

Recruitment Pack

Fundraising and Partnerships Manager



EHCVS

'The team at Ealing CVS are incredibly knowledgeable and always keen to support and connect local groups. Their insight into the ever-changing landscape of third sector funding has been invaluable. It has enabled new groups in Ealing and Hounslow to emerge and established ones to continue supporting the local community'



**Ealing and
Hounslow**
Community Voluntary Service

About Ealing & Hounslow CVS

Ealing and Hounslow Community Voluntary Service is a registered local charity that has been supporting voluntary and community sector (VCS) groups in Ealing for over 30 years and Hounslow groups since 2012. Find out more about the wide range of practical support services we offer VCS groups.

In this rapidly changing world where our sector continues to face many challenges and take on new opportunities, it is highly appropriate that Ealing and Hounslow CVS has undertaken a process of reviewing and planning for the next three years. Consulting with our stakeholders has been a refreshing process, and has provided us with an opportunity to study how well we delivered our core themes from our latest Business Plan – developing, connecting, representing and innovating with the third sector in Ealing and Hounslow - and to establish new and more relevant themes of work for future delivery.

Ealing and Hounslow CVS is a second-tier organisation that works with local charities and voluntary organisations in Ealing and Hounslow. The overall aim is to provide a professional and effective service to local voluntary organisations through assistance and through forming consortia and bidding for major tranches of funding aimed at improving the lives of the local communities.



About Us

We are currently a team of 9 with a diverse range of backgrounds and skill sets. To find out [more about us](#) and read more about each member of our team.



You can find out more about [our Trustees here too](#).



Our Values and Behaviours

EHCVS works to FOUR main core values:

- Supporting local communities and people in Ealing and Hounslow.
- Continuous improvement through open dialogue.
- Empowering local VCS groups, staff and volunteers to enable them to collectively support each other through creating open and friendly working relationships.
- Professionally delivering a prompt and efficient approach to assist and enable VCS groups, volunteers, members and funders and inspire confidence in our abilities.

Our aim is to support local communities and empower people through providing a professional and efficient service that will assist volunteer and community groups in Ealing and Hounslow to become more effective in serving their local communities.

It does this through:

- Obtaining funding and building consortium/partnership projects.
- Providing support to local organisations in capacity building.
- Increasing the numbers and effective use of volunteers.
- Providing core services to other similar organisations in Ealing and Hounslow to benefit from economies of scale.
- Offering effective in house project management system to ensure that high quality work is delivered on time and within budget.

Our Strategic Objectives

Ealing and Hounslow CVS has big plans and to achieve these we recognise that we may need to make changes and consider new ways of working. A core principle of our work has been, and continues to be, partnerships. We want to work with people, organisations and businesses that want to build, inspire, develop and enable our communities and volunteers to make a difference locally.

We expect to work with partners across statutory, private and third sectors and want to build the engagement and involvement that is key to our success. We want to work collectively and to challenge the current ways of working and develop novel solutions to address emerging needs. An important part of the culture at Ealing and Hounslow CVS is listening and we will continue to conduct surveys, host forums, facilitate cross-networking and develop local mechanisms to enable this and to facilitate the sharing of services and information.



Our Salaries and Benefits

- **25 days annual leave pro rata in addition to bank holidays**
- **A flexible hours scheme**
- **Time off in lieu of additional hours worked**
- **Pension scheme with up to 3% matching employer contribution**

The postholder will be employed for 21 hours per week.

The postholder will be entitled to 25 days annual leave pro rata in addition to bank holidays. A flexible hours scheme will operate (subject to the demands of the service) and the postholder will be expected to attend occasional evening and weekend meetings. Time off in lieu of additional hours will be offered for any additional hours worked.

The postholder will be employed on a 12-month fixed-term contract.

The post is subject to a three-month probationary period. EHCVS offers staff access to a stakeholder pension scheme with up to 3% matching employer contribution following successful completion of the probationary period.



About The Role

Fundraising and Partnerships Manager

Ealing, Greater London

Salary Commensurate with the responsibilities of the post

Part-time, 21 hours per week, 12 month fixed term contract

Application deadline: 17.00 (GMT), Friday 24th September 2021

PURPOSE OF THE POST

The Fundraising and Partnerships Manager is responsible for managing Ealing and Hounslow funding and development activities – identifying and developing funding opportunities, responding to proposals, and building new programme partnerships.

Supporting the CEO and senior management team to develop an effective and successful fundraising strategy.

MAIN DUTIES AND RESPONSIBILITIES

Developing new partnerships

- Creating new partnerships with employers, sector bodies, trusts, and foundations, enabling us to work together to further essential skills development.
- Working closely with voluntary sector partners to map out their needs and identify funding to meet their needs.
- Creating bespoke partnership proposals to support partners.
- Working closely with the Senior Development Services Manager to ensure the delivery of partnership activities and bespoke support to each key partner.
- Establish relationships with local groups and charitable organisations with a view to submit joint bids for projects that support similar objectives and/or potential to leverage higher levels of funding.

