



**HOME
START**

**Glasgow North and
North Lanarkshire**

Fundraising Manager

Candidate Information



Company Registration SC280855

Registered Charity SC032736

Hello

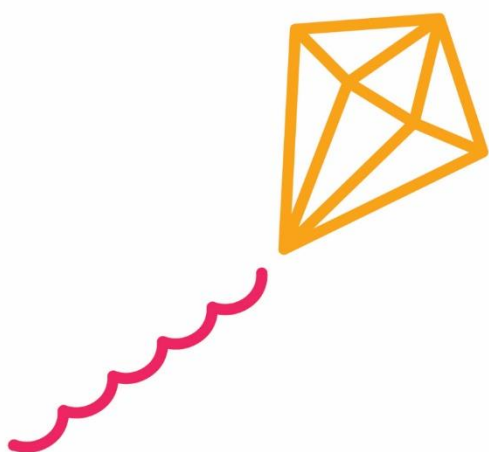
We are delighted that you are interested in working with us at Home-Start Glasgow North and North Lanarkshire (HSGNNL). Let us tell you a little bit more about the charity and our work with families, communities and volunteers.

HSGNNL is a federated organisation that works alongside families who have at least one child under the age of five, living in North Glasgow or North Lanarkshire.

Parenting is not easy and can often be more challenging when coupled with other difficulties, such as isolation, trauma, physical disabilities, poverty, Adverse Childhood Experiences (ACEs), being a young parent or a single parent, bereavement, or coping with multiple births, e.g. twins/triplets.

Our core service is home-visiting volunteer support where dedicated volunteers work alongside parents in their own home to help them cope with the challenges they are facing. We also offer group support in local communities, which encourages and motivates families to participate in healthy, stimulating activities, reduces isolation, and promotes interaction between parents and children and other families. In addition, we offer bespoke intensive perinatal and infant mental health support, family support in schools, Video Interaction Guidance (VIG) and support and guidance to families navigating the complex and challenging asylum process.

We work closely with our communities ensuring our services meet the needs of local families, their children, and their new babies. We are here for all families, and we are passionate about ensuring equal access to early years and family support for every pregnant person, parent, baby and child.





Our Vision, Our Mission, Our Values

Our Vision - What is our dream?

Children and families are happy, thriving, confident and resilient.

Our Mission - What will we do?

To ensure children have the best possible opportunities to flourish, we nurture and support families to build confidence, improve health and well-being, strengthen relationships and connect with their communities.

Our Values - How will we behave?

Respect - We respect everyone's rights, beliefs and feelings. We treat everyone with empathy, compassion and dignity.

Integrity - We are accountable for our actions and behaviours. We strive to build honest, trusting relationships with everyone.

Inclusion - We listen and respond to the voices of children and families. We acknowledge their unique needs, preferences and characteristics, ensuring our services are inclusive and accessible for all.

Collaboration - We value everyone's contribution and explore different ideas. We are curious to learn from others and we build partnerships to bring positive change.

Commitment - We challenge ourselves to be our best and to deliver a meaningful and positive experience for our families, volunteers and staff.

Strategic Outcomes

Our Outcomes - What does success look like?

Outcome 1 – IMPACT

Through bespoke early intervention with practical and emotional support, families will demonstrate improved mental and physical well-being, increased self-confidence, positive relationships and engagement within their communities.

Outcome 2 – CONNECTION

Staff, volunteers and families feel valued, respected and recognised. Their emotional and physical well-being and life experiences are enhanced through support, development opportunities, training and increased connections.

Outcome 3 – GROWTH

The voices and views of those involved in our service, together with research and experiences, will be the foundation of future growth and development.

Job Description

Job Title: Fundraising Manager, 28- 30 hours (Salary £31,125 - £35, 410 pro rata / 12-month contract initially)

Responsible to: Senior Manager

Purposes of the post

We are looking for a motivated and talented Fundraising Manager who will help us grow our income and expand our pool of donors, to promote the financial security and sustainability of Home-Start Glasgow North and North Lanarkshire. Working closely with the Senior Management Team, the postholder will help secure and sustain existing and future funding streams. The Fundraising Manager will be required to lead the small fundraising team which will include managing staff, researching and identifying potential new funders, writing and submitting major funding applications, and building strong relationships with donors. The post-holder will cover the whole spectrum of fundraising duties and needs to think strategically and work operationally. They will need to be confident in representing the organisation externally and coordinate and maintain strong working relationships.

Main responsibilities

Trusts and foundations:

- Develop a grant funding pipeline in line with the organisational strategy.
- Oversee the timely submission of high-quality applications to funders including grant applications, tenders, bids and proposals to trusts and foundations.

Major donor fundraising:

- Develop systems to effectively build relationships and engagement with major donors and major donor prospects.
- Build a major donor cultivation and stewardship programme.

Corporate fundraising:

- Develop systems to effectively engage with and deepen relationships with corporate donor prospects.
- Directly cultivate, grow and manage corporate relationships leading to long-term partnerships.

Individual fundraising:

- Support the Community Engagement and Fundraising Officer to develop and implement initiatives aimed at raising funds from individual donors, including events, regular donations and 'on-the-day' giving opportunities.

