



## **JOB DESCRIPTION**

### **Head of Fundraising and Development**

#### **About The Dalgarno Trust**

The Dalgarno Trust is a community centre based in the top north-west section of the Royal Borough of Kensington & Chelsea serving local residents including North Kensington residents and the wider community.

We are the only community centre in this location providing a range of services offering weekly activities, projects, and programmes that promote health, wellbeing, training, education, and inclusion for all ages.

We work in partnership with multiple voluntary and statutory providers including the Royal Borough of Kensington and Chelsea, Health, information and advice, delivering core services and an extensive youth programme

#### **Terms and Conditions**

Job title: Head of Fundraising and Development

Location: Dalgarno Trust Community Centre (W10 5QB) will be your main office location, but you will be required to attend meetings or events at other locations from time to time.

Hours: 4-day post (28 hours per week) – allocation of working hours to be agreed.

Line management: You will report to the Chief Executive at Dalgarno Trust.

Salary: £35,000 FTE, pro rata 4 days £28,000 per year.

#### **Job Purpose**

This role forms a key part to the Core Team of the Dalgarno Trust. The role entails supporting the day-to-day management of all fundraising and administrative work of the Dalgarno Trust, specifically supporting the Chief Executive.

#### **Job Description**

The below description is not definitive. The Dalgarno Trust, in consultation with the post holder, may vary the list of tasks and duties to the needs of the role and the identified development of service users the project seeks to support:



- To provide administrative support to the Chief Executive covering the wide range of work that needs to be done.
- Working with the Chief Executive to ensure the fundraising efforts of the centre are effective and recorded in a coherent manner that is accessible to relevant colleagues.
- Ensuring the organisation is compliant across relevant fundraising compliances, regulations and best practice.
- Work with the Chief Executive on HR matters, including supporting recruitment campaigns, collation of timesheets and other HR matters such as training.
- Researching and writing funding bids, in addition to keeping records current on Salesforce.
- To ensure all monitoring and reporting requirements are fulfilled and comply with funding commitments.
- Increase and diversify our income by monetising our assets to further our cause through commercial activity, sponsorship and donations.
- To manage the CRM database – Salesforce – to ensure all data is added in a coherent and meaningful manner. Generate reports from the data as required.
- Training other members of staff on Salesforce to ensure the tasks are administered efficiently.
- To lead on marketing, promotion and communications within the Trust and to manage the website so it is up to date, social media updated, and making sure our notice boards are current.
- Working with the other senior colleagues to help ensure the efficient and safe running of the centre.
- To work flexibly and cooperatively with all colleagues and maintain effective working relationships with a wide range of the local community.
- To be administratively self-sufficient.
- There is a level of flexibility with the hours worked.

## Person Specification

<b>Essential/Desirable Criteria</b>	
<b>Education and training</b>	
Good level of education to GCSE or above	<b>Essential</b>
Evidence of continuous professional development	<b>Essential</b>
<b>Knowledge</b>	
Knowledge of multi-racial inner-city environments	<b>Essential</b>
Knowledge of health and social care issues	<b>Essential</b>
Knowledge of community engagement and empowerment processes and outreach methods	<b>Essential</b>
Understanding of the challenges facing deprived inner-city communities	<b>Essential</b>
Knowledge and understanding of the concept of confidentiality, information sharing and able to work effectively within relevant policies	<b>Essential</b>
<b>Skills &amp; Abilities</b>	
Excellent organisational and administrative skills	<b>Essential</b>
Experience of delivering projects and managing small budgets	<b>Essential</b>
Manage time and resources and work under minimal supervision	<b>Essential</b>



Experience and competency in using standard IT packages, including Word, Excel, PowerPoint, Email and database input	<b>Essential</b>
Competency in basic social media including Twitter and Facebook	<b>Essential</b>
Ability to work collaboratively with colleagues, organisations and a wide variety of people	<b>Essential</b>
Excellent interpersonal skills and ability to deal with and resolve conflict situations	<b>Essential</b>
Excellent written and verbal communication skills including competence in English and the ability to produce a variety of documents	<b>Essential</b>
Experience of producing project monitoring reports	<b>Desirable</b>
<b>Experience</b>	
Experience of dealing with vulnerable adults	<b>Desirable</b>
Experience of community work development	<b>Essential</b>
Experience of working around health and/or social care issues	<b>Desirable</b>
Experience of working with diverse groups of people	<b>Essential</b>
Experience of facilitating/working with groups	<b>Essential</b>
Experience of partnership working with public and voluntary sector organisations	<b>Desirable</b>
Experience of processes for organising and disseminating information to and from a) residents, b) services, c) community groups	<b>Essential</b>
<b>Other Requirements</b>	
Committed to the principles of equal opportunities and diversity	<b>Essential</b>
Highly motivated and driven by positive values, ability to motivate others	<b>Essential</b>
Resilient: stays focused, works to deadlines, works well under pressure	<b>Essential</b>