

APPLICATION PACK



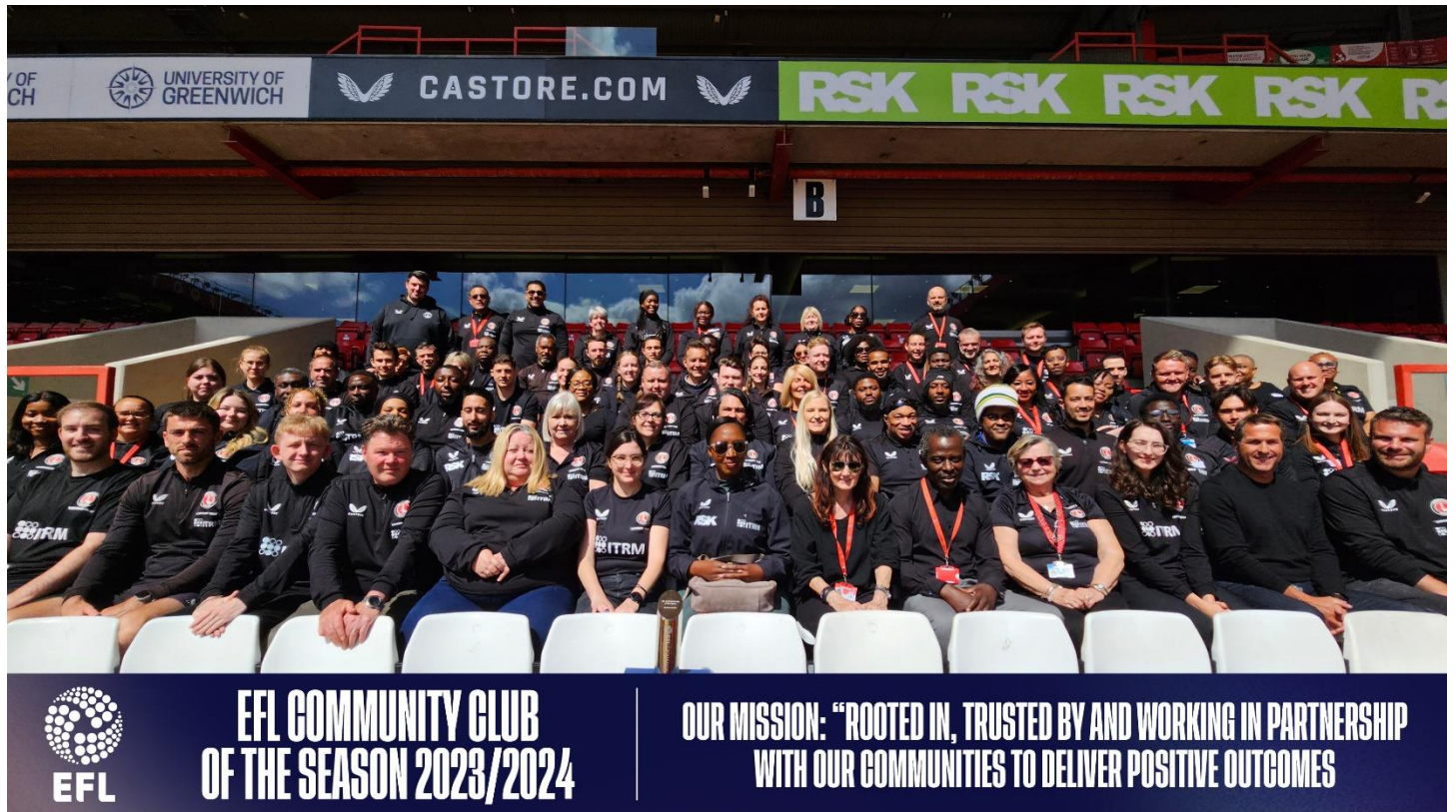
Senior/Head of Fundraising/Philanthropy



INVESTORS
IN PEOPLE



APPLICATION PACK



A new report has shown that across Charlton Athletic Community Trust's (CACT) programmes in South East London and Kent, a social value of £49,609,000 has been generated. This means that for every £1 the charity invests in a one-year period, £9.52 of social value is created.

An independent charity since 2003, CACT's work and its impact has grown year on year, now working with over 25,000 participants annually.

CACT has identified three core outcomes which underpin its work in the community:

- Improved physical and mental health and wellbeing
- Improved access to education and employment
- Increased community and social cohesion

CACT runs more than 65 programmes which help achieve these outcomes.

