures. They lead and shape our work, and we support them to define their own action for change. We champion youth leadership across all sections of society, evidencing the benefits of engaging young people in decision making and delivery and supporting that to happen.

Collaborative – we actively seek to collaborate with others to make positive change happen. We seek to work with relevant partners to add value to our campaigns and activity, and to be more creative in our approach to making change happen with and for young people. And we recognise the skills, knowledge and experience of young people, volunteers, staff and partners, and strive to achieve more by maximising the opportunities that collaboration provides.

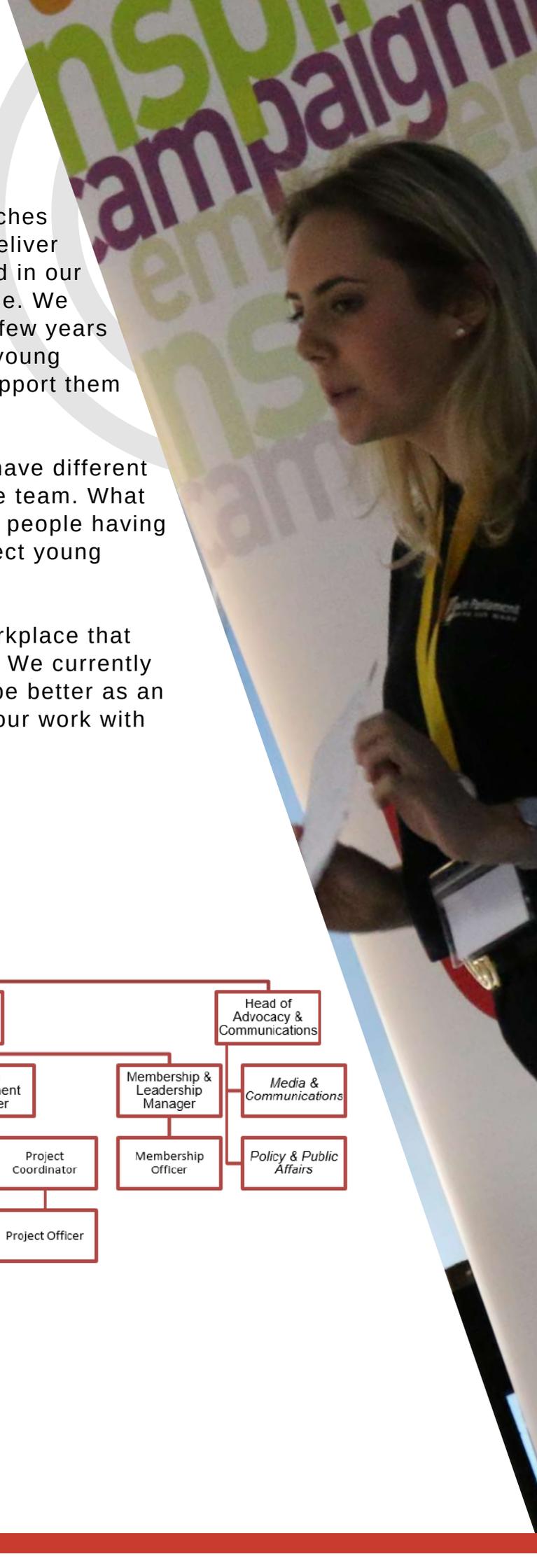
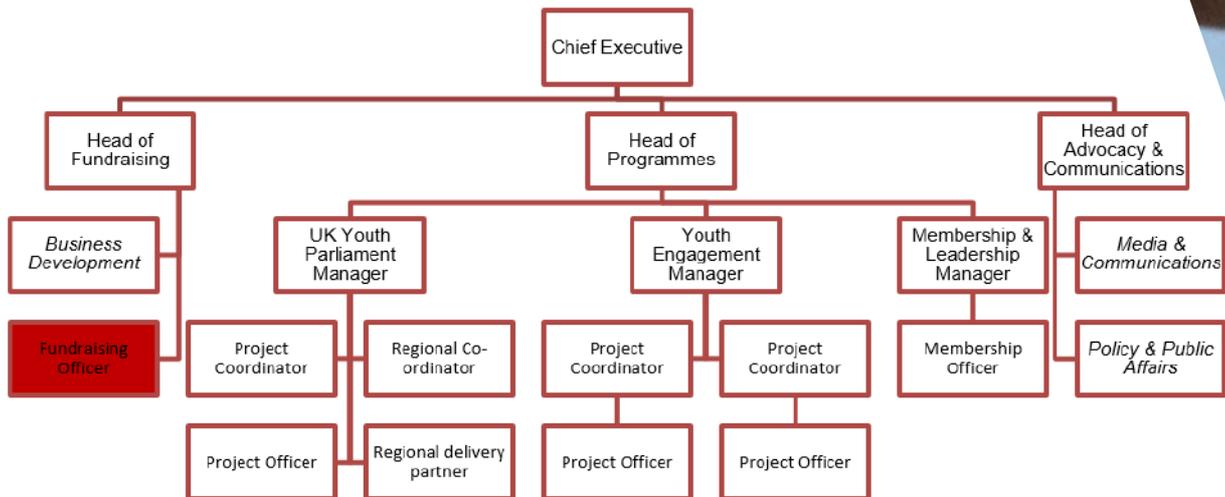
Inclusive – we respect and value diversity and act in a way that includes all. We ensure that all our activities are inclusive, recognising the needs of young people across different communities, and bring young people and partners together to learn from each other.