Finance and fundraising systems:

- Support the Finance and Audit Committee in maintaining and reviewing policies for fundraising and ensure compliance with data protection regulations.
- Manage fundraising administration, including ensuring the submission of timely asks and reports.
- Liaise closely with the Senior Management Team (SMT) to ensure that budgets, reports, and accounts are prepared effectively and accurately.
- Support the SMT in setting annual programme budgets and manage operations expenditure in line with the standards set out by organisation and alongside the Business and Finance Manager, Director and Treasurer
- To remain abreast of key policy developments and opportunities relevant to HSGNNL's Strategic Plan and to develop viable opportunities for work aligned to these.
- Support Business and Finance Manager with day-to-day management of HSGNNLs finances.

People management:

- To provide line management and leadership of the Fundraising Team
- Assist the Senior Management Team to achieve HSGNNL's mission, vision, values, and strategic objectives.
- Collaborate effectively with colleagues and stakeholders to achieve the organisation's values, social aims, and strategic objectives.
- Share knowledge with team members to advance personal and organisational growth.

Partnership working:

- Responsible for growing HSGNNL's networks with local authorities, trusts & foundations, corporate and other partners which result in strategic alignment of programme delivery and development and aligned with our Fundraising Strategy and Business Plan.
- Work with the SMT and Director to identify and develop strategic partnerships with corporate partners and other external stakeholders across all sectors, actively promoting the services of HSGNNL through appropriate channels and platforms, while upholding and promoting HSGNNL's values and ethos.
- Share responsibility for effective communication to stakeholders, donors, partner organisations, media, and external audiences, and ensure that relevant agencies are aware of HSGNNL, have the necessary materials and literature and remain up to date on opportunities that may arise as relevant to HSGNNL – including networking and knowledge-sharing.

Impact and Learning:

- To communicate across the Team to ensure developments are informed by learning and evaluation and that Delivery teams have clear outcomes and targets set.
- Complete evaluation reports for funders and stakeholders in line with their reporting requirements.
- Provide engaging and timely reports for the Board and key stakeholders.
- Ensure donations and grants are properly thanked and acknowledged.
- To present the work and findings of HSGNNL at key stakeholder meetings and events.
- Support the development of HSGNNL's Impact and Learning strategy incl. the development of a robust Monitoring, Evaluation and Learning Framework.
- Support the development and implementation of HSGNNL's Communications and Engagement strategy and marketing tools.
- Ensure all fundraising and marketing initiatives are planned, delivered, monitored and evaluated effectively, including the development of business cases for material investment and timely, business critical key performance indicators.

General

- Carry out other associated duties as they may arise, develop or be assigned in line with the broad remit of the post



Person Specification

Experience

Essential

- Experience of working for at least 3 years in a fundraising role in the third sector with demonstrable success.
- Management of all sizes of funding applications ensuring that targets and outcomes are exceeded.
- Experience delivering a successful fundraising strategy and meeting fundraising targets.
- Experience of managing funder and donor relationships.
- Experience of developing corporate partnerships and sponsorship
- Management and maintenance of fundraising databases or similar.
- Budget development and management.
- Experience developing funding and project progress reports and undertaking monitoring and evaluation activities.
- Working to deadlines independently and as part of a team

Desirable

- Experience/knowledge of working in a family support charity
- Leading and managing a small team of staff

Skills

Essential

- Translate project and core income needs to good quality grant fundraising applications.
- Undertake effective prospect research and funder stewardship to increase the potential of grant fundraising applications.
- Excellent written and verbal communication skills to engage supporters and encourage donations.
- Ability to use data to recognise and implement improvements that lead to increased income.
- Good influencing and negotiating skills, including the ability to exercise and communicate professional judgement in high pressure situations.
- A positive and collaborative approach to fundraising and relationship management, with a focus on ethical and sustainable work practices.
- IT skills at a level that supports report writing, email, internet and database.
- Skills to contribute to the implementation of a significant growth strategy.

Desirable

- Public speaking/ Presentation skills

Knowledge

Essential

- Significant knowledge of fundraising developed over at least 3 years' experience.
- Role and nature of the grant sector and the fundraising challenges it faces.

Desirable

- Knowledge of frameworks supporting families e.g. GIRFEC, The Promise, UNCRC

Personal Qualities

- A commitment to our organisational values and behaviours.
- Encouraging equality, diversity and inclusion in the workplace.
- Treating with confidentiality any personal, private or sensitive information.
- A passion for working alongside families and volunteers through compassionate, non- judgemental support.
- Visionary, with the ability to inspire and motivate others with a positive mind-set.
- Resilient, collaborative, diplomatic and emotionally intelligent.
- Ability to work flexibly as required.