CACT is one of the biggest football community trusts in the country; principal areas of work are:

- Early Help and Prevention
- Education
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Services

This is an exciting time to join CACT as we have recently launched a new five-year Strategic Plan for 2024-2029 informed by extensive consultation with our communities, our staff, our Trustees and our partners:

| Our Mission | Our Values | The Golden Threads that are woven throughout everything we do |
|--|---|---|
| "Rooted in, trusted by and working in partnership with our communities to deliver positive outcomes" | <ul style="list-style-type: none"> ✓ Adaptability ✓ Equity ✓ Integrity ✓ Passion ✓ Respect | <ul style="list-style-type: none"> ✓ Safeguarding ✓ Leadership & Governance ✓ Equality, Diversity & Inclusion ✓ People & Organisational Development |

Employee benefits include:

- Friendly working environment
- Employee Network Groups (Equality, Diversity and Inclusion Working Group (EDIWG), Women’s Network, Green Team and the Health and Wellbeing Network)
- 23 days annual leave – this includes 3 days which must be taken at Christmas and an additional 1 day for every full year continuous service up to a maximum of 5 years (plus 8 days statutory bank holidays)
- Flexible Working
- Internal and external training opportunities
- Employee Assistance Programme - includes a range of retail and entertainment discount vouchers
- Eye-care vouchers
- Cycle to Work scheme
- Enhanced Maternity and Paternity Packages
- London Living Wage employer

CACT is committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.

CACT has achieved both the Mayor of London’s ‘Good Work Standard’ accreditation and ‘Investors in People’ accreditation. Together they provide external validation that CACT is a great place to work.



JOB DESCRIPTION

| | | | |
|--------------------------|---|--------------------------------|---|
| Job Title: | Senior/Head of Fundraising/Philanthropy | Reporting to: | CEO |
| Pay: | £50-55,000 | Contract type: | Permanent |
| Location: | Training Ground | Days and hours of work: | Full time, flexible may include evenings and weekends |
| Document created: | December 2024 | Ref number | |

Purpose of the Role:

- To secure significant gifts from various sources including High-Net-Worth Individuals, foundations, major donors, VIP fans and corporate giving.

Key Responsibilities include (but not limited to):

- Manage a portfolio of prospects, in the UK and abroad, capable of generating significant income.
- Raise income in line with agreed personal and team fundraising targets.
- Working closely with the whole CEO to coordinate on the overall strategy and targets for maximising philanthropic giving to the CACT.
- Work alongside the SLT, Events team and Corporate team in the preparation of written donor proposals, donor stewardship and the planning and execution of events related to the cultivation, solicitation and stewardship of donors.
- Work independently to plan and implement creative strategies to increase philanthropic gifts by creating bespoke cultivation and solicitation plans that utilise senior stakeholders effectively.
- Actively solicit funding personally, as well as plan solicitations for senior staff as appropriate.
- Build strong relationships and partner with key staff across CACT in line with our strategic ambitions.
- Prepare written briefings for senior management and with donors and prospective donors as well as follow up documentation and correspondence.
- Ensure full and timely records of all activity are kept on the database in adherence to set policies and procedures.
- Promote best practice in fundraising across the CACT.

PERSON SPECIFICATION

Job title: Senior/Head of Fundraising/Philanthropy

| Person Specification | | |
|-------------------------------|--|---|
| Attributes | Essential | Desirable |
| Qualifications and experience | <ul style="list-style-type: none"> • Degree or equivalent qualification in events, business development or related field | <ul style="list-style-type: none"> • Member of the Chartered Institute of Fundraising • Experience using database/CRM/sales management tools |
| Skills, ability & knowledge | <ul style="list-style-type: none"> • Significant fundraising or income generating experience and a proven track record of securing significant income. • Demonstrated success in managing a high value and diverse portfolio of major donors that include complex relationships (e.g. interests and relationships across a large organisation). • Experience of working within a results-oriented environment, with a record of achieving personal KPIs and targets. • Exceptional written communication skills with an ability to convey detailed or scientific information in a concise and engaging manner. • Excellent interpersonal and verbal skills and with proven experience of managing or liaising with either clients, customers or charity donors. • Proven experience of cross-team working and liaising with multiple stakeholders. • Good understanding of the process of fundraising. • Excellent administration and organisation skills, demonstrating the ability to manage conflicting | <ul style="list-style-type: none"> • Experience of working with a fundraising / CRM system. • Knowledge of or an interest in Football or Professional Sports Clubs. |

| | | |
|---------------------------|---|--|
| | <ul style="list-style-type: none"> • priorities and meet deadlines whilst working under pressure. • Ability to work well as a member of a team as well as on own initiative. • Ability to attend early morning and evening events as required, acting as an ambassador for the CACT. | |
| <p>Personal qualities</p> | <ul style="list-style-type: none"> • Excellent communication and presentation skills • Excellent team working, planning and project management skills • Strong financial planning and management experience • Excellent innovation/creative thinking skills | |



APPLICATIONS

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from <https://charlton.clubcast.co.uk/cact/get-involved/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to Jobs@cact.org.uk

Please note: CVs will **not be considered.**

Closing date for applications:

Interviews will take place the week after the closing date.