OUR TEAM

We are a small and passionate team that punches above our weight when it comes to what we deliver for young people. Some of our team are based in our London HQ, with other staff working from home. We are looking to expand our team over the next few years to deliver on our commitment to empowering young people to have a voice and to enable us to support them to access the platforms to be heard.

We all come from different backgrounds and have different life experiences which brings a richness to the team. What binds us together is our commitment to young people having the agency to influence the decisions that affect young people's lives.

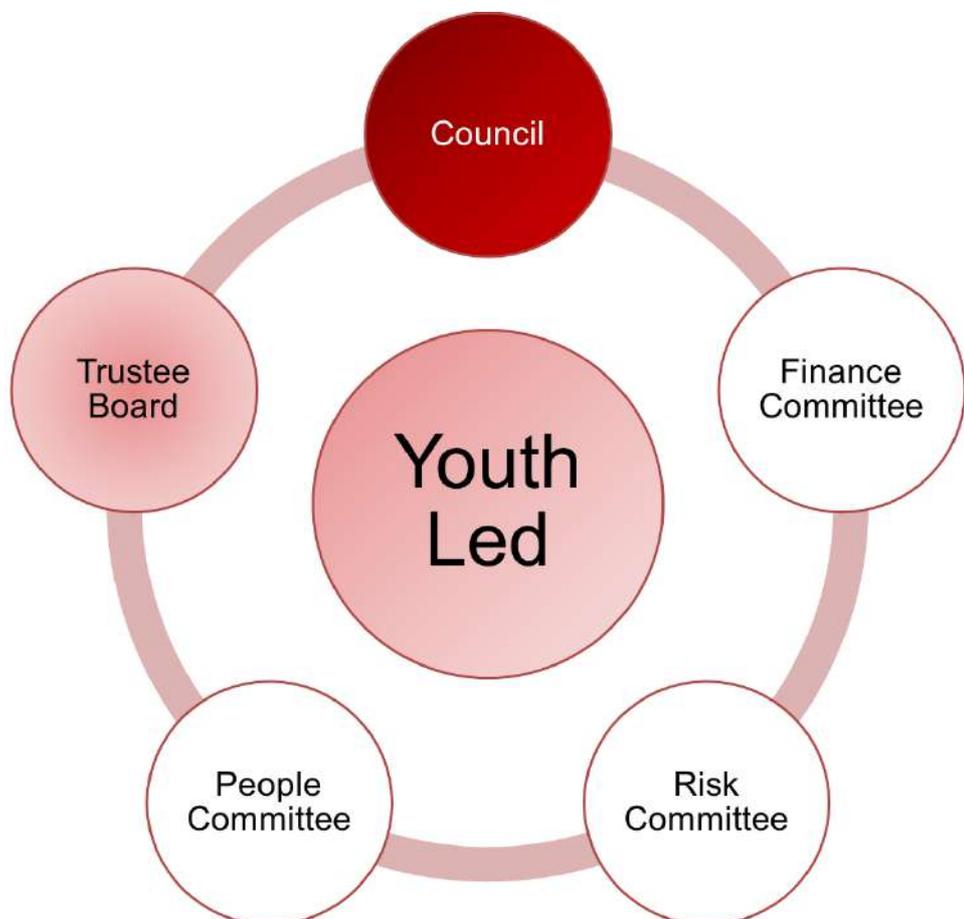
We are committed to creating an inclusive workplace that values and supports the diversity of the team. We currently have a working group looking at how we can be better as an anti-racist workplace and how that flows into our work with young people.



