



Fundraising & Operations Lead Job Description

This post will consolidate and build the fundraising and operational platforms of Hot Chocolate to support and improve effectiveness and innovation in our youth work.

Fundraising

To support the Executive Director in ensuring the organization has sufficient funds for its planned operations and for its sustainable future.

- Writing grant funding applications, in collaboration with the Executive Director and other colleagues, and reporting on awards made.
- Supporting ongoing research into appropriate funding streams and context.
- Supporting management and administration of Teckle Data trading venture.
- Developing relationships with actual and potential funders, including trusts, local and national government, businesses and other donors or partners.
- Planning or supporting periodic community fundraising activities.
- To ensure all fundraising closely serves Hot Chocolate's purposes and values, and that work planning and fundraising serve each other effectively.

Operations

Leading and supporting implementation and development of effective, efficient practices and policies, serving the core purpose and values of the organization.

- IT systems (network, software, hardware, and security (with contracted IT service)).
- Health and safety policy and procedures, including safety checks, incident and accident reporting (with Executive Director).
- Risk management, ensuring effective tools/processes from dynamic risk assessment in youth work through to organizational assessments (with Executive Director and youth work managers).
- PVG signatory (with Executive Director and Volunteering Manager).
- Asset/resource management, purchasing, inventory and oversight (with Finance Manager and youth work managers).
- Supporting Executive Director and Steeple Buildings Management committee to plan and facilitate effective buildings maintenance.
- Line managing the part-time Cleaner/Janitor.
- Leading Download (short, weekly team business meeting).

Other

- Contribute to Management Team meetings and other team processes as relevant (including support & supervision, Devo's, team days/residentials etc)
- To assist in general duties as required

Required learning

Care and Protection
(aka Safeguarding)
Health & Safety for
managers

First Aid
Fire Warden
Food Hygiene
Fraud Awareness

Equality, Diversity &
Inclusion
LGBT awareness
Line management

Work locations

This role requires close collaboration with and understanding of the youth work practice of Hot Chocolate Trust. Therefore, while home working will be supported for agreed tasks and purposes, the normal work location will be at HCT premises.



Fundraising & Operations Lead Person Specification

Work Experience	Essential	Desirable
Experience of charity fundraising (especially grant-funding).	✓	
Experience of managing key organizational systems (e.g. health and safety, data protection).		✓
Experience of managing assets (e.g. buildings, IT, other resources).		✓
Experience of risk management.		✓
Experience of monitoring and evaluation.		✓
Knowledge		
The policy and legislative context such as Fundraising best practice, Data Protection, Health & Safety, risk management.		✓
Good understanding of charity governance responsibilities.		✓
General skills		
Excellent bid and report writing skills.	✓	
Excellent ICT knowledge and skills.	✓	
Ability to handle confidential information appropriately.	✓	
Qualities/attributes		
Commitment to best practice and effective policy in a purposeful, values-based organization.	✓	
Able to work collaboratively and unsupervised with initiative, enthusiasm, and adaptability.	✓	
Commitment to personal continuous learning, and ability to reflect on practice.	✓	
Disclosure through membership of the PVG Scheme.	✓	

Hot Chocolate Trust has a Christian ethos in its roots and approaches. You will be part of a team who hold various faith positions and none. You should have a readiness to understand and work positively with this ethos, be yourself, and respect the spirituality of others.

Benefits:

- Annual salary will be £32,500.
- Hot Chocolate Trust pays contributions of 10% of salary while employees pay 3.75% of salary which is subject to tax relief.
- Salary exchange is available to support pension value.
- You will be entitled to two “Retreat days” supporting wellbeing each year, in addition to 33 days annual leave.