



CANDIDATE INFORMATION PACK

GRANTS & TRUSTS MANAGER - THE WAY YOUTH ZONE, WOLVERHAMPTON



ROLE PROFILE

POST:

Grants and Trusts Manager

REMUNERATION PACKAGE:

Up to £32,000 pro-rata;
33 days inclusive of bank holidays; pension scheme through salary sacrifice 3% Employer/ 5%Employee; access to Employee Assistance Programme

LOCATION:

The Way Youth Zone, Wolverhampton

REPORTING TO:

Head of Fundraising

CONTRACT:

Permanent; Part-time, 20 hours negotiable - some evening and weekend work may be necessary

/THE WAY YOUTH ZONE

At The Way, we believe that all young people in Wolverhampton should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them. Our Youth Zone is a purpose-built space fizzing with energy and crammed with incredible facilities. It is staffed by skilled and dedicated youth workers who truly believe in young people in the city - helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

Year in, year out we deliver life-changing support that helps thousands of young people in Wolverhampton from a diverse range of backgrounds to thrive. It's inspiring. It's empowering. And it works

Open 40 hours a week, 7-days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We offer a safe and active space for young people to flourish in their leisure time, where their interests can be nurtured, and they can grow as individuals. We had 60,000 visits in 2019, and average 1,000 visits per week. This is a charity that the whole community can be proud of, and you can be part of that journey. Entry is just 50p each time and annual membership £5 which gives a young person access to over 20 activities per night! In addition to our open-access provision we run targeted projects such as Outreach and Mentoring that bring specific outcomes to some of those most in need of additional support and interventions.



The Way Youth Zone is a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. The Local Authority, local businesses and the wider community of Wolverhampton and the Black Country have donated to The Way to give 8-19 year-olds, (and up to 25 for young people with additional needs) affordable access to a broad range of sport, arts and employability services, designed to empower them to lead healthier, positive and more active lives - raising their aspirations for themselves and their community.

The facilities are second to none, delivering sporting, artistic, cultural and general recreational activities each session. The outstanding quality of the facilities is a concrete demonstration of the belief that young people deserve the best.

The Way Youth Zone benefits from the guidance, direction and support from colleagues and partners across the OnSide network. It is part of a network of 14 Youth Zones. OnSide's role is to provide ongoing support as the umbrella organisation within a federated structure and also to create new Zones, taking our tried and tested model to ever more young people across the country.

“
The Way really is amazing, I really appreciate you and everything you do, I love that my kids get to experience it! *Parent of a current student*
”



THE ROLE

We're looking for a Grants and Trusts Manager who has demonstrable experience in generating income from a range of charitable trusts, foundations, and statutory funding sources. This income will support our exceptional services to the young people of Wolverhampton.

You will be able to work with colleagues across the organisation to ensure a collaborative approach to income generation and how outcomes of funding are achieved. You will be an experienced manager with a passion for the work that we do. You will have a creative approach, with an ability to write interesting and engaging proposals.

You will thrive in a fast-paced youth-led environment, be a self-starter, have high standards for yourself and others.

We're seeking someone who shows kindness and respect, who is innovative, someone who can laugh, learn, experiment, try new things and thrive.

KEY RESPONSIBILITIES

- To generate income to an annual, personal target, with a focus on the core budget, from Trusts, Foundations, Lottery, and Statutory funding streams
- Working with Head of Fundraising, to ensure fundraising is in line with key strategic objectives, developing and implementing operational plans, aligned to the fundraising strategy to realise the organisational goals.
- Generate income to an annual, personal target, with a focus on the core budget, from Trusts, Foundations, Lottery, and Statutory funding streams
- Develop an annual operational plan, aligned to the Fundraising Strategy, including a pipeline of donor opportunities led by your research.
- Effectively steward funders to ensure Grant Agreement conditions are met, and pledges are fulfilled in a timely fashion. Flag any concerns that may impact the Grant Agreement to the Head of Fundraising at the earliest possible opportunity.

- Work with the Youth Work Delivery team and any other colleagues to ensure they understand the parameters of any potential grants' delivery requirements ahead of submission.
- Communicate regularly with project managers and the Finance Officer after a grant is awarded to ensure delivery, monitoring and reporting of the project as required by the funders.
- Develop and maintain effective personal relationships with funders (Trustees and Administrators).
- Understand the needs of The Way and communicate them in a clear, consistent way to appropriate funders.
- Submit high-quality, creative and inspiring written funding applications on a timely basis for core activity and a bespoke number of agreed additional projects.
- Submit applications each month to agreed KPIs, to small, medium and large funding applications.
- Contribute to the development and maintenance of the database, Salesforce, for recording funder details and producing prospect pipeline and reporting.
- To undertake such other duties as requested from time to time as directed by the Head of Fundraising.
- Maintain a current understanding of Grants and Trusts and changing priorities and themes.
- Connect with the wider OnSide Network to learn, share and connect with fundraising colleagues who have responsibility for the same type of funders, coordinating or collaborating on bid submission as appropriate.
- Ensure The Way is responsive to community needs and that equalities issues are and practice (training to be provided).
- Ensure The Way is responsive to community needs and that equalities issues are identified and addressed effectively. This will include attendance at relevant meetings to develop relationships & partnerships, exploring opportunities for joint working across the City.
- To carry out any other reasonable duties as requested by the Senior Team.