OUR GOVERNANCE

We live by our value of youth led, and this can be seen at the heart of decision making within our charity. As the national youth council of the UK, it is young people, through our Annual Council meeting, who elect members of the trustee board and decide upon the positions that the British Youth Council will take on issues that matter to young people. Our membership ranges from national youth charities like Girlguiding, St John Ambulance, and the National Federation of Young Farmers' Clubs, through to local youth councils.

Our Board are all young people who are passionate about giving young people a voice. They are responsible for the strategy and day to day governance of the charity, working in partnership with the Chief Executive. We are implementing the outcomes of a governance review which will ensure that young people are set up to succeed in this role and that our governance is in line with best practice.



THE ROLE

We're looking for a motivated, ambitious individual who's keen to develop a career in fundraising and make a difference in the work they do. The role of Fundraising Officer is crucial, helping us maximise the amount of income raised for our charity, as well as developing and maintaining supporter relationships through effective communication and stewardship.

Reporting to:	Head of Fundraising
Grade	NJC 10-16
Responsible for:	No direct reports
Key internal stakeholders:	All staff, Trustee Board, young people engaged in our programmes
Key external stakeholders:	Donors, Funders, Friends of BYC, Alumni, Corporate partners and those within the BYC community

Overall purpose

You will provide fundraising and administrative support and will have a hands-on role within a busy fundraising team, focussing largely on supporting community fundraising, CRM activity, individual giving, stewardship, and events.

This role is perfect for someone who's looking to grow their experience in a range of fundraising income streams. You'll be given the support to get creative, test ambitious new ideas, and be mentored by an experienced Head of Fundraising.

Main areas of responsibility

Fundraising

- Deliver on our fundraising plan to maximise income from community fundraising, individual giving, Trusts and Foundations and corporate giving.
- Brainstorm ideas and implement campaigns to attract, recruit and retain community fundraisers and individual givers
- Maintain a research programme to identify and approach potential corporate partners and supporters.
- Ensure that all community fundraisers, donors, corporate partners and event attendees receive an excellent standard of customer care and feel that their contribution is recognised, valued and actively acknowledged to encourage and develop long term relationships.

- Reviewing past and existing fundraising initiatives and ensuring their appropriate follow up.
- Assisting in the co-ordination of fundraising efforts with the wider team – staff, trustees and volunteers.
- Assist the Head of Fundraising in organising and delivering events for Friends of BYC and our alumni network.
- Research funding opportunities with Trusts and Foundations and draft up applications.
- Creating social media images and fundraising campaign promotional assets in Canva.
- Leading the development and distribution of our monthly e-newsletter via Mailchimp
- Work with the Communications & PR Team to develop fundraising materials suitable for the different target groups and that they are recognised on our social media channels
- Keeping accurate and up to date records of fundraising activities and money raised on the fundraising database Donorfy.

Finance

- To contribute to delivery against the team fundraising income targets.
- Maintain accurate income and expenditure records for each fundraising activity to ensure events are organised cost effectively and within agreed budget.
- To be pro-active in recording and understanding fundraising data.

Other

- To be an active and inspiring ambassador for the British Youth Council's brand;
- To be an effective member of the wider staff team, sharing ideas, collaborating with staff, young people and volunteers, to help make the British Youth Council the leading youth voice charity;
- To support the delivery of the British Youth Council's high profile, large scale events as part of the wider team, such as the Annual Council Meeting and UK Youth Parliament Sitings.
- To conduct all activities in line with our values and in a manner that promotes and enhances the British Youth Council's image and reputation.

Additional information

- This role is part time, based on 4 days per week.
- To undertake any other duties that may reasonably be required to fulfil the duties of this post.
- The role will include evening and weekend working, for which time off in lieu (TOIL) can be taken, therefore the post-holder must be flexible and able to work at weekends.
- The role will involve some travel within the UK, the cost of which will be covered by the British Youth Council.

