



**UNITED in Hammersmith and Fulham**

**Programme Development Manager**

**£35000 pro rata for 3 days per week plus pension contribution**

**Initial one year contract extendable**

**Based at Sycamore Gardens, Hammersmith**

## **1. About the organisation**

*“Better neighbours make better neighbourhoods”*

UNITED in Hammersmith and Fulham is a new initiative which has been created by two long established trusts serving Hammersmith and Fulham respectively. Hammersmith United Charities (HUC) and Dr Edwards and Bishop King’s Fulham Charity (DEBK) are grant making trusts who work to “relieve need” in their respective areas. 18 months ago, as part of their joint 400<sup>th</sup> anniversary, they came together to create a new entity to rebuild the tradition of local philanthropy which has made their work over the last four centuries possible.

UNITED in Hammersmith and Fulham is an independent charity with its own board, nominated by each of the founding charities with an independent Chair. It is a registered company and registration with the charity commission is currently pending. Initial funding comes from HUC, Hammersmith and Fulham Council and City Bridge Trust but the aim is for the new charity to become a substantial and successful fundraiser in its own right. As a place based “giving scheme”, it is part of a network of organisations with similar ambitions across London supported by London Funders – you can read more about the movement here <http://www.londonfunders.org.uk/what-we-do/london-funders-e-bulletins/project-groups/place-based-giving>

You can read more about UNITED here

<https://unitedhf.org/>

and about the two founding charities here

[www.hamunitedcharities.com](http://www.hamunitedcharities.com)

<http://www.debk.org.uk/>

We have included the original introductory leaflet/statement of purpose with this pack.

*“United in Hammersmith and Fulham is a charity that enables activities which bring people, communities and neighbourhoods together to improve people's lives.”*

## **2. About the role**

Over the last year, we have undertaken a programme of work to establish the new charity. We now have the main infrastructure in place. We have also established a small grants programme aimed at bringing people in the borough together to strengthen their bonds as neighbours.

We are moving into the next phase of the development of UNITED. This is where we undertake an energetic and substantial fundraising programme. We want to engage a wide range of donors so that local people feel a strong connection with UNITED. We will be looking to raise money from local businesses, local community groups, Statutory bodies, Trusts and individual residents.

We are looking for someone with experience of fundraising and strong communication skills who enjoys a challenge, has an imaginative and creative approach, can build strong relationships and can work largely on their own initiative. The post is initially for 3 days/week and for one year but we will keep both elements under review.

## **3. How to apply**

Please send us a CV with a covering letter explaining how your experience matches the person specification and highlighting what you think you will bring to the role – by midnight on 31 October. Please send this to [officeadmin@hamunitedcharities.com](mailto:officeadmin@hamunitedcharities.com) with UNITED application in the subject line. Please indicate any periods when you would be unavailable for interview in late November, tell us about any notice period and include the names of two referees with details of whether you would be happy for us to contact them before interview.

If you would like an informal conversation about the role, please email [Melanie@hamunitedcharities.com](mailto:Melanie@hamunitedcharities.com) to arrange a time to speak.

*“United will:*

- *Act as a facilitator to build new networks and partnerships; linking those with time, money and skills with those in need*
- *Campaign to promote and celebrate the great work done in the community and to highlight local need and local solutions*
- *Fundraise to encourage individual and corporate giving.*
- *Give grants to locally grown and locally developed projects which benefit local communities and neighbourhoods.”*

## **UNITED in Hammersmith and Fulham**

### **Programme development manager**

#### **Job role**

##### **1. Purpose of the post**

- a) To develop and implement an effective fundraising strategy
- b) To work with the board to create a strong governance infrastructure
- c) To promote UNITED as a campaign
- d) To administer any grant programmes

##### **2. Specific responsibilities**

###### **a) Fundraising process**

- Develop a fundraising strategy with clear targets
- Develop a practical implementation strategy including training for board members, ambassadors, volunteers as required
- Maintain appropriate records and develop a database
- Support fundraisers as required
- Plan, run and evaluate events as agreed with the board
- Ensure donors supported and thanked

###### **b) Governance**

- Service Board meetings
- Work with the chair to identify potential new board members and induct them appropriately

- Work with the chair to ensure that board members are able to contribute effectively to the work of UNITED
- Maintain appropriate relationships with the founding charities

### **c) The campaign**

- Assemble a resource bank of information about Hammersmith and Fulham to include analysis of data, information about local community groups, case studies to illustrate how lives can be transformed
- Develop and implement a communication strategy ensuring regular news stories disseminated and a clear presence on social media and in the local media
- Build a network of members running regular community based fundraising events for the campaign
- Build measurable awareness amongst community groups, schools, faith organisations, local statutory bodies and local businesses

### **d) Administer grant programmes**

- Work with the board to agree any new grant programmes
- Receive applications for the existing “Great get together” programme and any other programmes agreed
- Assess applications according to agreed procedures and make awards
- Administer the awards and receive monitoring reports

### **e) Other**

- Maintain the communication strategy – updating and developing social media, producing newsletters, developing the website etc
- Put in place reporting and monitoring arrangements to allow progress to be measured and successful approaches to be identified and further developed

- Make reports to external funders as required
- Maintain relationships with other members of the Place based funding group supported by London Funders
- Maintain relationships with other local funders in the borough.

