



June 2021

Dear Applicant,

Harrogate Homeless Project Fundraiser

Thank you for your interest in our current vacancy of Fundraiser. Please find enclosed:

- Overview of our services
- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form

This is part-time post (32 hours per week) which would normally be worked over 4 days with some flexibility required to vary this for specific events. The starting salary for the post is £21,632 pro rata (Full time equivalent £27,040). This position is mainly office based in central Harrogate, there may be the opportunity for some home working by mutual agreement following successful completion of the induction.

If you have any questions about the role please contact Julie Everill, via email julie@hhphostel.org

I look forward to receiving your completed application form as soon as possible. We prefer applications to be sent by email, to julie@hhphostel.org . If you are unable to email your application, please post it to Julie Everill, Executive Assistant, Harrogate Homeless Project, 7 Bower Street, Harrogate HG1 5BQ.

Yours sincerely,

Liz Hancock
Chief Executive



HHP Services Overview

Hostel

The hostel was established in 1991 due to the urgent need for accommodation for people whom the local authority does not have a duty to accommodate. Initially we were able to accommodate up to 6 people, but the hostel has developed significantly over the years and we are now able to accommodate up to 16 individuals in single rooms with a further 5 bed spaces for emergency overnight accommodation. As the only direct access hostel in the Harrogate District, we accept referrals from any agency as well as direct referrals from individuals in need of accommodation. Each resident is allocated a designated support worker who works alongside the resident towards achieving appropriate move on accommodation.

Move on accommodation

Due to a substantial legacy left to HHP by a previous user of our services, we have been fortunate enough to purchase a 3 bedroom move on house. This enables us to provide extended support where an individual is not yet ready to move on to fully independent accommodation.

We have recently also acquired 8 self-contained flats which is a fantastic opportunity to extend the accommodation options that we are able to offer in the pathway from homelessness to independent living. Residents of these flats are allocated a support worker as with hostel residents and are able to live semi-independently knowing that a member of staff is close by should they be needed.

Springboard Day Service

The Springboard Day Centre was located at Wesley House in the ground of the Wesley Chapel in the town centre for over 10 years, it has now moved to Wesley Chapel Lower Hall which is a fantastic step forward for both the Wesley Centre and HHP. The service we are offering is currently restricted due to covid restrictions but will be expanded when we are able to safely do so.

SAFE

Our Service for Adults Facing Exclusion provides multi-agency support for people with multiple, complex needs, who have experienced entrenched homelessness and multiple exclusion from mainstream services.

Streetlight

We employ a Psychotherapist who is able to provide a flexible, innovative therapy service for clients of HHP services. This is a vital element of the services we offer as many of the clients using our services have multiple complex needs and the waiting lists and criteria for mainstream services is a barrier to these people receiving the support they need.

Clients

We work with a variety of individuals ranging from those in need of support through relationship breakdown or financial issues to individuals with multiple complex needs such as substance misuse, mental health issues and offending behaviour. Anyone using our services has the right to be treated with respect, fairness and dignity by staff, volunteers and others using the services.



Job Description

TITLE OF POST: Fundraiser

RESPONSIBLE TO: Chief Executive

Purpose of the Job

The key purpose of the role is to generate significant income through a diverse range of fundraising activities by using and building on the HHP donor database. The postholder will have a specific immediate focus on increasing current revenue income from donations, and will then support our ongoing fundraising and income generation strategy, including the launch and activities of the charity's 30th Anniversary Appeal throughout 2022 and beyond.

Key Functions

- Achieving immediate results in generating unrestricted donations to support the charity as it recovers from the financial impact of the pandemic
- Leading on further development and implementation of the charity's fundraising strategy to improve and monitor income generation
- Building broader relationships within the community to engage new supporters and partners, who will be key to the charity's success, and improving our current supporters' experience
- Leading on the development and delivery of a programme of local fundraising events
- Recruiting, supporting and developing volunteers and fundraising ambassadors
- Leading on PR & Marketing communications in the fundraising arena to ensure consistent messaging in line with the ethos and values of HHP.

Responsibilities

- To devise, in partnership with the CEO and Treasurer, new individual and business giving strategies, including Legacies, in order to develop new funding streams and increase income from existing supporters to grow HHP's revenue and supporter base.
- To own, using the Donorfy system, the responsibility for stewardship of supporters and increasing the acquisition, retention and development of supporters, ensuring all activities and relationships are tracked consistently through HHP wide effective use of Donorfy.
- To proactively ensure marketing communications produced across all channels are accurate, suitably targeted for the demographic and compliant with relevant data protection and gift aid legislation, and HHP messaging and branding.
- To work with the senior team to achieve income targets for business fundraising and community fundraising by developing and maintaining successful partnerships with corporate, SME and diverse community group supporters, through donations, sponsorship, group fundraising activities and events.



- To build relationships with new funders including Trusts and Foundations and maintain existing relationships with grant giving organisations
- To develop & provide literature and display materials, as necessary and provide a presence at Community and Small Business events, including giving talks if appropriate. Also brief and equip appropriate representatives (volunteers) to undertake such activity.
- To plan and organise a programme of events and, where appropriate, negotiate sponsorship, acquire attendees and prizes for fundraising events.
- To agree detailed income and activity targets with the CEO and provide regular progress reports, including expenditure monitoring as well as income generation. To track the monthly performance of any specific fundraising campaigns and produce end of fundraising campaign reports and analysis.
- To work with the senior team to gather regular feedback/ideas from service users that are relevant and add value to fundraising messages to ensure that their voice is heard and they have input in development of fundraising messages.