PERSON SPECIFICATION

Knowledge		
Understanding of fundraising practices and methods	Essential	A/I
Understanding of the work of the British Youth Council / Youth Voice	Desirable	A/I
Good working knowledge of Word, Excel and Outlook	Essential	A
Good working knowledge of databases	Desirable	A
Basic understanding of fundraising regulations, data protection and best practice in capturing and recording data	Desirable	A
Understanding of digital and social media methods of fundraising	Essential	A/I
Experience		
Working as part of a team	Essential	A/I
A minimum of 1 years' experience of working in a charity or fundraising environment – or equivalent volunteering experience.	Essential	A/I
Experience of communicating with a wide range of individuals and organisations and across a variety of channels or media	Essential	A/I
Experience of working with design and comms tools like Canva and Mailchimp	Desirable	A/I
Experience of planning, coordination and delivering small scale events or receptions	Desirable	A/I
Skills		
Ability to identify, build and maintain strong, long term relationships with a range of donors	Essential	A/I
Creativity, imagination and an entrepreneurial attitude towards fundraising	Desirable	A/I/T
Organisational skills and time management	Essential	A/I
Good verbal skills, including face-to-face and use of the telephone	Essential	A/I
Ability to learn, digest and communicate information quickly and efficiently	Essential	A/I
Ability to bring a creative approach to your work	Essential	A/I
Attention to detail and accuracy	Essential	A/I
Excellent communication skills, with an ability to persuade both verbally and in writing	Desirable	A/I/T
Values and behaviours		
Supportive of the vision, mission and values of the British Youth Council	Essential	A/I
Committed to working in partnership with young people	Essential	A/I
Flexible approach to work; willing to get involved and collaborate	Essential	A/I

A = Application Form I = Interview T = Test

EMPLOYMENT DETAILS

Contract type

This post is 28 hours per week (0.8 FTE). The post holder will be required to work additional hours – including evenings and residential weekends – for which time off in lieu (TOIL) will be available. Overtime is not paid. It is a permanent contract

Salary

The salary for the position is £21,695 Pro rata plus London Weighting if based in London. The salary range for this role is £21,695 to £24,432 pro rata. It is our normal practice to appoint at the bottom of the scale but this can be reconsidered in an exceptional circumstance. We also match employee contributions to their pension up to 5% of qualifying salary.

Notice period

During probation the notice period is one week for both parties, and one month thereafter.

Probation

This post will be subject to a probationary period of 12 weeks (3 months).

Holiday entitlement

25 days of paid holiday per year plus bank holidays for full time staff. A pro rata leave allowance will be agreed at appointment. All staff are also able to request up to five days additional paid volunteering leave each year. After two years' service staff are eligible to request sabbatical leave.

Flexible working

We are committed to ensuring that our staff have a good work-life balance. Our core hours are 10am and 4pm, and working hours will be agreed with your line manager. We support homeworking for staff based in the office to manage life admin as well as to get some focus on those occasions when it is needed.

Location

We have a mixed model of home workers and those based in our London office, and so there is flexibility about where this post is based, including hybrid working for those based in London.

Medical and criminal records check

This post will involve access to young people and it is a requirement that you undergo a criminal record disclosure check.

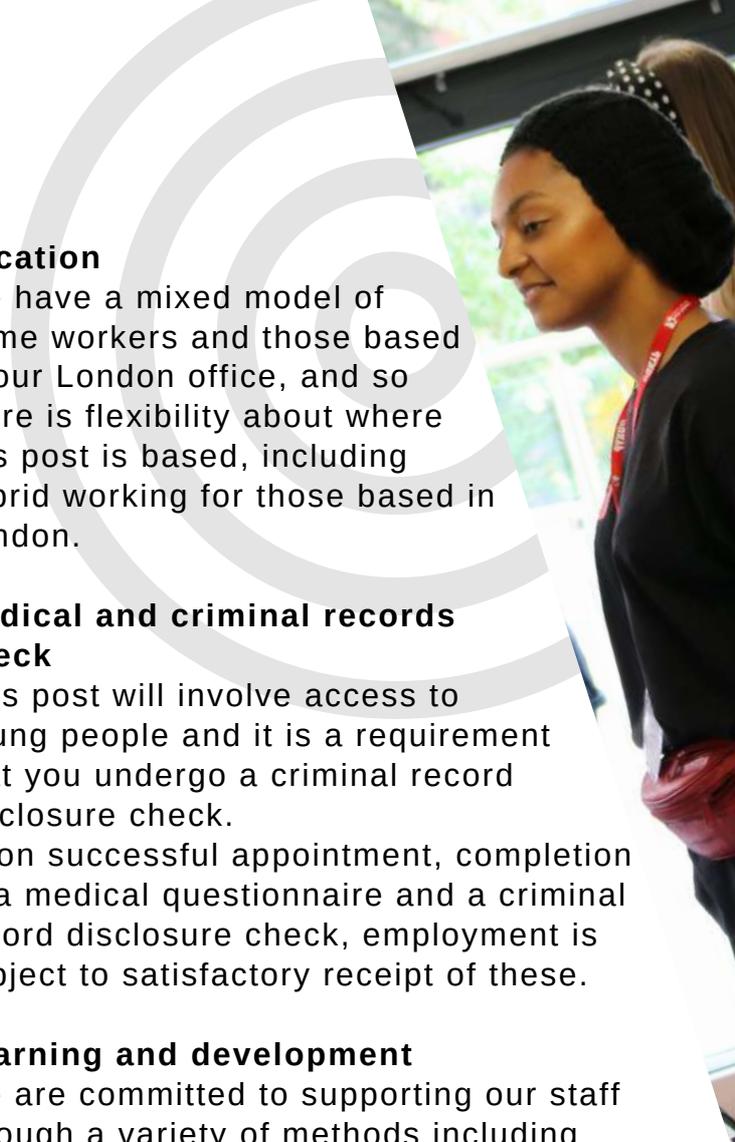
Upon successful appointment, completion of a medical questionnaire and a criminal record disclosure check, employment is subject to satisfactory receipt of these.