### **Reporting**

- a) To the Chair and members of the UNITED in Hammersmith and Fulham Board
- b) To senior staff at HUC and DEBK

## UNITED in Hammersmith and Fulham

### Programme Development Manager

#### Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Degree	x	
Fundraising qualification		x
<b>Skills</b>		
Strong communication skills – written and oral	x	
Strong fundraising skills – including fundraising from companies, high net worth individuals and community fundraising	x	
Excellent IT skills including use of databases and publishing packages	x	
Social media	x	
Good organisational skills	x	
Volunteer management		x
Event management		x
Report writing	x	
Research skills	x	
Training		x
Knowledge of the local area		x
<b>Experience</b>		
Previous experience of fundraising for a place based organisation		x
Previous experience of setting up and running a new campaign		x
Grant making		x
<b>Personal skills</b>		
Confident communicator – at all levels	x	
Good networker	x	
Creative and imaginative	x	
Able to take initiative and responsibility	x	
Comfortable working to a committee	x	
Enthusiastic and energetic	x	

## 1. We are all better off in a well-connected and nurturing community.

We all want toddlers groups to thrive, youth clubs to prosper, community gardens to flourish, and the vulnerabilities that rich and poor always share - like loneliness, bereavement, dementia and mental health issues - to be dealt with sensitively by neighbours who really care.

A strong community makes us all richer – happier, more engaged, with a stronger sense of belonging, a clearer sense of purpose and better access to opportunity. Being a good neighbour helps keep others safe and boosts our own sense of wellbeing.

But thriving, connected communities don't just happen by accident. It takes a lot of work.

That is why our borough's two oldest charities have come together to form **UNITED in Hammersmith & Fulham** to galvanise local people into devoting the time, money, effort and thought into making it happen for all of us.

Our aim is to:

- Unite to support our vulnerable neighbours, whoever they are
- Unite to help people change their lives for the better
- Unite to create a safe and secure neighbourhood for everybody

Unite with us. It might just be the best investment you will ever make.

2. **UNITED in Hammersmith & Fulham** is a new charity set up by two of the borough's oldest - Hammersmith United Charities (HUC) and Dr Edwards and Bishop King's Fulham Charity (DEBK)•. Together, we have been working with individuals, charities and community groups in the borough for 400 years.

Nobody knows Hammersmith & Fulham better than we do.

Up to now, the grants we have made have come from legacies established in the 17th century. But we wanted to do more, and with the new organisation, **UNITED in Hammersmith & Fulham**, our goal is to raise funds for the first time so that we have the means to promote and inspire action right across the community.

At **UNITED in Hammersmith & Fulham** we want to support the sort of activities that deliver a strong sense of community and a sense of belonging, the drop-in, front-line, first-response types of activity that anyone can use and anyone can volunteer for. And we want to involve every part of the community - the young, the old, the sporty, the artists and musicians, the listeners and mentors, the harassed parents and the carers, regardless of age or ethnicity.

In particular, we want to work across the community to support those activities that might take place in a community centre, that help you get to know your neighbours and that give you a better chance of having someone to call on when you have a bigger problem. We want to make the kind of connections that lead to someone calling you when you don't show up for a while; the kind of things that alleviate loneliness and support good mental health.

Working with you, we want to make Hammersmith & Fulham a better place in which to live, work, play and grow.

3. **UNITED in Hammersmith & Fulham** will be launched in 2018. It will be a fully registered and incorporated charity and it will give 100 per cent of the money it raises to local community organisations. Running costs will initially be met by the two founding charities until Gift Aid from donations can cover expenses.

Right now, **UNITED in Hammersmith & Fulham** is looking for launch partners who will:

- Provide a financial commitment to **UNITED in Hammersmith & Fulham** during its launch year in 2018, and ideally for two or three years after that.
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- Work with **UNITED in Hammersmith & Fulham** as members of the charity's Advisory Group.

We expect launch partners to be made up of individuals, companies and organisations with an interest in creating a thriving, connected community in Hammersmith & Fulham for everybody who lives and works here.

Unite with us to make Hammersmith & Fulham a better place.

- Take a visible and leading role in the development of our community
- Work on a Corporate and Social Responsibility project that is of practical benefit
- Help develop a safer and more relaxed environment in which we can all live, work, play and grow
- Understand that you are doing something of real value for everybody in the neighbourhood

• The two founding charities behind **UNITED in Hammersmith & Fulham** will continue to provide grants on application from their original legacies to help individuals in severe need, local organisations committed to helping those in need, to counter isolation and to build a community of confident individuals and neighbours. Their Benefit Areas will remain Hammersmith, for the Hammersmith United Charities, and Fulham for Dr Edwards and Bishop King's Fulham Charity. **UNITED in Hammersmith & Fulham** will work across the whole borough.