

Where Everyone Sticks Together

WE
ST

An OnSide Youth Zone

- ▶ **Job Role:** Fundraising Officer
- ▶ **Location:** WEST Youth Zone, 2 EdCity Walk, London W12 7TF
- ▶ **Contract:** Permanent, Full time, 37.5 hours per week (Part-time considered)
- ▶ **Salary:** £31,200
- ▶ **Reporting to:** Head of Fundraising & Communications





OPENED APRIL
2024

£5

£5 ANNUAL
MEMBERSHIP



50P ENTRY

£1

BITE CITY HOT
MEAL

2000+

OVER 2000
MEMBERS

ABOUT WEST

Hammersmith & Fulham (H&F) is a London Borough of wide disparities, with an acute need for youth services. This vast difference between those living in different parts of our borough can lead to radically different life outcomes. **WEST Youth Zone is a vital provision** that will make a huge impact on the lives of young people, and on the whole borough, levelling the playing field for our young people.

"WEST" Youth Zone, named **Where Everyone Sticks Together** by local young people, opened on April this year. At WEST, we believe all young people in West London should have the opportunity to discover their passion and their purpose and be able to explore where it can take them.

Our Youth Zone is a purpose-built space fizzing with energy and crammed with incredible facilities. **Staffed by talented, skilled and dedicated youth workers** who truly believe in young people, helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Open 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We offer a **safe and active space for young people** to flourish in their leisure time, where their interests can be nurtured, and they can grow as individuals. This is a charity that the whole community can be proud of, and you can be part of that journey.

We give 8 to 19-year-olds, (and up to 25 for young people with additional needs) affordable access to a broad range of sport, arts and mental health support, and employability services, designed to **empower them to lead healthier, positive and more active lives** – raising their aspirations for themselves and their community.



THE ROLE

This is an exciting new post in a growing charity, working alongside the Fundraising and Communications Team to support WEST Youth Zone. Our Fundraising Officer will be responsible for providing essential administrative support to the Head of Fundraising & Communications and wider fundraising team. WEST Youth Zone is founded on support from high value donors and you will support the team to engage this group of stakeholders.

As part of a fundraising and communications team of 5, you'll report to our Head of Fundraising & Communications. You will support with writing grant applications and funder reports, and be accountable for day-to-day funder administration and correspondence. Some of the key duties for this role include thanking Patrons, supporting WEST events and researching prospective donors and new opportunities for funding.

Candidates with a background in the charity sector, communications or customer service are encouraged to apply. The successful candidate will be an effective communicator, well organised and be proficient in a range of IT systems including CRMs or databases.

Onside is a national charity with a proven track record of opening and supporting state-of-the-art youth zones. WEST is an independent charity, part of this national family. As such you will benefit from a network of experienced professionals keen to share knowledge, contacts, experience and best practice.

CORE RESPONSIBILITIES

- Support in maintaining an excellent stewardship journey for all of our valued supporters, ensuring an excellent experience for all who donate to WEST, including regular touchpoints and individualised thanks.
- Support the team with internal and external events, including corporate volunteering days within WEST Youth Zone
- Create gift agreements for donors as directed by the fundraising team and ensure timely invoicing of gifts where appropriate
- Research potential Patrons and partnerships which will support the Youth Zone's aims.
- Conduct due diligence research for prospective donors to support our gift acceptance policy.
- Develop strong internal relationships to enhance fundraising efforts and support WEST Youth Zone activities.
- Maintain accurate financial and supporter records.
- Help to collate information for fundraising reports to our donors
- Provide administrative support to the fundraising team and CEO
- Support team meetings and project specific meetings
- Carry out any other reasonable duties, as required by your line manager
- Promote and safeguard the welfare of children and young people at all times, reporting any safeguarding issues should they arise (training provided).
- Work a flexible pattern including very occasional evenings and weekends in line with the role/team requirements (time off in lieu given)

CORE RESPONSIBILITIES CONT.

- Represent and promote the Youth Zone positively and effectively in all dealings with colleagues and external partners, assist with any promotional activities and visits that take place at WEST.
- Be a role model for young people, present a positive 'can-do' attitude and take personal responsibility for your own actions.
- Work within the performance framework of the charity and live the values of WEST Youth Zone, contributing to a culture of high performance and continuous improvement.
- Comply with all policies, procedures, and codes of conduct, with particular reference to Safeguarding, Health & Safety, and Equality and Diversity.

Experience – it's essential for you to have the following:

- Experience of working within a busy office environment
- Experience of working as part of a team
- Experience of producing information for use in reports
- Evidence of effectively communicating with a range of people, from different sectors and communities
- High level of IT skills including experience of Outlook & Calendars, Excel, PowerPoint or Canva, and CRM / databases (experience of Salesforce desirable)

Skills and Attributes – it's essential for you to have the following:

- Good verbal and written communication skills demonstrating a sensitive approach
- High level of literacy demonstrating attention to detail and accuracy
- Excellent people and customer service skills.
- Able to take initiative and work independently or as part of a team

Personal Qualities:

- A willingness to work occasional evenings and weekends (with time off in lieu given)
- A strong motivation to be a part of WEST's core mission to support young people
- Committed to Safeguarding children



**PUNCTUAL &
RELIABLE**



**ENTHUSIASTIC &
CHEERFUL**



**POSITIVE ROLE
MODEL TO
YOUNG PEOPLE**



BENEFITS



FREE GYM ACCESS



HYBRID WORKING



WORKPLACE PENSION



33 DAYS LEAVE
(INCLUSIVE OF
BANK HOLS)



TRAINING AND
DEVELOPMENT
OPPORTUNITIES

APPLICATION PROCESS

- To apply, send your **CV and cover letter (no longer than one page, focusing on why you are the best fit for this role).**
- Applications will close on **Friday 24th October** with interviews following.
- Hybrid working is available.
- WEST Youth Zone are committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. This post is subject to an **Enhanced DBS check.**



OUR VALUES



An **OnSide** Youth Zone



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

