

# Regional Fundraiser (Midlands)



**Hours of work:** Full time, 36 hours per week

**Location:** Wylde Green, Sutton Coldfield

**Department:** Fundraising

**FTE salary details:** £23,908—£26,214 per annum

**Advertising end date:** 26th October 2018

Flexible to include occasional weekend and evening work. You may also be able to complete work from home on some occasions.

As a Regional Fundraiser, you will be promoting KIDS, our ethos and services to ensure that agreed fundraising targets are achieved or exceeded. This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit [www.kids.org.uk](http://www.kids.org.uk).

**Our vision is a world in which all disabled children and young people realise their aspirations, and their right to an inclusive community which supports them and their families.**

# What We Do



KIDS are a national charity, founded over 47 years ago, providing a wide range of support services to disabled children, young people and their families. We support children with any disability from birth to 25 years of age. We also offer our support to the whole family with the aim of giving disabled children a brighter future.

*“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”*

We cannot change a diagnosis and we cannot cure but we can, and we do, make a very real difference to the lives of families with a disabled child through high quality, practical and tailored services delivered by dedicated professional staff.

KIDS provides over 120 different services and works with 80 local authorities throughout England. **In 2017-2018 we supported over 15,000 disabled children, young people and their families.**

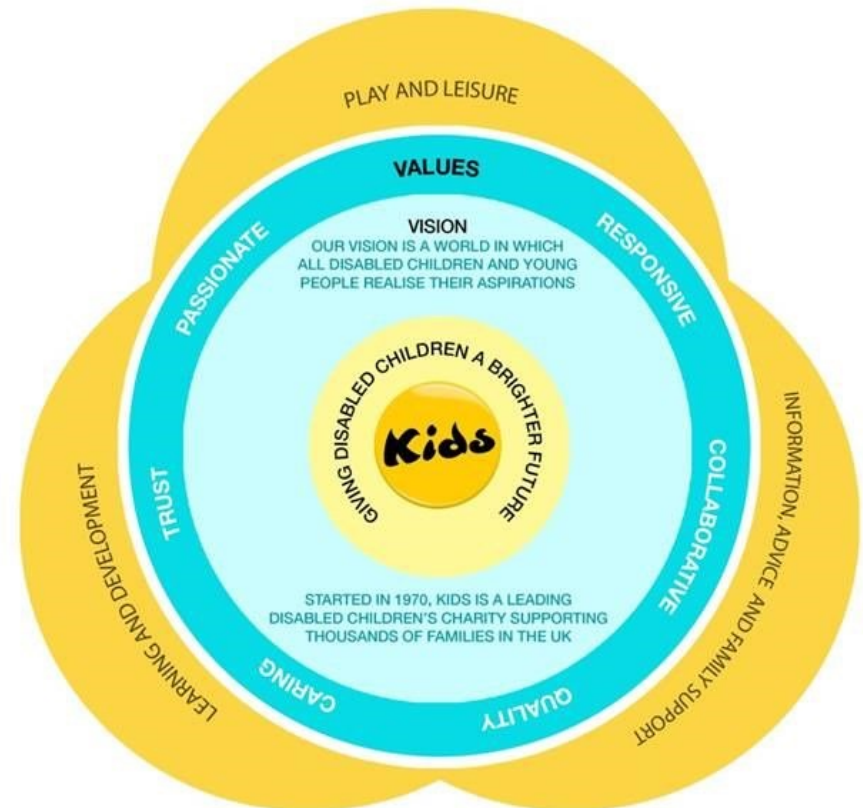
## Our values

- We are passionate
- We are collaborative
- We believe in quality
- We are responsive
- We are caring
- We are trusted

We are passionate about making a life-changing, positive difference to the lives of disabled children, young people and their families. Everything we do places the child at the centre of our support, our services then focus on providing care, which wraps around the child within their family.

To learn more about our corporate strategy, please visit <https://www.kids.org.uk/>

Our values underpin the work that we do with children, young people, and families in three main areas of their lives — we call these our “circles of support”.





# What You Can Expect



## Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS is a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



## Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance after 6 months service
- Strong sense of achievement from doing meaningful work
- Generous holiday pay
- Extra week of holiday after 4 years' service
- 24 hour helpline to deal with safeguarding issues

**'Being given the opportunity to make a positive impact on a young person's life' - Ollie, Assistant Practitioner**

# Safeguarding



**KIDS Safeguarding Board acts in an advisory capacity to monitor and continuously improve safeguarding practices throughout the organisation. To read our safeguarding policies, please click on the links below:**

[Safeguarding Children and Young People Policy](#)

[Safeguarding Vulnerable Adults Policy](#)

[Disclosure and Barring Service Policy](#)

KIDS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.

As part of our commitment to safeguarding KIDS has a safeguarding board with representatives from all parts of the organisation. The board meets regularly to review policy and practice as well as to disseminate learning and good practice. KIDS has a designated safeguarding lead at director and at trustee level.

