

**SMART
WORKS**
Newcastle

SMART WORKS NEWCASTLE

**APPLICATION PACK FOR FUNDRAISING
AND PARTNERSHIPS LEAD**

**FULL TIME/ PART TIME - FLEXIBLE WORKING
£26K - £28K PRO RATA**



WELCOME TO SMART WORKS NEWCASTLE

Smart Works Newcastle is a local registered charity under the umbrella of Smart Works, a UK charity that provides high quality interview clothes and interview training to unemployed women.

We give women the confidence, the self-belief, and the practical tools they require to succeed at interview and start a new chapter in their lives.

Smart Works started in London. We carefully built our understanding and expertise until we were ready to open in other locations and could take our service to help more women. We are now operating in Edinburgh, Manchester, Reading, Birmingham, Newcastle, and Leeds.

At the core of the Smart Works service is a two-hour appointment, during which time each woman receives a complete outfit of high-quality clothes (theirs to keep) and dedicated one-to-one interview coaching. This short intervention has a significant impact as our clients start believing in their own ability to succeed.

All our service delivery (the dressing session and the interview coaching) is delivered by trained volunteers. Our volunteers are all highly skilled and dedicate their time to helping our clients succeed. Their reward is seeing the impact of unlocking a woman's confidence and finding out that the woman they saw has gone on to succeed at interview and move on with her life.

More information can be found on our website: <https://newcastle.smartworks.org.uk/>

ABOUT THE ROLE

The role of Fundraising and Partnerships Lead is integral to the success of Smart Works Newcastle and therefore the role requires a self-starting and proactive approach, excellent organisational skills and knowledge of fundraising streams available.

The Fundraising and Partnerships Lead will be responsible for all aspects of fundraising including the design and delivery of Smart Works Newcastle's annual fundraising strategy and quarterly activity plan with a clear purpose of ensuring our long-term sustainability.

Reporting to the Centre Manager, the Fundraising and Partnerships Lead will sit on the fundraising subcommittee and work to drive forward the Smart Works Newcastle fundraising agenda inputting into a range of activities.

This includes but is not limited to:

- Grant applications
- Corporate Relationship management and associated Fundraising
- Our annual Cycle for Smart Works campaign including the organisation, recruitment of participants and implementation of the event.
- Event management and associated fundraising

The successful candidate will build strong working relations with our staff team, Chair and Board of Trustees, as well as the team at Smart Works HQ. There will be a significant level of interaction with a diverse group of people including corporate and retail audiences, grant providers and our fundraising volunteers.

The identification of grant opportunities and support in the bid process will be a requirement of the role, as well as the co-ordination of fundraising events, development of corporate partnership and support to the Centre Manager are all key elements of the role.

A highly organised and positive individual, you will be passionate about empowering women to thrive in work and life. You will be a strong communicator, both verbally and in writing, be able to multi-task, think on your feet and bring a determination to meet our aim of helping as many women as we can back into work.

The role would be based in Newcastle Centre, and there will be occasional evening and weekend work as the role holder will provide key events support.

Smart Works Newcastle is part of Smart Works Charity, and there will be some travel to London and liaison with the HQ team to support on induction, training and participation in regular meetings, phone calls and conferences with other Smart Works centres across the UK.

“I HAVE ALWAYS BEEN PASSIONATE ABOUT FEMALE EMPOWERMENT AND PROMOTING EQUALITY. WORKING WITHIN A TEAM OF VOLUNTEERS, STAFF AND TRUSTEES WHO SHARE THE SAME DRIVE TO IMPROVE WOMEN’S LIVES IS BRILLIANT.” - Smart Works Newcastle staff member

ROLE REQUIREMENTS

	ESSENTIAL	DESIRABLE
SKILLS & ABILITIES	<p>Excellent organisation, communication and interpersonal skills</p> <p>Able to prepare bid documents for grants</p> <p>Excellent networking skills particularly with corporate partnerships and potential external supporters</p> <p>Self-starter with a strong track record in being pro-active and flexible, protocols and relationships</p> <p>Ability to influence others with excellent oral, written and presentation skills</p> <p>Creativity, imagination and entrepreneurial attitude towards fundraising</p> <p>Financially aware, with the ability to interpret basic financial accounts for reporting purposes</p> <p>Computer-literate with good working knowledge of Microsoft Office, Excel, Word and databases</p> <p>Understanding and skills in social media and newsletter communications</p>	<p>Ability to work with autonomy and as part of a team</p> <p>Capable of deputising for Centre Manager on occasion.</p>
EXPERIENCE	<p>A proven track record of fundraising, either personally or in a similar role</p> <p>Experience in generating income from a variety of sources</p> <p>Experience of gaining corporate sponsorship and fundraising</p> <p>Event organisation and delivery</p>	<p>Experience of working with volunteer teams</p> <p>Management of social media campaigns for fundraising and experience using event hosting systems, such as Eventbrite</p> <p>Experience of managing website content</p>

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of developing and managing fundraising campaigns and evaluating their input.</p> <p>Demonstrable track record of meeting targets and deadlines</p> <p>Track record of building relationships with key stakeholders</p> <p>Experience of delivering presentations both virtually and face to face to a wide variety of audiences.</p> <p>Experience of working across diverse groups</p> <p>A pro-active approach with a strong knowledge of the funding landscape in England</p>	
Personal Attributes	<p>Ability to maintain energy, drive and positivity over intense periods of work</p> <p>Creative approach to problem solving</p> <p>Resilience, particularly when faced with setbacks and challenges</p> <p>Excellent interpersonal skills and strong networker who can build effective relationships</p> <p>Passionate about empowering women to thrive in work and life.</p>	<p>Driving Licence</p> <p>Willing and able to work between an office and a home environment, with a flexible attitude when required to work at third party locations across the north east.</p>



THE DETAILS

Hours: 21 – 35 hours per week. We offer different ways to work flexibly including hybrid working options and part-time arrangements so please feel free to talk about what flexible working means to you at interview.

Location: Flexible with occasional evening and weekend work

Salary: £26,000 - £28,000 (pro-rata depending on experience) plus 5% pension contribution and 28 days annual leave plus Bank Holidays (pro-rata)

Reporting to: Centre Manager

Closing date for applications: 30th August

As we strive to fully represent our diverse communities, we would especially encourage applications from Black, Asian and minority ethnic groups, Lesbian, Gay, Bisexual and Transgender people and disabled people.

HOW TO APPLY

To apply for this role, please submit an up to date copy of your CV, along with a supporting statement (max 2 pages) that addresses the criteria set out in the key skills and experience, using examples to demonstrate how you meet the essential requirements.

Please provide telephone and email contact details.

Applications should be sent to Helen Boyd, Centre Manager helen.boyd@smartworks.org.uk

