

Job Advert – Fundraising & Communications Manager, Manchester

Based in Manchester, full time, £17,500, pension, 25 days holiday (annual), 6-month contract with possibility to extend. Deadline for applications: 9th October 2017

About Citywise: We see hundreds of young lives transformed every year through the power of self-giving character mentoring. We are looking for someone to join our team of motivated and highly committed staff, someone who wants to develop their career in the charitable sector, and help us to continually improve our work at the cutting edge of youth character education in the UK.

About the role: Citywise is in an exciting phase of growth and development. In this role you will have a direct and long-lasting impact on the lives of disadvantaged young people, and you will also help to shape Citywise as a leader in the character education sector.

The Fundraising & Communications Manager is a new role supporting the core operations of Citywise. Reporting to and working closely with the Chief Executive, you will help to ensure that our work with young people is funded sustainably, and that we communicate effectively with all of our stakeholders.

As a core staff member you will also be expected to take part in other activities from time to time supporting your colleagues in both Manchester and Glasgow.

About you: The suitable candidate will be someone with experience of administrating the various functions of a small charity. You need to show us you have the motivation, maturity and flexibility to initiate and sustain new projects, build strong relationships with various stakeholders, and consistently reprioritise a varied workload. Your communication and organisation skills must be excellent, and we will also be looking for evidence of your drive, initiative and analytical skills at interview.

Main areas of responsibility:

Fundraising:

- Assist the Chief Executive in administrating a comprehensive fundraising plan comprising grant applications, Friends of Citywise (individual donors) and personal fundraising initiatives (e.g. sponsored runs)
- Take a direct lead in our partnership with Manchester City F.C. to help us generate income throughout the year by volunteering on match days. You will need to build a team of dedicated volunteers to help you achieve this
- Organise core fundraising events in both Manchester and Glasgow each year and enlist teams of volunteers to fundraise at these events

Communications:

- Create and maintain a communications plan with all our relevant stakeholders (mentors, supporters, parents, schools)
- Schedule and publish content on our online platforms and newsletters to engage our audiences with our work and ideas (familiarity with Facebook, Twitter, Instagram etc. desirable)
- Set up and manage a new communications database and ensure records are kept up to date, and personal data is stored and managed in line with EU legislation effective May 2018 (GDPR)

Core administration:

- Manage the Manchester office including dealing with suppliers, contractors and co-tenants (keep track of supplies, room bookings, cleaning etc)
- Administrate core functions of the charity (insurance, policies, book-keeping, etc) with the support of volunteers in some core areas (e.g. book-keeping)

General Duties

- Carrying out other duties as reasonably expected in the course of your employment
- Travel to and participate in training, special projects and meetings for all Citywise UK staff as required within your role.
- Keep up to date with relevant First Aid, Safeguarding and other relevant training

Experience required:

- Previous work in a relevant role (not necessarily in the third sector) where you have had substantial responsibility and had to demonstrate effective organisation and management skills
- A degree or similar higher education qualification is desirable, but we will consider all applications. At interview will be looking for evidence of your capacity for independent working and analytical skills
- It is desirable (but not essential) that you have held a full EU driving licence for at least 2 years

How to apply: Please visit www.citywise.org and complete our online application form. The deadline for applications is Monday 9th October 2017. We will contact successful applicants to invite them to interview.