

Voluntary **Action** Islington

Candidate Information Pack

Fundraising & Resources Manager



The Good Neighbours Scheme Volunteer Team – Help on Your Doorstep
Annual Volunteer of the Year Awards 2022, organised by Voluntary Action Islington

Please find enclosed:

1. **About us:** who we are and what we do.
2. **About the role:** job description and person specification including terms & conditions, salary and benefits.
3. **How to apply:** what you need to send us and by when
4. **Equalities monitoring form** (separate attachment)

WHO WE ARE

Voluntary Action Islington (VAI) is the umbrella organisation for the local Voluntary, Community, Faith and Social Enterprise Sector (VCFSE) in Islington. Our work involves:

- Supporting the development of local charities and community groups (including small groups and grassroots organisations) that are providing essential services to Islington residents.
- Building community connections through our Volunteer Centre by providing a borough-wide volunteer brokerage service – connecting local people to local volunteering opportunities.
- Working in partnership with Islington Council and other cross-sector partners on key areas such as promoting health and wellbeing and reducing inequality. We provide advocacy and representation on behalf of the VCFSE sector to the statutory sector and other key partners in the borough.
- Operating a Resource Centre that provides workspaces, conferencing, training and meeting facilities. The Centre is a work-space for many local and regional VCFSE equality and social justice organisations.

Flip book versions of our most recent annual impact report and 50 years of service publication, can be found here:

- <https://relayto.com/voluntary-action-islington/vai-annual-impact-report-2021-22-1bndy2wuo65sz/nYxVmhoS1>
- <https://relayto.com/voluntary-action-islington/vai-celebrating-50-years-of-service-j4wesoh5qi6md/VJw2RVaW1>

OUR TEAM

You will be joining a highly committed team made up of 8 staff, 5 volunteers and 10 trustees who are all passionate about equity and social justice and working with and supporting Islington's VCFSE sector and the diverse communities living and working in the borough.

ABOUT THE ROLE

POST: FUNDRAISING & RESOURCES MANAGER

Salary: £39,615 – £41,472 FTE (NJC spine point 30-32) per annum (pro rata)

Responsible to: Chief Executive Officer

Duration: 18 months (extension subject to funding)

Hours: 28 hours per week (4 days per week)

Benefits: 28 days annual leave plus bank holidays and 6% pension contribution.

Location: VAI Resource Centre, 200a Pentonville Road, Kings Cross, London N1 9JP

WHO WE ARE LOOKING FOR

We are looking for a highly effective Fundraising and Resources Manager – someone who is looking for an opportunity to develop their knowledge and skills within an infrastructure/umbrella organisation that provides services to local VCFSE organisations as well as residents through organisational development, community development and volunteer centre support services.

The successful candidate will have significant experience in fundraising and providing strong leadership in a charitable organisation through highly effective programme and people management.

PURPOSE OF THE ROLE

We are entering an exciting new phase of development at VAI, and our ambition is to create new opportunities to strengthen Islington's VCFSE sector through our capacity building and organisational development initiatives, volunteering support services, and advocacy and representation.

KEY RESPONSIBILITIES OF THIS ROLE INCLUDE

a) LEADERSHIP

You will be a key member of VAI's Management Team responsible for:

- With the CEO and the Volunteer Centre Services Manager, making and implementing strategic decisions, operational priorities and solving organisational challenges.
- With the CEO, building and maintaining a high-performance culture.

b) RELATIONSHIP MANAGEMENT

How we engage and work with internal and external stakeholders is really important to us, and we aim to build excellent working relationships with a range of stakeholders.

The post holder will be responsible for

- deputising for the CEO internally and externally, upon request.
- acting as a key representative of the organisation ensuring that a positive reputation is built and maintained and promoting strong links with all stakeholders.
- developing and maintaining effective strategic relationships with stakeholders including the local VCFSE, Islington Council, North Central London Integrated Care Partnership including Public Health as well as existing and potential funders.
- liaising effectively with charitable organisations and community groups that are hosted within the Resource Centre as well as external organisations hiring our venue facilities.

c) STRATEGY, BUSINESS AND OPERATIONAL PLANS

We are in the process of developing a new 3-year strategy, and associated business, and operational plans. The postholder will be responsible for

- contributing to the development and implementation of the 3-year strategy and business plan.
- leading on developing and updating the operational plan and reporting to trustees at quarterly board meetings.

