

**Job Title: Fundraising and Compliance Manager**

**Salary Band: £28,270- £32,458    Fixed Term: 18 month initial contract**

**Location: Coventry                      Hours of Work: 40 per week**

The Positive Youth Foundation is a Coventry-based charity, established to support young people to achieve their full potential. We have a long-standing track record of developing services for young people, in particular, those who find themselves in challenging circumstances.

### Job Purpose:

Our organisation has seen steady growth over the years, and to facilitate this further, we have an exciting new role within the leadership team. The successful candidate has a unique opportunity to lead on the strategy and implementation of our fundraising, inward investment and associated compliance work. They will join an established management team, providing critical leadership skills and processes.

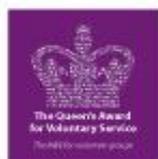
### Main Duties and Responsibilities:

1. Lead on our ambitious Grants, Trusts, CSR and Philanthropic investment strategy
2. To advise on and apply for funds from a range of relevant bodies to impact on positive outcomes for young people
3. Ensure compliance of contracts and agreements across the organisations business
4. Support cross-organisational processes and procedures
5. Work closely with the Executive Team to deliver against our business plan for 2019-22
6. To plan and prepare effective impact reports to inform and influence strategic decisions of PYF
7. To possess the relevant commitment to be able to involve young people in decisions

All duties and responsibilities must be carried out with due regard to PYF's Policies and Procedures.



Positive Youth Foundation | Company Number: 07613299 | Charity Number: 1145284



# Person Specification

Area	Description
<b>Knowledge:</b>	<p>Knowledge of fundraising within a social enterprise, charity or CIC (or similar) environment, designed to meet social outcomes</p> <p>Knowledge of relevant local, regional and national sources of grant and unrestricted funding</p> <p>Knowledge and awareness of issues affecting young people who find themselves living in challenging circumstances</p> <p>Knowledge of compliance matters in relation to grant-related and other funding arrangements</p> <p>Knowledge of how to design and utilise data capture processes, and use data to influence decision making and strategy developments</p>
<b>Skills and Abilities:</b>	<p>To be forward thinking in your approach to fundraising</p> <p>To be able to consult and involve young people and relevant partners to get their feedback which will help them to be involved decisions.</p> <p>To manage a comprehensive workload of funding applications and associated compliance measures across the organisation</p> <p>Ability to engage with a variety of professional sector groups, including funders and corporate bodies</p> <p>Ability to design and implement a successful inward investment strategy designed to maximise resources for social outcomes.</p> <p>Ability to respond effectively and quickly to competing work priorities</p> <p>Ability to work within and contribute towards a team approach</p> <p>Ability to produce high level impact reports, demonstrating value and effectiveness of investments</p>
<b>Experience and Education:</b>	<p>Educated to degree level or with an equivalent/relevant proven track record in fundraising, you will have excellent research and writing skills, as well as close attention to detail.</p> <p>The ideal candidate will have a minimum of three years of relevant sector experience, attracting individual investments of between £100k-£500k.</p>

## Safeguarding

PYF puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues. An enhanced DBS check is required for this role.

## Equal Opportunities

PYF are fully committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

