



ROLE PROFILE

JOB TITLE:	Head of Development	SALARY:	Up to £55,000 dependent on experience
REPORTING TO:	Chief Executive	HOLIDAYS:	33 days including bank holidays
LOCATION:	HideOut Youth Zone	HOURS:	40 hours per week (flexibility required including evenings and weekends)

KEY RELATIONSHIPS: Youth Zone Board Board Trustees, Patrons and Supporters, Fundraising and Communications team, HideOut Youth Zone's wider staff team, volunteers and stakeholders, and young people

MAIN PURPOSE

HideOut Youth Zone's state-of-the-art £6.6m facility opened in September 2020 to provide an engaging and inspiring place for thousands of young people aged 8 - 19 (up to 25 for those with additional needs) to spend their leisure time. Open 7-nights a week, 52-weeks a year plus school holidays, the Youth Zone's incredible facilities include a 3G pitch, skate park, 30ft climbing wall, boxing/mixed martial arts gym, 4-court sports hall, sensory room, fitness suite, recreation area and dance, arts, music and media suites and much more.

A truly exciting post working alongside the Chief Executive and key members of the Board of Trustees to deliver c£1.4m a year of philanthropy for Manchester's newest Youth Zone. Stewarding and renewing those who have made major gifts during the first year of development, this is a senior leadership role where you will lead the strategic development and implementation of new, diverse income streams (notably corporate partnerships trusts & grants, a mid-level giving programme, and events & community fundraising).

DUTIES & RESPONSIBILITIES - HEAD OF DEVELOPMENT

- Driving a programme of high impact, donor centric stewardship of existing major donors (HNWIs and corporate partners), involving the CEO and Board as appropriate in order to maximise retention and, where possible, increase level of support over time
- Developing new, sustainable major donor relationships both through cold prospecting and working closely with the Board, the Chief Executive and existing supporters to identify other prospects within their networks
- Overseeing a Full Time Corporate Fundraiser to deliver high quality mid-value fundraising campaigns
- Diversifying income generation activities to include events & community fundraising at the appropriate moment, whilst not losing sight of the key driver of income generation - major giving
- Producing high quality written proposals and making verbal presentations/face to face asks to a range of audiences
- Managing the production of fundraising, communications and promotional materials for relevant stakeholders
- Leading Marketing and Communications colleagues to ensure the HideOut's brand awareness amongst potential supporters is strong



- To lead the development and implementation of the Youth Zone's three-year fundraising strategy in collaboration with the Chief Executive
- Generating written and financial reports for management and the Board as required
- Ensuring adherence to relevant charity legislation and the Institute of Fundraising's Codes of Fundraising Practice
- Carry out other reasonable duties as requested by the Chief Executive
- Attendance at events and conferences will sometimes be required

DUTIES AND RESPONSIBILITIES - GENERAL

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of HideOut Youth Zone
- Represent HideOut Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible

PERSON SPECIFICATION

Good candidates for this role will be ambitious high achievers, with the following skills, knowledge, experience and personality.

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Essential or Desirable	Method of Assessment
Experience		
Proven experience in generating income from major donors (corporate and/or high net worth individuals). Impressive track record in securing significant funds and meeting challenging financial targets, including both new business and account management	Essential	A, I & T
Proven experience in generating income from event and community fundraising is desirable	Essential	A, I & T
Knowledge & experience of securing grant funding from Trusts & Foundations	Desirable	A, I & T
Experience of supporting senior colleagues and/or Trustees to learn the art, craft and science of major donor fundraising	Desirable	A, I & T
Management experience is essential	Essential	A, I & T
Strategy development & business planning experience	Essential	A, I & T
Understanding of issues affecting young people and disadvantaged communities	Desirable	A, I & T
Skills		
Ability to make face to face approaches for funding from major donors and negotiate the ask	Essential	A & I
Experience of aligning donors' interests with a charity's needs in order to maximise the gift level	Essential	A & I
Strategic, target driven approach to fundraising and marketing activity development	Essential	A & I
Outstanding influencing and client facing skills with an ability to communicate confidently with the most senior individuals and decision makers	Essential	A & I
Strong interpersonal and networking skills	Essential	A & I
Ability to convey the Youth Zone's work with confidence and credibility	Essential	A & I
Strong organisational skills, with structured and methodical approach to work and a clear focus on results	Essential	A & I