PERSON SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed.

SELECTION CRITERIA
EXPERIENCE
Trust Fundraising Experience, successfully working on grants of at least 5 figures, - minimum three years' direct experience
Developing and maintaining relationships with trust and grant funders (Trustees and Administrators), both in person and via written communication
Working to ambitious annual income targets
Experiencing supporting staff to manage HR issues and taking the lead in complex employee matters.
Working with non-fundraising colleagues (including finance and service delivery) to develop proposals and reports
Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines and with various internal stakeholders
Creating and researching a portfolio of grant givers
Development of a Trusts & Grants annual fundraising strategy
Statutory grant giving (desirable)
Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines and with various internal stakeholders
Creating and researching a portfolio of grant givers
SKILLS, KNOWLEDGE AND ATTRIBUTES
Ability to prioritise and be self-motivated, with good time management
Ability to write creatively, developing innovative and compelling proposals that stand out from the crowd
Highly developed verbal, written and interpersonal communication skills
High level of IT competence including excellent internet research skills and database management
Ability to prioritise and be self-motivated, with good time management
Positive and with a can-do attitude
Demonstrable empathy with the aims and expectations of grant givers
Has a strong commitment to Equality, Diversity and Inclusion
Actively seeks to continuously learn and develop
Is values driven, aligned with the values of The Way Youth Zone and the OnSide Network
SPECIAL REQUIREMENTS
In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.
A willingness to work occasional unsocial hours during evenings and weekends is required
The ability and willingness to travel to meetings and events both in the region and beyond
Inspires trust, good will and action in others
Actively seeks to continuously learn and develop
Is values driven, aligned with the values of The Way Youth Zone and the OnSide Network



GENERAL INFORMATION

In accordance with our Child Protection and Safeguarding procedures, this position requires an **Enhanced DBS** check.

APPLICATION PROCESS

To apply, please email recruitment@thewayyouthzone.org with a CV and cover letter (which should not exceed one page in length) explaining clearly why you are interested in the role and suited to it (based on the person specification). Please note that CVs without a cover letter will **not** be considered. Or apply via the website: [Vacancies | The Way Youth Zone](#)

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed);
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information regarding how OnSide processes your data, go to:

[Privacy Policy | The Way Youth Zone](#)



CLOSING DATE FOR APPLICATIONS:

9am, Monday 27th June 2022

FIRST STAGE INTERVIEWS:

W/C 4th July 2022

Interviews for shortlisted candidates will take place at The Way Wolverhampton Youth Zone, please ensure you are available should you be contacted to attend for an interview.

The strength of OnSide comes from the diversity of the people within our vibrant network. We are proud that our Youth Zone teams reflect the communities they serve, and we value people working together from a range of different backgrounds, locally and nationally, and with different experiences, all with a shared passion for boosting the aspirations of young people across the country. Diversity brings innovation, fresh ideas and creativity, and we actively strive to create a culture that is truly inclusive and fair for all and where everyone in the team can be themselves and thrive



OUR JOURNEY THROUGH 2020/21



WHAT WE DELIVERED APRIL 2020 - MARCH 2021



Our young people stayed connected and engaged in our sessions. Our total annual was attendance 16,371

This included attendance at:



Senior Sessions
6,236



Junior Sessions
4,285



Holiday Club
485

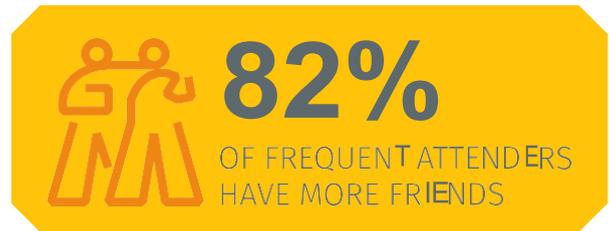
THEWAY
An OnSide Youth Zone

OnSide
Here for young people

PROVEN IMPACT



GIVE YOUNG PEOPLE A SAFE EXCITING PLACE TO GO TO HAVE FUN,
BUILD THEIR SOCIAL NETWORKS AND SUPPORT THEIR PERSONAL DEVELOPMENT



H **PEOPLE** LEAD HEALTHIER, HAPPIER LIVES