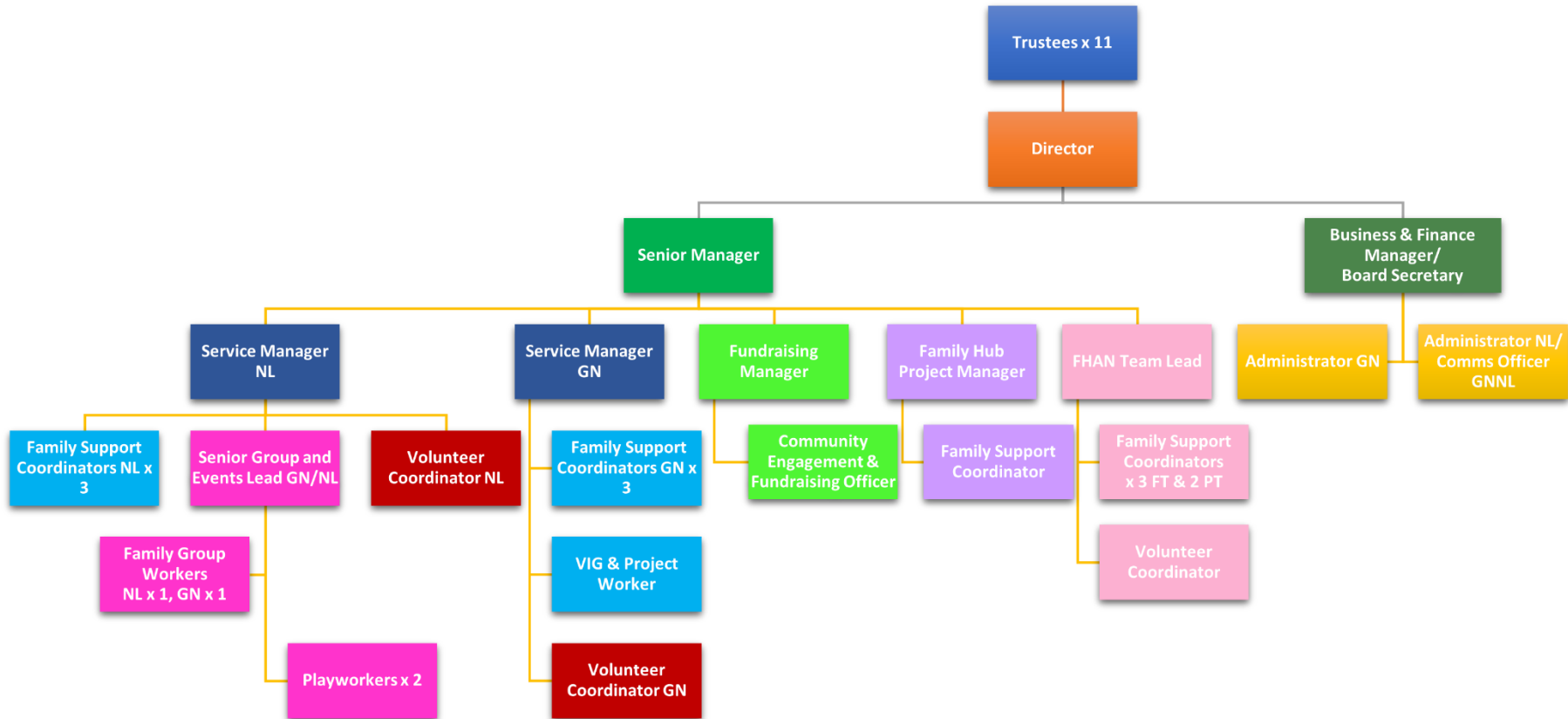


The benefits of working for HSGNNL

A standard 35-hour work week	Hybrid working (including flexi-time)	Access to learning and development opportunities
25 days annual leave plus 12 public holidays per year (pro rata for part-time hours) (2 weeks closure at Christmas and New Year).	Pension benefits – up to 8% employer contribution	Paid time off for volunteering (1 day)
Quarterly staff well-being activities	Employee/Volunteer Assistance Programme – confidential counselling service for staff member and immediate family members	Inclusive and supportive culture
Enhanced sick pay	Enhanced maternity and paternity benefits	Dependents Leave

The team that you will be joining

Please see the chart below to see how your fits into the wider organisation:



Removing bias during the recruitment process

In line with our commitment and desire to build a diverse workplace, we have put some processes in place to ensure a fair recruitment process.

The application

- The recruitment process is blind. When you apply, your personal details are anonymised to avoid any unconscious bias and we use a standardised scoring system to ensure fair shortlisting of candidates for interview.
- Ask our recruitment team any questions or voice any concerns and the team will happily support you in overcoming any barriers that we may have missed.

The interview

- We will be as flexible as we can to ensure you can attend your interview. Depending on the individual recruitment team's flexibility, we can offer some interview slots in the evenings or at the weekend if necessary.
- We will advise you of all the interview tasks and/or questions that you will be asked before your interview to give you time to prepare meaningful answers.
- We have a member of the recruitment team who is trained in Safer Recruitment on the panel for each interview to ensure a fair and safe process.
- We use a standardised scoring sheet for each interview with pre-agreed criteria based on the Candidate Pack and interview questions/task sent to you beforehand.
- At the end of the interview process, each panel member gives their score and we take an average of these to reduce any risk of bias.



We hope you have found this candidate pack helpful.
If you require any further information, please don't hesitate to get in touch.

