Fundraising Development Manager (Equalities)

Lewisham Local

Background

This post is funded for three years through the London Borough of Lewisham Main Grants Programme Apr 2022 – Mar 2025 which has been operational for over 20 years, providing funding to organisations delivering a wide range of crucial services during that time.

The new Main Grants Programme is focused on specific areas of need with a recent consultation informing its approach. The Council sought feedback on a strategic approach aimed at building the capacity of the local voluntary, community, sports and arts sectors as a whole through strong infrastructure, coordination and fundraising services. The aim is that the new Main Grants funding should deliver voluntary, community, sports and arts sectors sustainability by building strength and capacity to attract funds from wider sources rather than the Council trying to fund everything directly through short term project-based grants.

Therefore, the Main Grants Programme 2022 – 2025 has included a new funding strand of four fundraising posts each with a different focus and hosted by four local organisations below. While each host organisation will employ and manage their Lewisham Fundraising and Development post independently, a Lewisham Partnership has been formed, to ensure that the four Fundraising and Development Mangers collaborate and work closely together, building a strong team ethos that ensures the work of the four roles complements and support each other.

The four host organisations and the themes of their roles are:

- **Lewisham Local** - 1 FTE Fundraiser focusing on ethnicity and disabilities, with a future focus on addressing sexuality and gender reassignment as part of the brief.
- **Age UK Southwark and Lewisham** - 1 FTE Fundraiser focusing on geographical cold spots in the borough, areas of high deprivation that do not have other sources of income.
- **Lewisham Education Arts Network (LEAN)** - 0.5 FTE Fundraiser focusing on the arts.
- **Platform Cricket -** 0.5 FTE Fundraiser focusing on sports.

Lewisham Local's Fundraiser Advert

Become the first Lewisham Fundraising Development Manager focusing on Equalities!

An exciting new programme will provide fundraising support to organisations and services in Lewisham. As a Lewisham Fundraising Development Manager for Equalities, you will work closely with three other Managers who will be focusing on Areas of Deprivation, Arts and Sports respectively. You will together provide a joined up service that will fundraise for and with Lewisham community organisations. You will research opportunities, build relationships with funders, write grant applications and support Lewisham organisations to improve their fundraising.
You will initially focus on attracting new funds for equalities services around race and disabilities. You will engage with established and grassroots organisations, working directly with underrepresented groups, building relationships and trust to ensure successful fundraising outcomes.

We are looking for an experienced Fundraiser with a successful track record and ambition to work in partnership with an exciting new collaboration. You will have an excellent understanding of the local voluntary sector and its challenges and up to date knowledge of funders' priorities and emerging opportunities. A clear, confident communication style and ability to proactively build strong relationships with organisations, funders and wider stakeholders will be key. You will be able to contribute clear intelligence to determine how bids are prioritised, to manage competing priorities and respond quickly and decisively to new funding opportunities.

About Lewisham Local

Lewisham Local is a charity that has worked in Lewisham for over 20 years. The charity started as a social prescribing project in 1998 under the name Rushey Green Time Bank, connecting people referred by GPs at Rushey Green Group Practice to give and share their time and skills to improve physical and mental health wellbeing. The charity has diversified over the years, acting as a community development agency to co-produce new projects to address community needs. It has developed local projects mainly in the Catford area such as Rushey Green Time Bank, Wild Cat Wilderness, FoodCycle Lewisham and borough-wide projects like Lewisham Local Card, Community Toilets, Lewisham Community Lottery and fundraising campaigns such as Lewisham Warmer Together.

In 2019, Lewisham Local became Lewisham's voluntary sector infrastructure partner, using a giving and sharing ethos to support and strengthen community organisations. We have since attracted increased funding and are developing new and existing projects to further the organisation's impact, particularly across local giving, volunteering, infrastructure support and increasing individual's health and wellbeing and reducing social isolation.

In 2021 the charity adopted the working name of Lewisham Local, which was formerly a project of the organisation but this brand has increasingly become the name which the organisation is known by, particularly during its work on the Covid Response Hub. The charity formally changed its legal name in March 2022 to Lewisham Local.

