**Application Pack: Partnership and Fundraising Lead**

Thank you for requesting an application pack for the position of Partnership and Fundraising Lead at Goalball U.K.

This application pack contains the following documents:

* About Goalball U.K. and the context of the role
* Job description
* Person specification
* Next steps and important dates
* Application form
* Equality and diversity monitoring form

Prior to making an application, if you would like an informal conversation about the role please contact Mark Winder, Chief Executive Officer, at [mark@goalballuk.com](mailto:mark@goalballuk.com) to arrange a convenient time.

Closing date: 18th March 2022

# **About Goalball UK: Partnership and Fundraising Lead**

## **About Goalball UK**

Goalball UK was established as a charity in 2010 with a responsibility to manage, guide and promote the Para sport of Goalball. Designed specifically for people with visual impairments, it is played across the UK by approximately 1,000 people via a network of local clubs and the extraordinary support of volunteers.

Goalball UK is also responsible for managing a performance programme that encompasses the GB men’s and women’s teams, whose aim is to qualify for future Paralympic Games and other international tournaments, including the 2023 IBSA World Games in Birmingham.

Goalball UK has a core staff team of 8, led by CEO Mark Winder, and is overseen by an active board of trustees with members from a variety of sports and business backgrounds.

## Context to the Role

At present, fundraising activities are reliant on a part-time volunteer and availability of the Chief Executive Officer. Goalball UK has, over recent years, received significant funding from a wealthy individual, however, this is not set to continue. Other donations related to challenge-based fundraising have helped produce a situation where the organisation has received philanthropic income of just over £100k per annum.

Despite this, Goalball UK has a strategic dependency on the cyclical grants that it receives from Sport England for its grassroots development work. Whilst it also hopes to attract financial support for its performance programme from UK Sport in due course, its future ability to grow the sport significantly - so that as many visually impaired people as possible have the opportunity to play goalball - is heavily linked to whether it can successfully fundraise for national, regional, and club-based priorities and needs.

# **Job Description: Partnership and Fundraising Lead**

**Job title:** Partnership and Fundraising Lead

**Employed by:**  Goalball UK

**Location:** Negotiable *with regular travel to Sheffield and other areas required in line with the needs of the organisation*

**Responsible to:** CEO

**Salary Range:** £32-36k

**Purpose:** The role of the Partnership and Fundraising Lead will be to plan, co-ordinate and execute a programme to develop new partnerships and fundraising, working closely with the CEO, board members, volunteers, and staff members.

The appointed person will seek and secure new meaningful, beneficial partnerships and funding from a variety of sources, including trusts and foundations, individual donors and businesses~~.~~

## Key responsibilities & duties:

This is a varied and hands-on role requiring a mixture of established fundraising practice, ingenuity and tenacity. The key responsibilities are expected to be:

* In conjunction with the CEO and wider team, implement a fundraising strategy that will include:
  + applying for grants from trusts and foundations
  + rapidly develop an understanding of the fundraising eco system for this sport
  + develop a pipeline of prospects together with an annual calendar aligned to key submission dates required by grant giving organisations
  + building philanthropic partnerships with corporates
  + building partnerships which benefit the strategic obsessions of Goalball UK
  + identifying and cultivating wealthy individual donors
  + developing individual giving programmes or campaigns, including legacy giving, that engage goalball’s supporter base and the wider public
  + building sustainable, long term income streams across multiple channels
  + day-to-day management of multi-channel fundraising activity for Paralympic campaigns
  + maximise brand exposure by working with suppliers on the production of physically branded items for pre-Games and Paralympic Games events while being aware of current trends in brand activations to ensure teams are promoted to the full
  + running/supporting challenge or event-based fundraising
* Devise and coordinate effective gift acknowledgement and donor stewardship.
* Work with the Finance Department to ensure that gifts are used for the purposes agreed with the donor.
* Ensure that accurate records are kept of fundraising operations and donations, in line with the Data Protection Act and in compliance with GDPR and the ICO guidelines.
* Conduct prospect research and solicitation planning.
* Ensure effective communication of fundraising activity across the organisation.
* Organise production of, and draft compelling copy for, donor newsletters, reports and publicity materials.
* Maintain the relevant pages on the website and social media presence.
* Assist in the development of partnership and fundraising marketing materials, including graphics and video to support communication strategy.
* Support fundraising events as needed, including event plans, guest lists, support on the day and follow-up.
* Identify and monitor key performance indicators for fundraising
* Liaise with colleagues responsible for fundraising from governmental sources
* Contribute to any other activities at the discretion of the CEO.
* Project manage team members working on fundraising campaigns, as well as internal and external stakeholders.
* Ensure that all information is contained in a GDPR compliant manner.

