



# Trusts and Foundations Fundraiser

## Recruitment Pack – January 2023

### 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 are primarily an **educational** charity and 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 fundraising, and has provided us with modern, and high-quality classroom/ meeting/events/cafe facilities, that are suited to a wide range of needs. 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.
- 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 with experience of raising funds from trusts and foundations who can continue to grow our income and build on our success.

The Fundraising Officer (Trusts and Foundations) 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.

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 Fundraiser

<b>Job Title</b>	<b>Trusts and Foundations Fundraiser</b>
<b>Salary</b>	£30,000
<b>Contract Type</b>	Fixed Term for 2 years with strong likelihood of extension to permanent
<b>Hours</b>	35 hours per week – some weekend work may be required
<b>Department/Section</b>	Core Operations
<b>Accountable to</b>	Finance Manager

### Main Purpose of the Job

To work with the CEO to help VCF achieve the income we need to deliver on our core work and new projects. To support the development of the VCF Fundraising Strategy with the CEO. To focus on securing medium, large and multi-year grants from trust and foundations.

### Main Responsibilities

1. Lead on developing Trusts and Foundations fundraising strategy and income targets for Vauxhall City Farm projects.
2. To secure income in line with agreed fundraising target (circa £100,000) and wider organisation strategy
3. To work with the CEO to identify suitable opportunities/funders and to develop and maintain the funding pipeline
4. Develop and maintain funder reporting and application systems and co-ordinating information with project/programme managers.
5. Attract, build and secure long term and increased funding to cover core, capital and revenue projects.
6. Develop donor relationships, produce and submit grant proposals, expressions of interests and donor reports.
7. To support the CEO in preparing an annual impact report, annual review and other written communications.
8. To work with the CEO and other Senior Team members to explore opportunities to grow income from corporate challenge days, individual donations and other fundraising initiatives and events as required.
9. Oversee compliance with funding requirements, deadlines and donor and financial reporting in collaboration with the Finance Manager.
10. 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.
11. Support the Marketing Officer with maintaining up to date information on the website relating to fundraising.
12. Collate case studies, photographs and information from the Farm for use with funding applications.
13. Support processes and systems to ensure all VCF material shared with funders is of a good quality
14. 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 Fundraiser – Person Specification

### Experience

- Demonstrable experience of fundraising from Trusts and Foundations
- Track record of successful applications for substantial funding from Trusts, Lottery and other grant-making bodies.
- Demonstrable ability to develop relationships with Trusts and other grant giving partners.
- Experience of researching funding opportunities from Trusts or Foundations
- Previous experience of 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.
- Strong time management and organisational skills with an ability to prioritise own work and pay attention to detail.
- High level of attention to detail, quality control
- Able to work as part of a small team on different projects.
- Ability and willingness to travel for work
- Flexible – to support the team effort and wider work of the Farm
- High standard of computer literacy (Excel, Word, Power Point, Gmail and the internet).
- Willingness to work occasional evenings and weekends as required.

## How to apply

**Application:** Please send your CV and a cover letter (**no more than 2 sides 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](mailto:recruitment@vauxhallcityfarm.org) with '**Trusts and Foundations Fundraiser Vacancy**' included in the email subject heading.

**Closing date:** **Sunday 10<sup>th</sup> February at 11.59pm**

**Interviews:** Interviews will take place as we receive applications.

**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](mailto:info@vauxhallcityfarm.org).

End.

January 2023