How to apply

For an informal conversation about the role, please email Ron Bourne, Voluntary Sector Programme Manager on ron@lewishamlocal.com.

To apply please send your CV (no more than 2 sides of A4) and a supporting statement (no more than 2 sides of A4) that demonstrates how your experience, skills and abilities meet the criteria set out in the Person Specification to recruitment@lewishamlocal.com before the deadline.

If you wish to apply for more than one of the Lewisham Fundraising and Development Manager posts please make separate applications for each post to the respective host organisation and specify in your applications that you are applying for more than one role.

- Closing Date - 9am Mon 9th May 5pm
- Interviews - w/c 16th May

Job Description

Job Title:	Lewisham Fundraising Development Manager (Equalities)
Reporting to:	Voluntary Sector Programme Manager
Hours:	35 hours per week
Term:	Fixed term contract until 31 March 2025
Salary:	£42,000 + 6% employer pension
Leave:	25 days annual leave (plus 8 bank holidays) and 2 annual volunteering days
Location:	Unit C, Place/Ladywell, 216 Lewisham High Street, SE13 6AY and other locations as required and flexible working

Purpose of Job

To fundraise for and with community organisations in Lewisham focused on equalities services for race, disabilities and in future, gender reassignment and sexual orientation. This will involve researching opportunities, writing grant applications and supporting organisations to improve their fundraising to deliver more and improved services for Lewisham communities.

A key aim is that Lewisham equalities focused organisations will receive increased funding from trusts and foundations, regional and national government sources and donors and improve their resilience in a challenging financial climate. Additionally the sector will be more sustainable and able to meet the needs of Lewisham's diverse population.

It will be vital to engage both established and grassroots organisations, working directly with underrepresented groups, building relationships, trust, and ensuring all have a voice.

The post holder will work closely in partnership with three other Lewisham Fundraising Development Managers who are hosted by other organisations and focusing respectively on geographical cold spots/areas of high deprivation, Sports and Arts.

Main responsibilities

Lead fundraising support for Lewisham Equalities focused organisations

- Identify current baseline level of Equalities focused services and organisations in Lewisham, outlining priorities for fundraising over the next 3 years and appropriate outputs
- Identify funding opportunities and proactively work with the voluntary sector to encourage and support bids in line with the identified Equalities priorities
- Lead large collaborative bids, write specific applications, and upskill organisations to develop their own funding strategies and bids.
- Maintain regular engagement activities to ensure that fundraising support for equalities organisations in Lewisham is accessible and up to date; sharing funding opportunities, encouraging new ideas, delivering open workshops and surgeries.
- Work 1:1 with organisations to identify their development needs and barriers to fundraising and work with partners (e.g. LL & Kinaraa BAME Infrastructure) to overcome these
- Work with equalities organisations to increase their knowledge and understanding of funding opportunities, build their fundraising skills, ensuring funding bids are more targeted, better written and more likely to be successful.
- Contribute to monitoring and evaluation of the fundraising programme, maintain records of support actions taken, collect fundraising information from bids submitted

Encourage and support partnership working

- Work alongside other key equalities services in Lewisham to support and strengthen voluntary sector organisations in relation to fundraising (e.g. Lewisham BAME Infrastructure - LL & Kinaraa CIC, Community Connections Lewisham).
- Work closely with the other Fundraising Development Managers to maximise the impact of the work, avoid duplication and identify opportunities for further partnership working.
- Write regular reports and report progress as required to LL and wider stakeholders including for the Lewisham Main Grant Community Fundraiser Partnership Steering Group, to keep the sector informed on the progress made and encourage local organisations to engage.

- Identify opportunities for partnership working in and around Lewisham, encouraging groups to collaborate and write bids together to maximise their chances of success.

