

Youth Zones, changing the face of regional youth provision.

The Factory Youth Zone, 931 Rochdale Road, Harpurhey, Manchester, M9 8AE
0161 203 5333 info@thefactoryyz.org www.thefactoryyz.org



Role Profile

Development Manager

The Factory Youth Zone opened in Harpurhey, North Manchester in February 2012. The facility was built by OnSide North West with £5million of funding from the Government's My Place programme, managed by the Big Lottery. Now an independent Charity, supported by a Board of Trustees with extensive private and public sector experience, The Factory continues to work closely with OnSide to ensure the sharing of best practice across the network of five North West Youth Zones. It also has close working relationships with other public and private youth service providers in North Manchester.

The primary objective of The Factory is to help young people across North Manchester, especially those from deprived backgrounds, build greater self confidence and self esteem, develop positive relationships, raise their aspirations, develop self discipline, resilience and trust, and live happier and healthier lives. This will enable them to make positive life and work choices, fulfil their full physical, mental and spiritual potential and make a positive contribution in their community.

Open 52 weeks a year, The Factory opens outside of school hours and throughout school holidays providing young people with somewhere to go, something to do and someone to talk to. For a nominal entrance fee of just 50 pence, young people can participate in over 20 sports, dance, music, media, arts and recreational activities every day, supported by qualified youth workers, coaches and mentors. Sessions at The Factory are split into Juniors, age 8 to 12 and Seniors, age 13 to 21 (25 for young people with disabilities) and every session is staffed by a team of experienced and professional staff and volunteers who share the belief that young people deserve the best.

In addition to open sessions The Factory runs a number of local and residential projects to improve the lives of disadvantaged and vulnerable young people including independence groups, leadership workshops, residential, mentoring and employability support. Having attracted over 2,200 members within its first year The Factory now attracts over 1,300 visits by young people every week.

To date The Factory has been successful in raising funds from a combination of private and corporate donors, trusts and foundations and the Local Authority, but it is now seeking to strengthen its fundraising activity by recruiting a Development Manager who can develop the funding relationships already secured, recruit new supporters and develop a long term sustainable funding plan.

The role is a fantastic and exciting opportunity for an ambitious, dynamic and proactive individual to own and shape The Factory's income generation strategy for the long term.

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Job Description

Reporting to:	Chief Executive
Location:	The Factory Youth Zone, 931 Rochdale Road, Harpurhey, Manchester, M9 8AE
Salary:	£33,000- £40,000 dependent on experience
Holidays:	33 days per year
Job purpose:	To secure £600,000 of funding per year through a range of revenue streams including corporate partnerships, grants and trusts, events and community fundraising.

Main duties and responsibilities:

- Prepare a Fundraising plan for the year in conjunction with the Chief Executive.
- Deliver the plan with the support of the fundraising team including paid workers and volunteers.
- Research alternative sources of income and review them against the strategy and plan.
- Work with internal and external marketing colleagues to produce presentations, fundraising packs, newsletters and other promotional materials needed for your fundraising toolkit.
- Devise donor specific strategies to maximise retention and increase level of support from existing donors.
- Devise partnership plans with each new corporate partner that are multi-faceted and mutually beneficial and take full responsibility for the delivery of the partnership.
- Create and maintain donor records on the in house database
- Work closely with Youth Work colleagues to identify fundraising and donor engagement opportunities.

This is a full time position. The hours of work are 40 hours a week worked flexibly in line with the needs of the Youth Zone and its key activities. This will involve working unsocial hours in evenings and at weekends for meetings and events as well as to maintain a good understanding of the Youth Zone operations.

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Person Specification

Good candidates for this role will be high achievers, with excellent IT and English skills, plenty of initiative and a successful track record encompassing all-round administrative and management experience.

		Essential	Desirable
Qualifications			
	A professional fundraising qualification		✓
Knowledge			
	Demonstrate a fundamental understanding of funding strategies	✓	
	Understanding of issues affecting young people and disadvantaged communities		✓
Experience			
	Successful track record of raising funds from a variety of sources or a successful track record in sales, business development and/or sponsorship	✓	
	Experience of developing and managing corporate relationships	✓	
	Proven track record of working to a financial target and developing a pipeline of new business opportunities	✓	
	Experience of managing profitable client relationships preferably within large and complex organisations/companies		✓
	Experience of working in a small team		✓
	Ability to work flexibly and respond quickly to changing circumstances	✓	
Skills			
	Demonstrate a strategic approach to new business development	✓	
	Possess professional or business experience at a level that enables you to relate credibly with business leaders	✓	
	Able to establish a rapport and communicate effectively with stakeholders - at all levels and from all sectors	✓	
	Possess fluent written and verbal communication skills	✓	
	Able to present oral/written communication professionally and persuasively	✓	
	Able to think conceptually and creatively to develop profitable fundraising products and proposals for supporters.	✓	
	Self motivated and able to work to multiple deadlines, remaining calm under pressure	✓	
	Strong organisational skills, with structured and methodical approach to work and a clear focus on results	✓	
	Strong interpersonal and networking skills	✓	
	Fully IT literate	✓	
Personal Attributes			
	Demonstrate a commitment to the goals and drivers of our Youth Zone	✓	
	Enthusiasm and ability to contribute to the development of the Youth Zone	✓	
	A willingness to work unsociable hours when required	✓	
	A commitment to Safeguarding children	✓	

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Additional Information

In accordance with our Safeguarding procedures, this position requires a DBS check (formerly called CRB check).

The Factory Youth Zone is an equal opportunities employer and welcomes applications from all sections of the community.

Application Information

Deadline Monday 13 May 2013 at 12 noon

Interviews Wednesday 22 May 2013

Apply Download the Application Form from www.thefactoryyz.org/vacancies/development-manager
We will not consider any application which is not submitted on this form.

More info 0161 203 5333 info@thefactoryyz.org www.thefactoryyz.org