Selection Criteria* A = Application Form I = Interview T = Test/Personality Profile	Essential or Desirable	Method of Assessment
Ability to work to multiple deadlines	Essential	A & I
Able to think conceptually and creatively to develop profitable fundraising products and proposals for supporters	Essential	A & I
IT literate and confident user of databases	Desirable	A & I
Behavioural qualities		
Ambitious	Essential	A & I
Results-driven	Essential	A & I
Ability to build positive personal and organisational relationships	Essential	A & I
Strategic and creative	Essential	A & I
A team player	Essential	A & I
Able to negotiate and balance competing priorities with consideration to ethical implications	Essential	A & I
Commitment to the Youth Zone's mission	Essential	A & I
A willingness to work unsociable hours when required and to travel to events both in the region and beyond	Essential	A & I

*Selection criteria for guidance only, alternative methods may be used to assist the selection process

ADDITIONAL INFORMATION


The role is full-time and based at HideOut Youth Zone.

HideOut Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check.

The strength of HideOut and the OnSide network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities. For information regarding how the Youth Zone will process your data, please visit

www.onsideyouthzones.org/applicant-privacy/.

ONSIDE YOUTH ZONES NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

A green rectangular box containing white silhouettes of four diverse young people (two girls and two boys) standing side-by-side. Below the silhouettes, the text "YOUNG PEOPLE FIRST" is written in large, bold, white capital letters. Underneath that, a smaller paragraph of white text explains the value.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.

A pink rectangular box containing a white line-art icon of two hands holding a heart. To the right of the icon, the text "RESPECT" is written in large, bold, black capital letters. Below it, a paragraph of black text describes the value.

AMBITIOUS

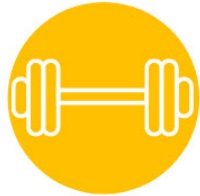
We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

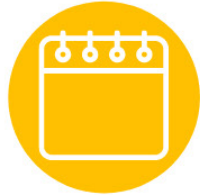
We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

A blue rectangular box containing the text "COLLABORATIVE" in large, bold, black capital letters. Below it, a paragraph of black text describes the value. To the right of the text is a white line-art icon of two hands shaking.

BENEFITS OF WORKING FOR HIDEOUT YOUTH ZONE



Onsite fitness gym & boxing / MMA suite



33 days annual leave pro rata



Secure cycle store



Branded workwear



Queen Bee's cafe



Flexible working



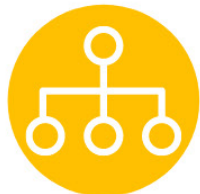
Learning and development opportunities



Partnership working



Working with like-minded people and cultures



Part of a wider network



Pension scheme



Covid related absence and special leave

Employee Assistance Programme

HideOut's Employee Assistance Programme provides free and confidential support for our employees on a wide-range of topics, such as:

- **Unlimited telephone support (24/7) with calls answered by experienced in-house counsellors, legal and financial specialists**
- **Structured counselling over the phone, via live chat, email, or in person (up to 6-sessions)**
- **Family advice line on topics such as childcare & eldercare**
- **Legal information services including debt & financial information**
- **Critical incident and trauma support**
- **Occupational health services**
- **Crisis support**
- **"My Healthy Advantage" smartphone app and online personalised wellbeing portal, including videos, webinars, mini health checks and health coaching**
- **Coverage for dependents (partner/spouse and children aged 16-24) within HMRC guidelines**
- **Support for line managers**
- **BrightTV and Wellbeing podcasts**