KIDS follows safer recruitment principles and all staff and volunteers working with children, young people or their families have DBS checks, regular supervision and also safeguarding training.

We work closely with families and co-operate fully with other agencies to take all reasonable steps to minimise the risks of harm to a child or young person's wellbeing. We recognise that whilst not all risks can be eliminated, we must operate in an atmosphere of safe uncertainty. This means that children and young people must feel secure and safe in the face of reasonable risks, but should never be knowingly or unknowingly put in a position of significant harm or abuse.

# Job Description



## Overall Purpose of Role

- To implement a fundraising programme for the Midlands including community fundraising, building corporate support, applying to charitable trusts, and establishing new fundraising opportunities.
- To effectively promote KIDS, our ethos and services to ensure that agreed fundraising targets are achieved or exceeded.



## Working Context

Flexible to include occasional weekend and evening work to support events and social media.

There will be regular travel expected across Birmingham to visit KIDS projects, meet with potential companies, individuals etc.

To support the One Team KIDS ethos by working collaboratively within the fundraising function and across the wider organisation.

You will be required to perform tasks as required commensurate with your grade and experience.

## Key Relationships

Internally:

- Fundraising team (both the national fundraising team in London and KIDS Regional Fundraisers)
- KIDS staff, in particular KIDS Regional Director and project managers in the Midlands.
- To report directly to KIDS Y&H Senior Regional Fundraiser

Externally:

- Families accessing KIDS services
- Volunteers and supporters
- Local businesses
- Community groups and organisations
- Charitable trusts



# Key Responsibilities



1. To research, develop and implement new and existing fundraising activities which will enable agreed fundraising targets to be met.
2. To proactively develop a network of local corporate supporters helping to secure long term commitment through all appropriate methods.
3. To manage a broad range of fundraising activities including organising events and managing partnerships etc.
4. To recruit, and motivate new and existing volunteers to raise funds for KIDS, including establishing support committees, if appropriate.
5. To develop new opportunities through local trust supporters.
6. To develop and implement a promotion strategy to ensure that the fundraising opportunities for KIDS are maximised within the region.
7. To meet financial and performance targets as agreed with the line manager with maximum cost efficiency.
8. To plan and deliver professional presentations and reports, adapting the content as necessary, to be appropriate to a wide range of audiences.
9. To ensure all donations are acknowledged and thanked promptly.
10. To have regular one-to-one meetings and attend training as agreed with the line manager.
11. To maintain and develop the fundraising administrative systems in a professional manner.
12. To prepare and agree the service budget working closely with the Director of Fundraising, the Regional Director and the Finance department.



# Key Responsibilities



**‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner**

## Safeguarding Policies and Procedures

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. Meeting the legal requirements as laid down in the Charities Act and Fundraising Code of Practice in all aspects of work.
3. To work within the standards required by relevant regulatory bodies.
4. To ensure that the safeguarding and risk for each child or young person is reviewed regularly.
5. To safeguard the health, wellbeing and safety of the children and young people, and if any concerns arise, to immediately report any concerns in line with KIDS policies and procedures.

**KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.**

## Other Responsibilities

- To respond to media requests with agreement from the KIDS Senior Fundraiser for info, broadcasts etc.
- To be proactive in promoting KIDS via social media (Facebook, Twitter) to ensure media, public and corporate interest.
- You are responsible for maintaining the confidentiality of materials from all systems both electronic and paper and you may not remove from the premises any hardware, software, files, photographs or data without written permission unless agreed by your Line Manager/ equivalent as part of the execution of your normal duties.
- Sharing the responsibility for ensuring that the organisation stays in touch and synchronised across the country.

# Person Specification



## Proven Ability

To be able to carry out this role it is essential that you have the following characteristics:

- Minimum of 1 year fundraising experience with a proven track record of at least one of the funding streams: corporate, trusts, community.
- Project management and the management of budgets and financial monitoring systems.
- Able to demonstrate excellent verbal and written communication skills and be able to write effective letters and applications making a good case for support.
- Understanding of promotions (including campaigns, market research, advertising, PR , direct marketing) and running of events.
- Understanding of Health and Safety and requirements.
- Understanding of equal opportunities.
- Ability to use a variety of computer software packages including Word, Excel, PowerPoint, Publisher, Photo Suite or similar.
- Proven ability to work on own initiative as well as within a team.



## Desirable criteria

- Effective presentation skills and delivery to a wide range of audiences.
- Experience of organising events.
- Training and supporting volunteers.
- Awareness and understanding of issues affecting disabled children, young people and their families.
- Ability to write clear and concise reports on fundraising outcomes.

## Education/Qualifications

- GCSE English & Maths or educated to NVQ level 3 or equivalent (A levels) is essential. Educated to degree level would be desirable. It is also desired that the candidate has a Fundraising/ Marketing qualification however this is not essential.