

Trusts and Foundations Manager

Recruitment Pack – May 2022

About Vauxhall City Farm

Vauxhall City Farm is a registered charity governed by a board of Trustees and regulated by the Charity Commission for England and Wales.

We deliver our mission through a range of educational, horticultural and recreational workshops, volunteering, guided tours, riding lessons and visitor experiences of an urban farm.

Our aims are to:

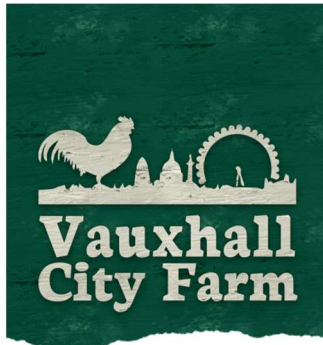
- Support children and disadvantaged people to boost their confidence and aspirations via the development of personal, social, life and practical skills
- Promote emotional, mental, social and physical health and well-being
- Develop environmental awareness and action
- Strengthen community cohesion
- Create enjoyment and recreational opportunities for those from our local and wider communities

Set in 1.5 acres Vauxhall City Farm is a 'piece of the countryside come to town' in the heart of Vauxhall, within earshot of Big Ben, and in the shadow of the London Eye. Just minutes away from the Thames and Westminster, the Farm offers all the sights and smells of the countryside, attracting over 50,000 visitors each year. Making it one of London's greatest hidden treasures.

Uniquely, Vauxhall City Farm is situated within London's Central Inclusion Zone, and very close to major rail and London Transport interchanges and tourist attractions. We attract visitors, and service users from all over London (and beyond); and our charitable objectives cover the 6 Boroughs of Lambeth, Westminster, Southwark, Hammersmith and Fulham, Kensington and Chelsea, and Wandsworth.

Free entry to the Farm brings these diverse communities together in surroundings where everyone is equal and welcomed, and enjoyment and learning are shared. It provides opportunities for (over 300) individuals to regularly Volunteer, and for Corporates to deliver clear and tangible benefits (on their doorstep) from Corporate Social Responsibility donations, "Corporate Challenges", "Payroll Giving" and "off-site" fundraising. All of which provide real and tangible benefits for a wide range of office workers and community recipients.

We have already taken significant steps to ensure that our facilities and programmes keep pace with these growing needs and demand. Stage 1 of our development plans has been completed. It equated to well over £1million in fund-raising, and has provided us with modern, and high-quality classroom/ meeting/events/cafe facilities, that are suited to a wide range of needs. But we recognise that demand and need will continue to rise significantly, and over



the next 3 years, the Farm will put a similar level of effort into fundraising, marketing, and delivery for Stage 2 of our planned development.

The Farm has an exceptional range of animals, horses, birds, pond life, ecological habitats, insects, herbs, dye and medicinal plants, vegetables, trees, and fruit bushes. It also has:

- an all-weather floodlit riding arena and paddocks and a strong track record of delivering both general riding and Riding for the Disabled lessons (the riding school was closed at the start of the COVID-19 lockdown and will remain closed whilst we undertake essential refurbishment of our paddocks).
- a visitor and family friendly café
- a Community garden recently developed and run by volunteers
- A range of different "outdoors" environments, animals, plants, and natural habitats that directly support the curriculum needs of over 80 inner-city schools (that cannot be accommodated on their cramped inner-city sites)
- high quality modern meeting/classroom/training/events facilities (that provide ideal facilities and a very different "inner-city environment") for corporate team building events, training, birthday parties, wedding receptions, art/crafts and music activities, exhibitions, filming and TV.

About the role

This is an exciting opportunity to join one of central London's leading educational charities, Vauxhall City Farm.

Covering two acres, the farm is home to over 100 animals and for 45 years has given visitors from far and wide the opportunity to experience life on a farm making the use of its green space by offering a range of visitor experiences, education and training programmes, volunteering, horse riding, and events.

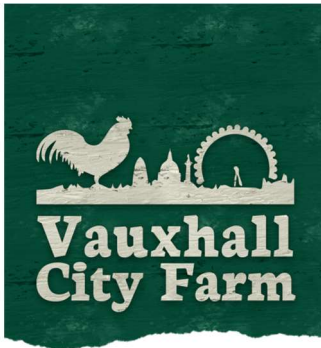
Despite the impact of the pandemic, we have been very successful in building our income from trusts, foundations, corporate and statutory sources. We have also launched a new capital appeal to redevelop our community gardens, riding arena and other aspects of the Farm. We are now seeking an exceptional fundraiser who can continue to grow our income and build on our success.

The Trusts and Foundations Manager will work closely with the CEO, as well as the rest of the team to apply for revenue and capital funds.

The successful candidate will build relationships with potential and existing funders and be able to translate our impactful educational, environmental, recreational and therapeutic programmes and ambitions into compelling funding proposals. As the sole fundraiser within the team, supported by the CEO and Finance Manager, the role will be both challenging and exciting, offering opportunities to grow your expertise in other areas of fundraising.

Our ideal candidate will be a self-starter as well as a team player, highly motivated with strong communication /writing skills and demonstrable experience of securing grants and building relationships with Trusts and Foundations.

