

Opportunity to Tender

Fundraiser

This new and exciting opportunity will have responsibility for writing grants for Chinbrook Action Residents Team (ChART) current projects over the next year as well as supporting fundraising needs of any emerging legacy organisation. The role will include identifying and cultivating new partnerships with trusts. You will lead on creating compelling and bespoke funding proposals to meet a fundraising target of £30,000. You will work closely with the Partnership of ChART and Community Project Manager to ensure growth in the level of income raised from bid writing for new grants and community and digital fundraising activity.

Background to Chinbrook Big Local

Big Local is a resident led community development project funded by the National Lottery Fund and overseen nationally by Local Trust. 150 areas around the country were selected to take part in the Big Local programme and Chinbrook in Lewisham was confirmed as a Big Local area in 2014.

The aim of Big Local is to empower communities to transform and improve their lives and the places they live. Each Big Local area was initially awarded a grant of £1m to spend over 10+ years on initiatives identified by local people to benefit the community. Decisions about how money is spent is made by the ChART Partnership comprised of local residents. ChART builds partnerships with local agencies and consults with the wider community to gather ideas and gain an understanding of local needs and priorities. ChART writes a Community Plan that guides the actions for the next funding period. We are currently in the final 14 months of our Big Local funding and our plan The final ChART Community Plan was approved by Local Trust in May 2023 and can be viewed in the About Us section of our website (www.chartbiglocal.org.uk).

Each Big Local Partnership is supported by a representative from Local Trust. The Partnership chooses a Locally Trusted Organisation (LTO) to provide support and guidance and manage their finances. The LTO for ChART is Community Alliance for Broxbourne and East Herts. ChART also currently employ 3 paid members of staff for to run projects and work with the community.

Chinbrook Big Local

ChART exists to meet the needs of the local community. Earlier this year we conducted an extensive community consultation to confirm these priorities. As ChART delivers its final plan we will focus on routes out of poverty, health and wellbeing and youth and community investment. Most of the funding will be provided by Big Local but we are looking to supplement this with our own fundraising. We do not own any physical assets so funding is for project costs.

In particular, fundraising will support the Routes out of Poverty stream, supporting the costs of running our food project. We currently have flexibility in where our Lottery funding is spent and as such are open to conversations about the most effective way to support the food project. This could involve framing the funding request in terms of health and nutrition support or as part of a more holistic community hub. There may also be the possibility of fundraising for other agreed workstreams or core costs and redistributing the Lottery funding. We would also like to fundraise for community events.

As ChART is not a legal entity fundraising takes place under the umbrella of the LTO, Community Alliance for Broxbourne and East Herts (CABEH) who are a registered charity (1118986). Money raised for ChART is ringfenced within CABEH for ChART use. ChART are currently in a process of defining a legacy organisation which will be set up as an independent legal entity to continue some of ChART's work after the Big Local project and funding finishes in 2024. At the present time we don't know what form this follow on organisation will take.

Details and requirements of the Fundraiser role are as follows:

Length of initial contract: Until 30th September 2024

Hours of work: 15 days over the period (average 1.5 - 2 days per month for initial 6 months and then 1 day per month after that up to maximum of 15 days)

Pay Rate: Up to £350 a day (£5250 in total over period)

Reports to: ChART Community Project Manager

Contracting with: CABEH as the Locally Trusted Organisation (LTO) for ChART.

Location: From home if preferred (a desk will also be provided at ChART)

This position is offered on a self-employed contract basis and applicants are responsible for their own tax and national insurance arrangements.

Key Responsibilities:

1. Work closely with the community project manager to develop a case for support and to tell our story of impact and needs moving forward.
2. Research and identify prospective new funding opportunities that match the criteria of our needs.
3. Coordinate and compile the information required for developing funding proposals including a template application as a base for proposals.
4. Write high quality grant applications, according to funder's deadlines and specifications.
5. Contribute to securing significant grant income from small and larger bodies.
6. Develop a spreadsheet for maintaining all contacts, information and deadlines for each grant award and new fundraising opportunity.
7. Develop a spreadsheet for monitoring the timeline and reporting deadlines for active grants.
8. Complete regular status reporting to keep the ChART Partnership up to date with progress.

This description is not exhaustive, and the post holder may be required to undertake duties that are broadly in line with the above responsibilities.

Person Specification:

- Significant experience working in the charity sector with a strong understanding of fundraising
- Proven experience (supported by references) of securing 5 figure gifts from Trusts and Foundations
- The ability to communicate and negotiate effectively with internal and external stakeholders, with strong written skills
- Experience of managing funding relationships
- Up-to-date knowledge of developments in funding practices and sources.
- Strong IT skills, including good knowledge of Excel
- Professional, enthusiastic and self-motivated
- Results orientated
- Flexible and proactive approach
- Strong written communication skills for both proposal and report writing
- Numerate with an ability to analyse, interpret and communicate data and financial information
- Excellent research skills
- Ability to manage multiple activities and work to agreed deadlines
- Organised and demonstrate a high level of attention to detail
- Ability to quickly understand new ideas and concepts
- Ability to work collaboratively with others
- Strong sense of ownership for quality of work, deliverables and service
- Committed to and respect for diversity and equality issues

Further questions

If any prospective applicants have any queries before submitting their tenders they should email them to Kate Sing'ombe, ChART Community Project Manager at kate@chartbiglocal.org.uk or call 07494 213577.

You can also get in touch with the Chair of ChART; Anne Slater; email: anne@chartbiglocalorg.uk or Michael Siewniak, Engagement Manger at CA Broxbourne and East Herts, ChART's Local Trusted Organisation; email michal@communityalliancebeh.org.uk

Application process

Please send your CV by e-mail to kate@chartbiglocal.org.uk as soon as possible. You should include a cover letter detailing your proposed approach, previous relevant experience, details of how many successful grants you have obtained in the last 2 years and their value and an appraisal of your fees in relation to our stated budget.