d) FUNDRAISING AND COMMUNICATIONS

The post holder will be responsible for raising the funds that are necessary to enable VAI to continue to operate and thrive. This includes:

- setting and implementing a multi-year fundraising plan.
- contributing to the development and implementation of a new marketing and communications strategy, working closely with the CEO, trustees, staff, and volunteers.
- building on current successes to research, oversee, and produce high quality fundraising applications to charitable trusts/foundations, statutory bodies and the corporate sector.
- working with the Resource Centre Manager to maximise income from the co-working space.
- Maximising the success of our newly created the income generation task group, which includes VAI staff and trustees.
- Developing and sustaining relationships with current and potential funders.

e) HUMAN RESOURCES

The post holder will be responsible for

- Managing the Resource Centre Manager, providing regular supervision and support to ensure the smooth running of the Resource Centre.
- Supporting the Resource Centre Manager to review VAI's policies and procedures ensuring that they are up to date, functional and are understood by all VAI staff and volunteers as well as organisations using the workspace and facilities.

f) IT AND DIGITAL INFRASTRUCTURE

We are embarking on an internal project to improve VAI's IT and digital infrastructure which includes revamping our website; establishing a new Volunteer Centre website and improving our volunteering brokerage platform. This will help maximise and increase the levels of volunteering and community action in the borough.

We will also be creating and developing a new Salesforce CRM system that will allow us to monitor, evaluate and demonstrate the impact of our work and that of the local VCFSE more effectively. It will also help to streamline our fundraising and communications activities. We have secured through the National Lottery, the necessary funding to buy in specialist consultancy support to implement this programme of works. The postholder will be responsible for:

- providing effective programme management to oversee these internal improvements, starting in the early part of 2024, and taking place over a 12-month period. This will involve working closely with VAI's CEO, Volunteer Centre Services Manager, Resource Centre Manager, trustees and external consultants and suppliers.
- ensuring that VAI complies with the requirements of the General Data Protection Regulation (GDPR).

g) GENERAL

- ensure that our equity, diversity and inclusion and all other VAI organisational policies and procedures are actively implemented and adhered to in all areas of your work.
- work with VAI staff, volunteers and trustees towards the effective achievement of the organisation's objectives.
- any other reasonable duties specified by the CEO.
- work evenings as and when required.
- we reserve the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business.

Voluntary**Action**Islington

Fundraising and Resources Manager

Essential Experience

- Experience of generating income from a wide range of funders including statutory bodies and charitable trusts and foundations.
- Experience of organisational or service development within the Voluntary, Community, Faith and Social Enterprise sector (VCFSE).
- Experience of developing effective relationships with a diverse range of partners.
- Experience of programme management.
- Experience of effective line management – positively supporting staff and/or volunteers' development and performance management.

Desirable Experience

- Premises management.

Essential Knowledge and Skills

- A good understanding of the challenges currently facing VCFSE sector organisations as well as the opportunities.
- Ability to work closely and collaboratively with the CEO to develop and implement organisational strategies, business and operational plans.
- Highly developed oral, and written communication skills and strong IT skills
- Excellent organisational skills, with the ability to balance and prioritise a plethora of competing needs and priorities.
- A good understanding of and commitment to equity, diversity and inclusion and the implications for this role.

Desirable Knowledge and Skills

- A good understanding of the governance, constitutional and legal requirements of a charity and company limited by guarantee.

Attributes and Competencies

- Commitment to embody our values and work towards our aims.

- Ability to resolve dilemmas, solve problems and constantly seek solutions in a proactive and solution focused way.
- High level of accuracy and attention to detail.
- Warm, welcoming, open and communicative, with high levels of sensitivity, emotional intelligence and resilience.
- Highly motivated with the ability to motivate others.

We value diversity, equality, and inclusivity. Applications are especially welcomed from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability, and religion.

How to Apply

For an informal discussion about this position and please contact Navinder Kaur, CEO, by emailing Navinder.kaur@vai.org.uk

<p>Deadline for applications</p> <p>Please send a</p> <ul style="list-style-type: none"> ▪ 2-page supporting statement highlighting why you are applying for the role and how you meet the criteria. ▪ copy of your CV ▪ completed equalities monitoring form to recruitment@vai.org.uk 	<p>5pm, Friday 6 October 2023</p>
<p>Interview dates</p>	<p>Monday 16th & Tuesday 17th October 2023.</p>

Thank you.