Raise the profile of the Fundraiser's support in Lewisham

- Contribute to an up-to-date list of current and upcoming fundraising opportunities alongside the other Fundraisers and ensure this is widely shared
- Celebrate successful fundraising activities to promote and encourage take up and promote the impact of the Fundraising support service
- Write reports and report progress at local meetings to keep partners informed on the progress made and the way still to go to encourage local organisations to engage
- Develop additional relationships that open broader regional funding opportunities, strategic partnerships, skills' development and knowledge acquisition across the equalities voluntary sector.

Lewisham Local Team Responsibilities

- Build and share knowledge and intelligence:
    a. within the team to increase the effectiveness of the organisation
    b. with local partners via networks, communication and website to enable civil society in Lewisham to develop and grow
- Establish new connections between organisations and individuals to access resources and contribute
- Build strong and effective local relationships across sectors
- Be a visible, active, positive and engaging presence within the community and at local events, activities and meetings. Attend stakeholders events and relevant local assemblies to represent the organisation
- Contribute and create regular communications content for our network
- Champion the role of local giving, contribution and civil society in Lewisham across our network
- Develop cross-sector training and events programme for our network using local knowledge
- Collect and process data, carry out monitoring and evaluation of our impact

- Help other team members at times of increased workload and/or specific events in collaboration through discussion with the Local Giving Programme Manager
- Contribute to office organisation and administration responsibilities to ensure the effective running of the organisation and staff presence at the office premises
- Manage volunteers and admin support in the organisation to achieve the portfolio and charity's aims and objectives
- Attend regular team meetings and supervision sessions as required
- Undertake training and development as required
- Contribute to writing grant applications for future projects and core work.

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in connection with the role. Job descriptions are reviewed regularly and may be amended at any time in accordance with the needs of the organisation.

Person Specification

Relevant Experience	**Essential**	**Desirable**	**Assessed**
Demonstrable track record of successful fundraising experience and bid writing for a range of applications including over £50,000	x		A, I
Working on partnership bids with multiple organisations	x		A, I
Developing strategic funding plans	x		A, I
Co-production and partnership working, establishing effective relationships with individuals, voluntary organisations groups, stakeholders and statutory bodies	x		A, I
Building mutually beneficial relationships with funders	x		A, I
Advancing causes of Equality, Diversity and Inclusion.	x		A, I
Knowledge and understanding	**Essential**	**Desirable**	

Local Voluntary and Community Sector, its priorities and needs	x		A, I
Understanding of the current context and priorities for Equalities, particularly in relation to ethnicity and disabilities	x		A, I
Regional and national funders and their current priorities around increasing funding for equalities organisations	x		A, I
Monitoring and evaluation of projects	x		A
Knowledge of the Lewisham area		x	A, I
Skills and abilities	**Essential**	**Desirable**	**Assessed**
Ability to work on own initiative and to manage and prioritise own workload alongside effective team work	x		A
Excellent interpersonal skills and persuasive communicator with a diversity of audiences (groups, 1-1s, presentations)	x		I
Working in collaboration and developing effective trusting relationships	x		I
Digital communications skills and use of social media	x		A
Excellent command of written and spoken English	x		A, I
Education / Qualifications	**Essential**	**Desirable**	**Assessed**
Fundraising qualifications		x	A
Personal qualities	**Essential**	**Desirable**	**Assessed**
Empathy, diplomacy, solutions focused,	x		I
Working Requirements	**Essential**	**Desirable**	**Assessed**

Working on occasional evenings and weekends as required	x		I
Work flexibly and travel within Lewisham	x		I

Assessment Criteria

***A = Application, I = Interview**

Lewisham Local Organogram - April 2022

CEO

Volunteering Programme Manager	Local Giving Programme Manager	Voluntary Sector Programme Manager	Wild Cat Coordinator	Finance & Admin Coordinator
Communications & Volunteering Coordinator	Food Network Coordinator	Fundraising Development Manager		
Time Bank Coordinator	Local Business Coordinator	Community Directory Coordinator		
Bank of Things Coordinator	Catford Food Projects Coordinator	Digital Project Manager		
Changing Minds Coordinator		Rushey Green Community Development Worker		