



Working at Coin Street

Job pack

Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



JOB DESCRIPTION

ROLE:	FUNDRAISING LEAD
Reports to:	Director of Communications & Engagement
Direct reports:	None initially
Contract details:	Full time, 35 hours per week, permanent
Salary	£40,000 per annum

ROLE SUMMARY

To devise and implement fundraising initiatives and strategies, build and manage partnerships, working creatively to grow existing funding and creating a pipeline of opportunities that focusses on growth and long-term support. Coin Street currently raises £100k annually from trusts and foundations but, with this new role we are looking for you to take us to the next level, initially increasing our annual revenue income target to £200k, working across a range of grant applications from £20k-£100k. You will also support our current campaign to raise capital funds for the transformation of Bernie Spain Gardens north park. Over time we see the potential to grow fundraised income significantly.

TEAM OVERVIEW

This is a new role within the Communications team of eight team members. Although you will work closely with senior leaders who are highly experienced in fundraising, this will be a new function in Coin Street, so you will be responsible for setting up new processes and systems.

KEY ACCOUNTABILITIES

1. Work with the Director of Communications and Engagement and Leadership team to develop a robust strategy that identifies funding opportunities from trusts, foundations, public and private sources. You will have significant autonomy to craft and develop your pipeline with a personal revenue income target of circa £200k in the first year.
2. Work collaboratively with the Leadership team members and our community team to ensure excellent stewardship, cultivating new prospects and furthering existing relationships whilst ensuring good practice.
3. Develop a detailed knowledge of Coin Street, its history and future ambitions in order to produce a case for support, which will enable you to create engaging funding applications and communications.
4. Research, identify and apply to trusts and foundations and other prospective funders, and manage key relationships to grow these to become more sustainable partnerships.

5. Increase fundraising capacity for future years by developing and maintaining robust processes around budgeting, forecasting and planning, and reporting on the effective use of funds working closely with the finance, community and communications teams.
6. Report to funders on the impact of their donations, working closely with community team members and communications to collate data and case studies.
7. Provide regular information and stewardship of relationships with funders including site or project visits, meeting with operational and senior staff, special events and ad hoc meetings.
8. To lead, manage, develop and motivate team members. Agree delivery targets and KPIs and ensure that they are achieved and, where possible, exceeded. Create opportunities for personal development for engagement in cross-team projects.
9. Develop and maintain relationships between funders and colleagues across the organisation and at all levels.
10. Undertake any other reasonable duties, as may be required from time to time, as consistent with the scope of this role.

GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do, and do the best job I can.*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

1. Proven experience of working as a fundraiser, with demonstrable experience of working with charitable trusts and/or grant makers. This role will suit a strong experienced fundraiser looking to step up and work more autonomously.
2. A track record of writing and submitting successful proposals and achieving fundraising targets
3. Proven success at implementing fundraising processes and systems, ideally having built these from scratch, with a willingness to build capacity within the team over time.
4. Understanding of the importance of effective stakeholder management to the success of the organisation
5. Experience in managing fundraising income budgets, forecasting and planning.

SKILLS & ABILITIES

6. A personal commitment to and enthusiasm for Coin Street's ethos and mission
7. Excellent writing skills with ability to craft compelling cases for support and to communicate these effectively through written and verbal channels, bringing a creative flair to their role with a talent for expressing complex ideas in simple and effective language
8. Strong influencing and persuasion skills with ability to establish good working relationships with colleagues, senior leaders, board members, funders, partners and members of the public
9. Exceptional pitching and negotiation skills with demonstrated ability to influence and persuade at the highest level
10. Ability to manage a varied workload and work under pressure, prioritising tasks as appropriate to meet deadlines
11. Self-motivated with the ability to work autonomously and on own initiative
12. Flexible approach and commitment to achieving results and motivated by working to targets. Willing to work on proposals across the range of income levels.

What we can offer you (the highlights)

REWARD AND PROTECTION

Annual Holiday

27 days leave per year excluding bank holidays.

Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

Life Assurance

Death in service (3 x salary) and Income Protection.

Company Sick Pay

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

Flexible working

Where we are able to, flexible working and hybrid working location

Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

Wellbeing

Mental wellbeing - webinars, courses, mediations, therapy session. Free gym membership at Colombo Centre.

Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

Nursery Discount

15% discount on nursery fees for nursery staff whose children are enrolled in Coin Street Nursery.

LIFESTYLE