Vauxhall City Farm strives to be a diverse and inclusive workplace. We particularly welcome applications from people who identify as Black, Asian or other minority backgrounds that are underrepresented on the Farm.



Job Description Trusts and Foundations Manager

Job Title	Trusts and Foundations Manager
Salary	£30,000 p.a.
Contract Type	Permanent
Hours	35 hours per week – some weekend work may be required
Department/Section	Core Operations
Accountable to	Finance Manager

Main Purpose of the Job

To lead the development of VCF's fundraising from Trust and Foundations which make up circa 75% of our income and support income generated from corporates, statutory sources, individual giving and events. To support the development of the VCF Fundraising Strategy.

Main Responsibilities

1. Lead on developing Trusts and Foundations fundraising strategy and income targets for Vauxhall City Farm projects.
2. Research and manage a pipeline of funders.
3. Attract, build and secure long term and increased funding to cover core, capital and revenue projects.
4. Develop donor relationships, produce and submit grant proposals, expressions of interests and donor reports.
5. Oversee compliance with funding requirements, deadlines and donor and financial reporting in collaboration with the Finance Manager.

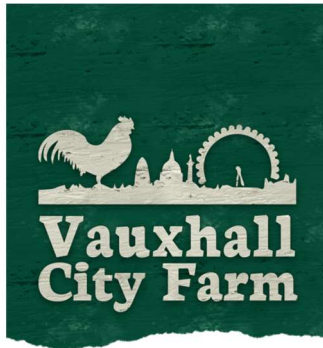
Key tasks

Trust and Grant-Making Bodies

- Build on relationships with existing Trust and Foundation supporters, writing reports to meet deadlines and submitting further applications for funding.
- Lead on managing, identifying and approaching Trusts and Foundations that have not previously supported VCF's work, building on an annual calendar of key prospects.
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual Trusts and Foundations.
- Develop and maintain reporting and application systems and co-ordinating information with project/programme managers.
- Support the CEO following through on developing opportunities and submitting proposals to individual donor family, corporate or private foundations.

General/Management

- Support processes and systems to ensure all VCF material shared with funders is of a good quality.
- Support the team with other areas of fundraising such as individual giving, sponsored events and corporate challenge days.



- Assist project/programme managers to develop work plans and allocation of grant expenditure to ensure compliance with grant awards/requirements.
- Maintain organised and accurate records/database of all fundraising information.
- Research funding initiatives and ideas to support areas for growth for

our fundraising.

- Participate in the day-to-day work of the organisation – such as reporting, attending team and Board meetings as required, and taking a flexible approach to general administrative and support tasks.
- Work closely with the CEO and Finance Manager in the preparation of annual income budgets.
- Participate in staff appraisals and appropriate training for the role.

Communications

- Contribute to the drafting and production of the Annual Review and Newsletter.
- Support the Marketing Officer with maintaining up to date information on the website relating to fundraising and communications.
- Collate case studies, photographs and information from the Farm.

Volunteers

- Recruit, induct and supervise volunteers as required to support the fundraising function.

Key Results/Objectives

- Fundraising targets are met.
- New donors/supporters recruited.
- VCF is financially sustainable.
- VCF's programmes are fully funded.

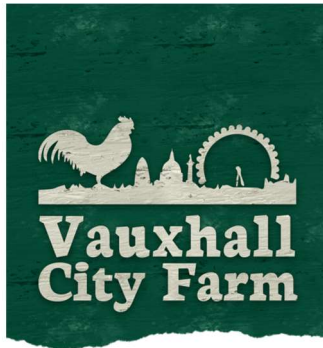
Trusts and Foundations Manager - Person Specification

Experience

- Demonstrable experience ideally with a focus on Trusts and Foundations, or also with Corporates, government and individual funding.
- Proven record of successful applications for substantial funding from Trusts, Lottery and other grant-making bodies.
- Demonstrable ability to develop relationships with Trust and other grant giving partners.
- Experience of researching funding opportunities from Trusts or other income streams
- Working within a charitable environment.

Skills and Competencies

- Excellent communication skills – both written and oral and the ability to inspire confidence and enthusiasm.
- Demonstrable knowledge of UK Trusts and Foundations.
- Ability to demonstrate initiative, be a self-starter and work well under pressure.
- Ability to understand and generate budgets.
- Strong time management and organisational skills with an ability to prioritise own work and pay attention to detail.
- Able to work as part of a small team on different projects.
- Ability and willingness to travel for work.
- High standard of computer literacy (Excel, Word, Power Point, Gmail and the internet).



- Willingness to work occasional evenings and weekends as required.

May 2022

How to apply

Application: Please send your CV and a cover letter (**no more than 1 side of A4 minimum font size 11**) outlining:

- a) Why you are interested in the role
- b) The skills and experience you will bring that align with the Job Person specification

Submit to: recruitment@vauxhallcityfarm.org with **'Trusts and Foundations Manager Vacancy'** included in the email subject heading.

Deadline: **11.59pm on Sunday 15th May 2022**

Interviews: Interviews will take place as we receive applications (in person at Vauxhall City Farm).

Employment requirement

The post holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. As the role requires close working with children/vulnerable people the post holder will be subject to an enhanced Disclosure and Barring Service clearance on appointment.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you have provided us with. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@vauxhallcityfarm.org.

End.