



# Sheffield Young Carers Fundraising Manager

<b>Contract</b>	Permanent contract (subject to funding)
<b>Hours</b>	35 hours per week
<b>Salary</b>	£30,000 FTE
<b>Pension entitlement</b>	5% employer contribution and 3% employee contribution
<b>Holiday entitlement</b>	25 days holiday a year plus bank holidays
<b>Location</b>	Citywide provision. Based at Sheaf Bank Business Park, Unit R7b, Riverside Block, 20 Prospect Road, Sheffield, S2 3EN
<b>Responsible to</b>	Managing Director

## About Sheffield Young Carers

Sheffield Young Carers (SYC) raises awareness of and provides support to children and young people aged 8-25 who provide substantial unpaid care to a member of their family and/or are affected by familial substance misuse. The cared-for person may have a long-term illness, disability, mental health problems or substance misuse issues. SYC aims to reduce isolation and stigma; increase young people's access to social, educational and career opportunities; and provide practical and emotional support. We offer one-to-one and group support; holiday activities and breaks; family support; and support through key transitions, e.g. primary to secondary school.

SYC works city-wide to ensure good quality support is available to young carers and young people affected by familial substance misuse across Sheffield, both on a strategic and operational level. We provide information, training and resources to young people and professionals in all fields and coordinate a schools network to support local schools to develop best practice for identifying and supporting young carers. We are also active members on a range of strategic boards and networks working to influence policy and practice in order to improve the lives of young carers city-wide.

For further information please visit [www.sheffieldyoungcarers.org.uk](http://www.sheffieldyoungcarers.org.uk)

# Job Description

<b>Purpose of role</b>	To develop and implement Sheffield Young Carers' fundraising strategy, to raise the charity's profile and secure essential funding for its services.
<b>Main duties</b>	<ul style="list-style-type: none"> <li>• To raise funds from a diverse range of restricted and unrestricted sources including trusts and foundations, legacies, events, corporate, community, and individual donors.</li> <li>• To develop, nurture and sustain close and productive relationships with external bodies including funders, partners and others.</li> <li>• To develop and lead the fundraising strategy in line with the project's aims, meeting agreed FR targets.</li> <li>• To oversee and review monitoring and evaluation processes and reporting.</li> <li>• To promote SYC externally including representing the organisation and using a range of PR opportunities.</li> <li>• To recruit, lead and line manage staff and volunteers as required, initially to line manage the Core Team consisting of Supporter Engagement Officer, Office Manager and Data and Monitoring Officer.</li> <li>• Along with the Young People's Project Coordinator and Family Project Coordinator, to act as a key member of the management team, supporting the development and delivery of SYC services, alongside the Leadership Team (comprising the Managing Director and Deputy Manager).</li> </ul>
<b>General duties</b>	<ul style="list-style-type: none"> <li>• To work in accordance with the policies of SYC, including our safeguarding children and vulnerable adult procedures and our confidentiality framework</li> <li>• To work as part of a team and participate in regular supervision meetings, team meetings and training</li> <li>• To contribute to the organisation's positive public profile and carry out all duties in a professional and polite manner in line with SYC's Competency Framework</li> <li>• To evidence SYC's values at all times, which underpin SYC's vision of 'working with young carers to make a difference for life'.</li> </ul>
<b>SYC Values</b>	<ul style="list-style-type: none"> <li>• <b>Inclusion:</b> We welcome and involve everyone, and challenge discrimination, to improve the lives of all young carers</li> <li>• <b>Innovation:</b> We reflect and change to always do the best we can</li> <li>• <b>Inspiration:</b> We share our expertise and energy to inspire positive change</li> <li>• <b>Impact:</b> We see and nurture potential to make lasting change in young carers' lives</li> </ul>

The list of duties above is not exhaustive and may be reviewed in consultation with the post holder.  
**An Enhanced DBS (Disclosure and Barring Service) check will be required prior to the commencement of the post.**

# Person Specification

Knowledge and Understanding	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Knowledge of range of fundraising methods and techniques, e.g. trusts and foundations, individual giving, corporate fundraising.</li> <li>• Educated to degree level (or equivalent, through experience) with very good analytical and strategic skills.</li> <li>• Understanding of sustainability agenda for the voluntary and community sector.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Specialist fundraising qualification, e.g. Certificate or Diploma in Fundraising from the Chartered Institute of Fundraising.</li> <li>• Knowledge of local fundraising environment.</li> </ul>
Experience	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience of charitable trust fundraising.</li> <li>• Experience of community and/or corporate fundraising.</li> <li>• Experience and the ability to devise, lead, market and run fundraising events.</li> <li>• Experience of managing and developing project budgets and income forecasts.</li> <li>• Experience of public relations work in the voluntary and community sector.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of fundraising for the voluntary sector in a young people's organisation.</li> <li>• Experience of supervising and recruiting fundraising volunteers.</li> <li>• Experience of monitoring and evaluating programmes of support for children and young people.</li> </ul>
Skill and ability	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Ability to co-ordinate a number of fundraising projects simultaneously.</li> <li>• Excellent written, oral, networking and influencing skills.</li> <li>• Good people, project and financial management skills.</li> <li>• Proven ability to work both in a team and on own initiative.</li> <li>• Proven ability to meet objectives and work to tight timescales and deadlines.</li> <li>• Excellent organisational skills, with an ability to manage own workload. Good IT skills (minimum Word, Excel, PowerPoint and databases).</li> </ul>
Additional Working Requirements	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• To maintain confidentiality and work within the remit of SYC policies.</li> <li>• To demonstrate an ability to work within child protection guidance and promote equality for all.</li> <li>• To be available to work occasional evenings/weekends where required (e.g. for fundraising events).</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Driving licence and the use of a car with business insurance.</li> </ul>