## **Terms and conditions:**

* This appointment is offered on a permanent contract.
* Working hours are 37 per week and the role is viewed as full-time.
* Salary is budgeted to be between £32,000 and £36,000 per annum.
* Annual leave for a full-time role within the organisation is 33 days per year, inclusive of all public and statutory holidays. Based on working a 37 hour week annual leave entitlement is calculated to be 244.2 hours, including public holidays.
* All reasonable and authorised expenses will be reimbursed.
* Due to the nature of the role and coming into direct contact with young people and vulnerable adults either directly, or via information held on our systems, the appointment will be subject to a satisfactory disclosure from an enhanced DBS check.
* This appointment is subject to the receipt of satisfactory references.
* This appointment is subject to completion of a satisfactory probationary period of 6 months.

# **Person Specification: Partnership and Fundraising Lead**

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| --- | --- | --- | --- |
| Attribute | Essential | Desirable | Assessed |
| **Skills and Experience** | A track record of securing five figure philanthropic gifts, either from across the spectrum of available sources or with the clear ability to translate specialist  experience into a more generalist setting. | A track record of securing six figure philanthropic gifts, either from across the spectrum of available sources or with the clear ability to translate specialist experience into a more generalist setting. | A, I |
|  | A full understanding of the fundraising process, including prospect research, cultivation, solicitation, and stewardship. |  | A, I |
|  | A working knowledge of charities and their governance. |  | A, I |
|  | Experienced working with a wide range of stakeholders using diplomacy and tact. |  | A, I |
|  | Demonstrable experiences of independent and collaborative working. |  | A, I |
|  | Ability to manage projects concurrently, in an organised manner and with appropriate prioritisation. |  | A, I |
|  | Self-starter who can organise and manage their own workload without supervision. |  | A, I |
|  | Exceptional communication skills, both verbal and written, including experience writing for a range of formal and informal audiences. |  | A, I |
|  | Familiarity with GDPR and its implications for marketing and fundraising. |  | A, I |
|  |  | Proficient in Microsoft Office, or similar, with the skills to design marketing collateral or maintain relevant website areas. | A, I |
|  | Understanding of, and experience of managing, leading social media channels. |  | A, I |
|  |  | Knowledge and experience of marketing and branding to increase revenue for the sport. | A, I |
|  |  | A demonstrable interest in sport and its ability to be an effective force for social advancement, especially for people with disabilities. | A, I |
| **Special Qualities or Aptitudes** | Demonstrate awareness of and sensitivity to issues of equality, diversity and inclusion and a commitment to the value of the individual within goalball. |  | A, I |
|  | Excellent interpersonal communication skills with the ability, confidence, and gravitas to influence and persuade. |  | A, I |
|  | A commitment to the aims and objectives of Goalball U.K. in promoting it in the best interests of its stakeholders and staff |  | I |
| **Qualifications / Membership requirements** | Educated to degree level, or equivalent |  | A, I, Q |
|  |  | Member of the Chartered Institute of Fundraising, or similar. | A, I |
|  | Prepared and committed to undertake training as required for the role including but not limited to ongoing CPD |  | I |
| **Other Requirements** | Satisfactory enhanced disclosure from the Disclosure and Barring Service |  | DBS Application |

A- Application Form; I- Interview; Q- Proof of qualification; E- Exercise/Task at Interview

# **Next Steps: Partnership and Fundraising Lead**

Please complete in full the attached application form and return it before Friday 18th March to Mark Winder, CEO.

When completing the application form, we encourage you to read the Job Description and Person Specification carefully as we assess an applicant’s suitability using these documents.

Email completed application forms to: mark@goalballuk.com

Post completed application forms to:

Mark Winder

Goalball UK

English Institute of Sport

Coleridge Road,

Sheffield

S95DA

*(Clearly mark the envelope Private & Confidential)*

Shortlisting of applicants will take place between Day 21stth March and 31st March 2022.

Whilst our preference is for interviews to be held face-to-face, we understand this may not be practical in every situation and will therefore make provision for this part of the process to be held remotely if necessary.