Person Specification

This person specification should be read in conjunction with the job description. It is used at the shortlisting and interview stages to help decide how suitable each candidate is for the role. Please use the personal statement of the application form to demonstrate your capabilities in relation to each of the criteria listed below.

		Essential	Desirable
1	Specific qualifications, experience and track record		
1.1	A proven track record of successful fundraising activity from a range of funding sources including individual giving, trusts, community/events and statutory fundraising.	✓	
1.2	Proven track record in working towards and exceeding income generation targets	✓	
1.3	Networking experience and contacts within the Harrogate district and business community		✓
1.4	Demonstrable experience of delivering fundraising strategies and plans that support organisational growth	✓	
1.5	Recognised fundraising qualification e.g. IOF certificate		✓
1.6	Educated to degree level or equivalent		✓
2	Special knowledge, skills and requirements		
2.1	A strong understanding of budgeting and financial management and the ability to demonstrate results and work to budgets and targets.	✓	
2.2	Excellent attention to detail and organisational skills, with the ability to complete tasks and in thorough and accurate manner.	✓	
2.3	Ability to work flexibly, be self-motivated and pro-active. Able to work under pressure and to tight deadlines. Ability to take the initiative and actively lead projects and teams.	✓	
2.4	Proven ability to build strong and lasting relationships with a range of external supporters and influence and negotiate with external stakeholders to achieve positive outcomes	✓	
2.5	Working knowledge of donor and supporter contact management, including use of a Customer Relationship Management (CRM) or donor database.		✓
2.6	A good working knowledge of GDPR legislation and its implications in relation to fundraising.	✓	
2.7	A good working knowledge of fundraising guidelines, legislation and charity governance.		✓



Application form

Application for the post of: **Fundraiser**

First NameSurname

Address.....

.....

Telephone NumberEmail address

Where did you hear about this vacancy?.....

(If online, please specify which publication)

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes/No (if yes please provide details below)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.



Education/Qualifications and Training

If you have educational, vocational or non-vocational educational qualifications please provide details below. Please also let us know if you have attended any training courses that you believe are relevant:

Dates	Qualification/Course	Grade achieved if applicable

Employment History (for last 10 years or since leaving full time education)

Please provide as much information as possible. If there are any gaps in your employment history you may be asked more information about this if you are invited to interview.

Dates	Employer	Job title. Please outline your responsibilities	Reason for leaving



Personal Statement

Using the job description and person specification as a guide, and drawing on your experiences both inside and outside the workplace, please explain what it is that makes you suitable for this position. Please include relevant experience, skills and qualities that you would bring to the post. If you feel it is necessary, please feel free to also explain how you feel the qualifications mentioned above add weight to your application. Please include any voluntary or unpaid work you have done.



References

Please provide the details of 2 people who may be approached to support your application. One of whom should be your current/most recent employer. Referees will only be contacted if you have been provisionally offered a position with HHP.

Name	Name
Address	Address
Telephone:	Telephone:
Email:	Email:
In what capacity is this person known to you?	In what capacity is this person known to you?
For how long have they known you?	For how long have they known you?

Eligibility to work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes/No

If you have answered 'Yes' we will require you to provide evidence of your right to work in the UK should you be invited to interview.

Declaration

I certify that the information in this application is true and correct to the best of my knowledge and that there is no reason why I would not be able to carry out fully the tasks described for the post. I understand that disciplinary and/or legal action may result if I am offered employment on the basis of information submitted in this application which later is revealed as untrue.

Signature..... Date.....

This form is confidential. Please return it to the Executive Assistant at:

julie@hhphostel.org

Or by post to:

Harrogate Homeless Project Ltd
7 Bower Street
Harrogate
HG1 5BQ



Equal Opportunities Monitoring Form

Forename:	
Surname:	
Date of Birth:	

HHP is committed to a policy of equal opportunities in employment. To help us monitor the effectiveness of this policy it would be helpful if you would complete the following sections.

ETHNICITY

Asian

- Asian / Asian British
- Bangladeshi
- Chinese
- Indian
- Pakistani
- Other Asian background, (specify if you wish): _____

White

- British
- English
- Gypsy or Irish Traveller
- Irish
- Scottish
- Welsh
- Other White background (specify if you wish): _____

Black

- African
- Caribbean
- Other Black background (specify if you wish): _____

Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- White and Chinese
- Other mixed background (specify if you wish): _____

Other ethnic group

- Arab
- Other ethnic group (specify if you wish): _____

RELIGION / BELIEF GENDER SEXUAL ORIENTATION

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other: _____
- No religion
- Prefer not to say

What is your gender?

- Woman
- Man
- Non-binary
- Prefer not to say

Are you transgender?

- Yes
- No
- Prefer not to say

- Lesbian/gay woman
- Gay man
- Bisexual
- Heterosexual/straight
- Other: _____
- Prefer not to say



DISABILITIES

Do you consider yourself to be disabled?

Yes
If yes, specify if you wish:

No
 Prefer not to say

Would you require any arrangements if you were invited for interview?

Yes
 No

If yes please specify:

We will treat all personal information in line with current data protection legislation and our data protection policy.

For us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting Julie Everill at julie@hhphostel.org.

Print name:

Signature:

Date: