



**BRANDON CENTRE FOR COUNSELLING AND PSYCHOTHERAPY
FOR YOUNG PEOPLE**

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**BUSINESS DEVELOPMENT & FUNDRAISING MANAGER
JOB DESCRIPTION**

Job Title: Business Development and Fundraising Manager

Hours: 28hrs p/wk

Salary: £46,000 per annum (pro rata)

Reporting to: CEO

Contract: 1 year fixed term (with view to extend depending on performance and funding)

Purpose of role: To lead on working with the CEO, leadership team and staff on an ambitious programme of growth that will generate income and expand and diversify the services of the Brandon Centre. Specific workstreams will include: Brandon Centre 50th Anniversary activity, responsive tender/bid writing, service retention, funder identification and management, social enterprise, community fundraising, service development and innovation and partnership working.

General –

- Working towards an agreed set of growth and income generation based targets for the year.
- Developing a system to ensure that opportunities pursued are always in keeping with the organisation's objectives and ethos.
- Ensuring that young people are involved in the development of our growth and diversification, and that young people's needs are always put first.
- Working with the CEO to put in place a 3 year fundraising and growth strategy which prioritises the short and long term needs of the organisation.

50th Anniversary: leading on our 50th Anniversary (B50) programme in order to maximise income and opportunity for the charity.

- Managing the overall programme of works for the 50th anniversary in order to maximise the benefit to the Brandon Centre.
- Working with local organisations, businesses and staff to generate funds through community fund raising and partnerships
- Working alongside the CEO on developing our corporate offer, and partnerships in line with the 50th anniversary to generate income
- Working with internal and external stakeholders to ensure delivery of the B50 work plan and its goals. This includes overseeing but not directly managing and event/s and activity such as the 'Friends of Brandon' scheme.
- Working with existing funders to increase/maximise B50 in year donations
- Developing relationships with new funders or individuals to maximise income generation and donations

Responsive tender/bid writing:

- Leading on bid writing, working with the CEO, leadership team and staff, in response to tender or grant opportunities that arise.
- Putting in place, and adhering to, systems that alert the organisation to bid/tendering opportunities
- Working with the CEO to establish partnerships required in responses to bids, including drafting SLAs, protocols and other related agreements

Service retention:

- Working with the CEO and leadership team to set up a system where by risks to project sustainability are identified early
- Putting in place a plan to gain funds for continuity of projects
- Working with project managers to identify the means to expand or diversify funding and activity if needed to sustain projects

Funder and Trust identification and management:

- To set up a system that ensures we maximise the income from existing and previous grant giving bodies we have relationships with.
- To identify new trusts and funders that could also make one off or ongoing donations
- To build relationships with local and national trusts and foundations that will lead to donations and long term partnerships

Social Enterprise and corporate partnerships:

- To work with the CEO, leadership team and staff to develop income- generating social enterprises that align with the ethos and values of the Brandon Centre.
- To build on our social enterprise offer to develop long term relationships for the benefit of the Brandon Centre
- To develop long term corporate partnerships with generate unrestricted income and donations in kind for the charity.
- To work with the CEO on packaging, marketing and selling these services

- To work with department heads on developing, marketing and selling spot purchased elements of their services

Service development and innovation:

- To work with the CEO, leadership team and staff to develop innovative service design and to gain funding for said projects.
- To work with the leadership team on developing, and maximising the utility of experience, research and intellectual property within the organisation to the benefit of the Brandon Centre.

Community fundraising:

- To work with staff to develop local fundraising activity with high net worth individuals, local shops and businesses.
- To ensure a strategic and targeted approach to this activity that maximises income generation for time spent

Partnerships and networking:

To work with the CEO and leadership team to develop partnerships that could lead to income generation and other benefits for the Brandon Centre.

Miscellaneous

- Perform any duty specifically designated by the Council of Management as being properly the responsibility of the post holder.

General responsibilities for all Brandon Centre staff

All employees of the Brandon Centre are required to observe legislation, Brandon Centre policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities, data protection, freedom of information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

Confidentiality and data protection

All Brandon Centre employees are required to ensure that personal data and personal information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with the Brandon Centre's policy on confidentiality and information governance, and data protection legislation.

Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose, and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies as instructed.

All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

Safeguarding of children and adults

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at the Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an ongoing basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of the organisation.

Health records, record keeping and record management

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon Centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

Equality and Diversity

The Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The post holder will ensure compliance with the Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Waste disposal

All staff must ensure that waste produced within the Centre is disposed of in such ways that control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Smoke free environment

There is a no smoking policy in operation in the Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on the premises.

This job description is designed to reflect duties currently incorporated in this post. These may change in light of a change in the service provided by the Centre, but any such change will be fully discussed with the post holder. This job description is subject to an annual review.

**PERSON SPECIFICATION - BUSINESS DEVELOPMENT & FUNDRAISING
MANAGER**

	Criteria	Assessment
Qualifications	<ul style="list-style-type: none"> • A qualification related to fundraising and/or social enterprise would be desirable, not essential. 	AF
Experience	<ul style="list-style-type: none"> • Proven track record of fundraising, including generating unrestricted income • Proven track record of successful “business” strategy in a medium or large sized charity • Experience in preparing budgets for projects • Experience of networking and building relationships with partner organisations • Experience in developing corporate partnerships for charities, including social enterprise initiatives • Experience of preparing successful bids and tenders • Experience of developing systems to manage relationships with funders/donors • Experience of managing publicity and communications • Experience of events planning • Experience of working as part of a team, utilizing and building on ideas together. 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent communication skills, including verbally and in writing. • High level of numeracy • Excellent problem solving and decision making skills • Ability to develop and maintain networks • Knowledge of the charitable / voluntary sector, including the role of charity trustees and the Charity Commission. • Sound understanding of charitable finance. • Ability and desire to optimise the success of the charity and draw on others in the organisation for inspiration, ideas and feedback • Highly organised and able to prioritise workload • Ability to work flexibly. 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF
Personal Attributes	<ul style="list-style-type: none"> • Understand and respect the Brandon Centre's mission statement values • Commitment to the mission statement values and to the specific charitable objectives and ethics of the Charity 	I I