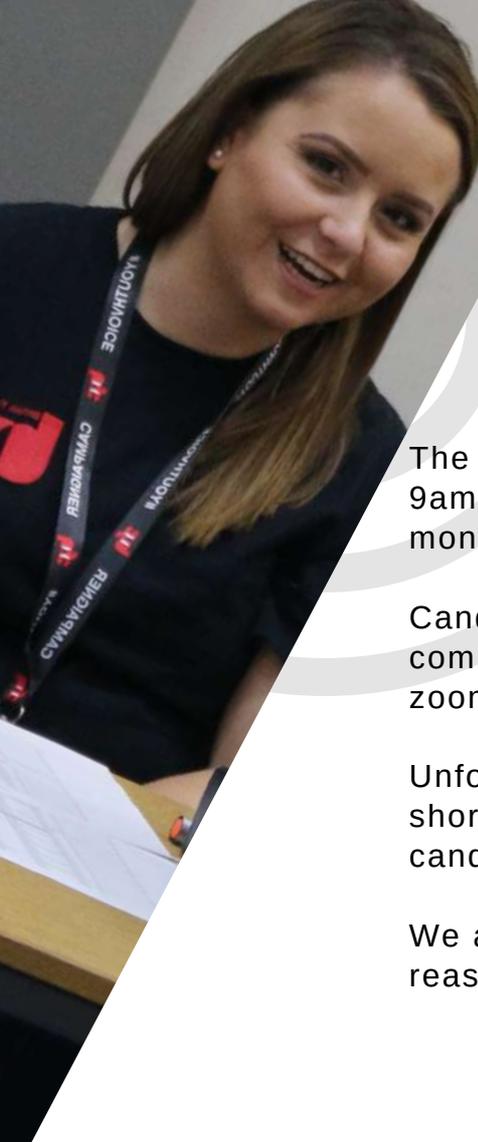
Learning and development

We are committed to supporting our staff through a variety of methods including coaching, mentoring, e-learning, shadowing and individual courses. Each staff member has a learning and development plan that is reviewed annually. Vacancies in the British Youth Council are advertised internally to encourage staff to progress their careers within the charity.

Staff support

All staff have access to an externally provided Employee Assistance Programme offering counselling and advice to both staff and their immediate family. All staff have a named line manager who provides regular support and supervision. We also have an enhanced sick pay package to ensure that our team feel able to take the time off they need to recover from illness without financial penalty.





HOW TO APPLY

The closing date for applications is Wednesday 10th August at 9am. Please complete the application form and the diversity monitoring form and email them to jobs@byc.org.uk.

Candidates shortlisted will be invited to attend interviews week commencing 15th August. Interviews may be held remotely via zoom or in person at our London base in Vauxhall.

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.

We are hoping that the successful candidate will start as soon as reasonably practicable.



The British Youth Council

E: info@byc.org.uk

W: www.byc.org.uk

Charity Number 1123224

Company Number 06226595

Registered Office

Unit N201a Vox Studios

1-45 Durham Street

London

SE11 5JH



bycLIVE



britishyouthcouncil



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