Managing existing partnerships

- Maintaining and developing relationships with our existing partners by acting as the account manager for key relationships with employers, infrastructure bodies (Local Authorities, sector bodies, membership organisations), trusts and foundations.
- Communicating effectively with partners and evolving their engagement with us by identifying new opportunities for them to embed meaningful essential skills development within their work.
- Reporting to partners on the impact of their work with us and providing stewardship activities to connect them with the impact.

About The Role

Fundraising

- Having strategic responsibility for the income pipeline relating to innovation projects and core organisational costs. This post has specific set external fundraising targets.
- Reviewing, updating, and managing the pipeline, seeking out corporates, trusts and foundations which align with our goals and accurately communicating progress.
- Working with the Senior Development Services Manager and the wider team to scope out new and existing projects to be developed.
- Identifying realistic targets for fundraising proposals and developing funding relationships with trusts, foundations, and corporate partners. Writing and submitting proposals to potential funders. The role has specific annual external fundraising targets.

Monitoring and Evaluation

- To record monitoring information; review progress of current projects on a weekly basis and manage upwards.
- Prepare written evaluation reports for EHCVS, projects and services.
- Support the Senior Development Services Manager and CEO with monitoring information collated from service as and when required, Weekly and monthly reporting.

Supporting the Development team

- The ideal candidate will have strong project management and digital skills, with experience of working in small charities.
- The Fundraising and Partnerships Manager will be expected to manage a team of 4-5 Officers, running different projects supporting the local Voluntary and Community Sector (VCS) in Ealing and Hounslow. Oversee and manage grant, contracted funded projects, services and the team.
- Collaborating across the Funding and Group Development Team to ensure that we achieve our overall goals to ensure service delivery targets are met.

Other Duties

- Assist in producing briefings, information, and web material.
- Assist in producing monitoring and evaluation information.
- Assist in developing and organising events.
- Represent Ealing & Hounslow CVS at meetings and events relevant to your project.
- Undertake other related project duties as may be required.

Management and Support

The postholder will be employed by Ealing & Hounslow CVS and supervised and managed by the Senior Development Services Manager. The postholder will participate in monthly supervision with their line manager as well as a weekly team meeting and organisation-wide staff meetings. An individual induction and training plan will be agreed on.

About You

ESSENTIAL

DESIRABLE

Education & Qualifications	Demonstrable experience of the fundraising sector and successful fundraising record	
Experience & Abilities	To be able to contribute to team decisions and strategic thinking Ability to work within a team with a range of experience and knowledge of fundraising Willingness to work occasional weekends and evenings Understanding of the Ealing and Hounslow Voluntary Sector Experience of cross sector partnership working and delivering partnership projects Experience of working with the voluntary and community sector Experience of working with the statutory sector; local authority and NHS Willingness to engage in training and development opportunities Knowledge of database management	Knowledge of the range of organisations services and activities available to support young children and their families
Skills Analytical/ Judgmental Planning & Organising Communication	Ability to problem solve and to prioritise competing demands of the role for the benefit of service users The ability to plan and manage own work and to take initiative to improve wider services on offer. Strong organisational skills. Proficiency in all Office programmes.	
Personal Qualities Interpersonal skills Team/Collaborative working Flexibility	To be able to contribute to team decisions and strategic thinking Ability to work within a team with a range of experience and knowledge of fundraising Willingness to work occasional weekends and evenings Understanding of the Ealing and Hounslow Voluntary Sector Experience of cross sector partnership working and delivering partnership projects Experience of working with the voluntary and community sector Experience of working with the statutory sector; local authority and NHS Willingness to engage in training and development opportunities Knowledge of database management	

How To Apply

Please note, this is not a working for home opportunity.

Application deadline: **17.00 (GMT), Friday 24th September 2021**

Interviews will take place during the **week beginning Monday 4th October 2021**

To apply, please email the completed [application form](#) and a supporting statement no longer than 1000 words) explaining why you want the role and how you meet the Specification to irfan@ehcvs.org.uk

Please also include two professional references. References will only be contacted if an offer has been made.

Please include a completed Equal Opportunities form which can be downloaded [here](#)

We can only give feedback to candidates who are shortlisted

ELIGIBILITY

Applicants must be eligible to work in the United Kingdom (UK) and provide information regarding the basis of their right to work in the UK with their application



‘The connection between Ealing and Hounslow CVS and the local community/public sector is incredibly valuable. It is efficient and trusted. There is expertise that is supporting and helping our communities that would be difficult to replicate elsewhere.’

EHCVS