

Opportunity to Tender

Major Donor and Trust Fundraiser

The new and exciting opportunity will have responsibility for developing and implementing a fundraising strategy for the major refurbishment, sustainability and support of the Wormley Community Centre and other identified activities. The role will include identifying and cultivating new partnerships with major donors and Trusts and encouraging members of the local community to invest in their community centre and the initiatives that it generates. You will lead on creating compelling and bespoke funding proposals to meet significant (£500,000+) fundraising targets within 3 years. You will work closely with the Trustees of Broxbourne Big Local (BBL) and a newly appointed Business Manager to ensure growth in the level of income raised from bid writing for new grants and major gifts plus community and digital fundraising activity.

Wormley Community Centre & Broxbourne Big Local

For some years Wormley and Turnford Big Local (WTBL) has been negotiating with Broxbourne Borough Council to take over the management of Wormley Community Centre. In February 2020, it was agreed that the Wormley Community Centre will be leased to WTBL for 999 years. WTBL aims to redevelop the community centre in order to ensure its future and create a sustainable community hub. As a direct result of COVID-19, the change of ownership has been delayed, however this is now confirmed as of April 2021.

As part of the negotiations to acquire the Community Centre, WTBL produced some key documents to inform this work including a Community Centre Feasibility Study and a Community Centre Business Plan, which can be found [HERE](#).

As WTBL is not a legal entity, a separate charitable organisation called Broxbourne Big Local (BBL) has been formed for the purpose of taking on the lease and driving the future development, management and sustainability of the Community Centre. This includes the engagement of a commissioned fundraiser to help with achieving the financial targets identified in the Business Plan.

Background to Wormley and Turnford Big Local

Big Local is a resident led community development project funded by the National Lottery Fund and overseen nationally by the Local Trust. 150 areas around the country were selected to take part in the Big Local programme and Wormley and Turnford in Hertfordshire was confirmed as a Big Local area in 2012.

The aim of Big Local is to empower communities to transform and improve their lives and the places they live. Each Big Local area was initially awarded a grant of £1m to spend over 10+ years on initiatives identified by local people to benefit the community. Decisions about how money is spent is made by the Wormley and Turnford Big Local Partnership (WTBL) comprised of local residents. WTBL builds partnerships with local agencies and consults with the wider community to gather ideas and gain an understanding of local needs and priorities. WTBL writes a Community Plan that guides the actions for the next funding period. The most recent WTBL Community Plan was approved by Local Trust in January 2021 and can be found [HERE](#).

Each Big Local Partnership is supported by a representative from the Local Trust. The Partnership chooses a Locally Trusted Organisation (LTO) to provide support, guidance and manage the finances. The LTO for WTBL is CVSBEH (Community Voluntary Services for Broxbourne and East Herts). WTBL also currently employ 2 paid members of staff for support, communication and administration purposes.

Details and requirements of the Major Donor and Trust Fundraiser role are as follows:

Length of initial contract: One year, reviewed annually.

Hours of work: 35 days per year - (on average 3 days per month)

Pay Rate: Up-to £250 a day (£7,000 per annum)

Reports to: Broxbourne Big Local Chair and Wormley Community Centre, Business Manager

Contracting with: CVSBEH as the Locally Trusted Organisation (LTO) for WTBL.

Location: From home if preferred (a desk will also be provided through WTBL)

Key Responsibilities:

1. Contribute to securing significant grant income from small and larger bodies: Trusts, Foundations, Statutory bodies and other funders
2. Write high quality grant applications, according to funder's deadlines and specifications
3. Work closely with the business manager to develop, implement and manage a dynamic fundraising strategy including a digital fundraising strategy
4. Develop a strategy for approaching local potential donors and maintain donor lists building a portfolio of individual donors and donation processes
5. Research and identify prospective new funding opportunities that match the criteria of the fundraising strategy
6. Develop systems for maintaining all contacts, information and deadlines for each grant award and new fundraising opportunity.
7. Develop systems for monitoring the timeline and reporting deadlines for active grants
8. Coordinate and compile the information required for developing funding proposals
9. Contribute to securing significant grant income from large and small Trusts, Foundations, statutory and other funding bodies
10. Complete monthly status reporting, including reporting against agreed financial targets, operational activities and annual objectives.

This description is not exhaustive, and the post holder may be required to undertake duties that are broadly in line with the above responsibilities.

Person Specification:

- Significant experience working in the charity sector with a strong understanding of Major Donor fundraising
- Proven experience (supported by references) of securing 5 figure gifts from Major Donors or Trusts and Foundations
- The ability to communicate and negotiate effectively with internal and external stakeholders, with strong written skills
- Experience of managing funding relationships
- Up-to-date knowledge of developments in funding practices and sources.
- Strong IT skills, including good knowledge of Excel
- Professional, enthusiastic and self-motivated
- Results orientated
- Flexible and proactive approach
- Strong written communication skills for both proposal and report writing
- Numerate with an ability to analyse, interpret and communicate data and financial information
- Excellent research skills
- Ability to manage multiple activities and work to agreed deadlines
- Organised and demonstrate a high level of attention to detail
- Ability to quickly understand new ideas and concepts
- Ability to work collaboratively with others
- Strong sense of ownership for quality of work, deliverables and service
- Committed to and respect for diversity and equality issues

Further questions

If any prospective applicants have any queries before submitting their tenders they should email them to Michal Siewniak, WTBL Community Development Manager michal@wtbiglocal.org.uk or call: 07903 390649.

You can also get in touch with the Chair of the Broxbourne Big Local; Noelle Blackman; email: noelleblackman1@gmail.com or Ian Richardson, CEO of CVS Broxbourne and East Herts WTBL's Local Trusted Organisation; email: ian@cvsbeh.org.uk

Proposed Tender Timeline

Tender circulated	28 th April 2021
Closing date for proposals	26 th May 2021
Steering group consider applications for short listing	28 th May 2021
Interviews held	7 th June 2021
Successful applicant appointed	9 th June 2021
Applicant starts work	June/ July 2021
Contract initially due for end/review	Reviewed Annually

Application process

Please send your proposal by e-mail to michal@wtbiglocal.org.uk by 26th May 2021. You should include your proposed methodology and approach, previous relevant experience and an appraisal of your fees in relation to our stated budget. Please try to keep your proposal to four sides of A4.