



Application Pack

Fundraising and Events Coordinator

Dear Applicant,

Re: Fundraising and Events Coordinator

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and Application Form.

The Junction is a respected charity working to make a difference to the lives of children young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self-belief, a sense of family and belonging.

The Junction is seeking a dynamic and results orientated **events and fundraising professional** to join our team.

The key priorities for the role will be to:

- Develop and implement a comprehensive events calendar aligned with the charity's fundraising goals.
- Coordinate all aspects of event planning, including venue selection, budgeting, logistics, and volunteer management.
- Build and maintain strong relationships with community partners, local businesses, and potential donors.
- Develop and execute fundraising campaigns, including individual giving and corporate sponsorships.
- Train and supervise volunteers for events and other activities.

The ideal candidate will have:

- Proven experience in event management, preferably within the charity sector.
- a creative and innovative mindset.
- a passion for community engagement and fundraising.

Let's work together to make a positive impact on our community!

When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria. If you would like to discuss the requirements of the post or have any questions about the role please contact Beth Major on 01642 756000 or via e mail at **Beth.Major@thejunctionfoundation.com**

Once you have completed your application please return to: recruitment@thejunctionfoundation.com

Or alternatively post to The Junction, The Green, Westfield Farm, Dormanstown, Redcar, TS10 5NA, please ensure your envelope is marked PRIVATE AND CONFIDENTIAL.

Please note the deadline for the applications is **Noon on Thursday 9th January 2025**

Interviews will be held on **Wednesday 22nd January 2025.**

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,

Beth Major, Chief Executive Officer

Why work for The Junction?

Pension

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

Staff Wellbeing Programme

Our staff Wellbeing Programme, provides money back on health-related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

Counselling Helpline

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough. In addition to the helpline we provide access to 6 sessions of face to face counselling

Generous Holidays

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

Loyalty Holiday Bonus

We reward loyalty by offering colleagues 1 extra day's holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

Staff Development

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

Making a Difference

By being part of an extra ordinary team, we work together to help transform the lives of local children, young people and families.

Within The Junction

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services
- The Junction Multibank

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.

Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

Vision

Our vision is a world where no child, young person or family is left to struggle.

Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

Values	Key Principles
We listen	Children and Young People are at the heart of everything we do
We genuinely care	
We don't judge	Our workers are the key to building strong, positive relationships
We empower	
	Working in partnership to make change happen

Job Description

Job Title: Fundraising and Events Coordinator

Salary: £30,637 per annum pro rata

Hours: 37.5 hours per week – job share and flexible working available

Responsible to: Chief Executive Officer and Executive Team

Location: Flexible – with the capacity to travel regularly across Tees Valley

Contract: Permanent

Key Relationships: Leadership Team, local businesses, individuals, comms and marketing function and board of Trustees.

Job Purpose:

You will play a pivotal role in driving the charity's fundraising efforts through the planning, organisation, and delivery of a diverse range of events and community fundraising initiatives. You will work closely with the wider leadership team and external stakeholders to maximise income generation and increase the charity's visibility within the Tees Valley region.

Key Duties and Responsibilities:

Coordination

- Develop and implement a comprehensive events calendar, including community events, fundraising galas, and corporate sponsorships.
- Develop and implement community fundraising initiatives, such as crowdfunding campaigns, charity auctions, and sponsored challenges.
- Manage all aspects of event planning, including venue selection, budget management, logistics, and volunteer coordination. This will include presenting plans for expenditure and income projections for approval.
- Oversee coordination with comms and marketing functions to ensure effective promotion, engagement and recognition of supporters and donors.
- Build and maintain relationships with local businesses, corporations, community groups, and individuals to foster support for the charity, both financial and in-kind
- Enable and support people and businesses to fundraise on the charity's behalf.
- Evaluate the success of events and community fundraising, identifying areas for improvement, including progress towards targets within the Events Strategy.

Governance

- Maintain accurate records of fundraising activities, including income and expenditure.
- Prepare fundraising reports and provide updates to the senior management team and Board of Trustees.
- Ensure compliance with all relevant fundraising regulations and best practices.

- Manage donor databases and track donor information.

Team work and Professional Development

- Work collaboratively with colleagues and external partners to achieve generate funds in order to further support children, young people and families.
- Contribute to the Charity's strategic and organisational development including sharing experience, knowledge and where appropriate providing training and guidance.
- Access line management and supervision as appropriate
- Take part in relevant professional development to update your skills and address any gaps in knowledge or training relevant to the role.

Working within The Junction's Policy Environment

- Demonstrate a commitment which promotes and values diversity and the equality of opportunity, in relation to employees, workers, service users and the wider community.
- Challenge the use of any discriminatory language and practice and positively encourage all staff, volunteers, partners, young people and volunteers to adopt non-discriminatory practice.
- Undertake all work in accordance with all policies, procedures and practices.
- Achieve the highest standards of customer care at all times.
- Work and adhere to The Junctions values at all times.

Person Specification: Fundraising and Events Coordinator	Essential	Desirable	Proposed Selection Method
Qualifications and Training			
A good level of education demonstrated through qualifications appropriate to the role (level 3 or above)	X		A
Evidence of significant professional development and/ or further qualifications relevant to the role	X		A/I
Ability and willingness to undertake further training and development as required within Job Description	X		A
Knowledge, Skills and Abilities			
Proven experience in event planning and management, preferably in the charity or non-profit sector.	X		A / I / R
Experience in fundraising and donor relations	X		A/I
Knowledge of fundraising regulations and best practices	X		A/I
Ability to formulate and implement successful projects.	X		A/I
Ability to meet, or exceed, agreed targets	X		I
Strong organisational and time management skills	X		I/R
Experience of delivering presentations to professionals and a range of stakeholders	X		I
Knowledge and experience of issues and challenges that vulnerable children and young people face		X	I
Excellent people skills - Ability to engage and communicate, building strong relationships with stakeholders from a range of backgrounds and tailor information to suit an audience	X		I
Ability to work independently and as part of a team	X		A/R
Excellent IT skills – including competency in using Microsoft Office packages and experience in using database systems	X		A/I
Work Related Circumstance			
Willingness to work flexible hours including some evening and weekend activities.	X		A
Demonstrate an understanding of professional boundaries and appropriate relationships with people and other professionals	X		A
Vehicle licence and access to a vehicle or prepared to achieve within an agreed period, ability to travel as per the demands of the role	X		A
Equal opportunities, Diversity and organisational values			
Commitment to pursue Equal Opportunity and Non-Discriminatory practices.	X		A/I
Personal qualities			
Personal resilience	X		A
Friendly and welcoming	X		I
Ability to work in a developing service and lead change	X		I
Energy and Commitment	X		I

Understanding of and commitment to The Junctions core values	X		I
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A = Application I = Interview T = Test P = Presentation