

The background image shows the interior of Union Chapel, a Gothic Revival church. The most prominent feature is the large, ornate rose window at the front, which is illuminated from within, casting a warm glow. The ceiling is a complex, dark wood structure with intricate carvings and a series of pointed arches. The walls are made of brick and feature several smaller stained glass windows. The overall atmosphere is one of historical grandeur and architectural detail.

Head of Fundraising and Development

Recruitment Pack March 2019



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Union Chapel Project

Head of Fundraising and Development Application Pack

About Union Chapel Project

Union Chapel Project (UCP) is an independent, secular charity. The project is an outstanding example of the way in which new uses for an historic Grade 1 Listed building can be achieved without compromising its original function, as a Church.

UCP was established in 1992, a decade after a local campaign successfully prevented the building from demolition. UCP was tasked with coordinating the vital conservation works for this important local landmark by opening the building up as a multi-activity hub from which revenues were generated. The building is now a vibrant place, hosting a range of activities including concerts, lectures, rehearsals and the production of our own in-house arts culture and community events. The building is also home to The Margins Project – a charitable subsidiary which provides vital support to people facing homelessness and isolation.

About The Role

Union Chapel Project is undertaking a series of major repairs and capital improvements to its grade 1 & 2* listed buildings in order to open up the building to more creative and community uses.

The work is phased and we're at the beginning of an exciting, £1.8 million capital and community development phase called Sunday School Stories.

You can read more about the project here:

<https://www.unionchapel.org.uk/get-involved/donate/sunday-school-stories/>

We received a Round 1 pass from Heritage Lottery Fund for £960,400 in December 2018 and are beginning the development phase.

We have a mix of community and artistic projects that we curate in house which require subsidising through revenue fundraising (£80,000+).

We are looking for an outstanding fundraiser, primarily with capital fundraising experience, but also revenue fundraising capability, to raise the match funds (£900,000+ to be secured by November 2020) for our current capital projects and continue developing fundraised income for the future.

We are seeking an enthusiastic individual who can think strategically but be hands on, to take ownership of these projects and grow the relatively new fundraising department to become an integral part of the Union Chapel team.

How to apply

Please apply with your CV and a covering letter, of no more than two pages, outlining your skills and experiences to meet the requirements of the role, why you want to work for Union Chapel Project and your availability to start.

Email to recruitment@unionchapel.org.uk with "Head of Fundraising and Development" in the subject line.

Closing date: 9am Monday 25th March 2019

Interviews: 1st round Friday 29th March 2019

2nd round week commencing April 1st

Applications will be reviewed on receipt and an appointment may be made before the end of the closing date, therefore early application for this role is strongly encouraged.

We are an Equal Opportunity Employer and we actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice.

Please complete our Equal Opportunity Monitoring form and email it to recruitment@unionchapel.org.uk It will be treated in confidence and will not be seen by the staff directly involved in the appointment.

Job Description

Job Title: **Head of Fundraising and Development**

Responsible to: Fundraising Sub-Committee of the UCP Board

Reporting to: Chief Executive Officer (Currently being recruited)

Terms: Permanent Contract. Full time 37.5 hours per week. (Potentially 4 days/30 hours per week for the right applicant)
Six month probation and three months' notice.
23 days annual leave + bank holidays
(Rising by 1 day for every 2 years of service – to a maximum of 28 days)
Some evening and weekend working required.

Salary: £40,000 - £45,000 depending on experience

Duties and responsibilities include:

Fundraising Responsibilities

- To develop the existing capital fundraising strategy that will deliver the financial target required (£900,000+) to complete the next phase of our capital project
- Create new fundraising strategies for major donors and other potential funding streams relevant to the organ programme (£80,000) and other revenue fundraising commitments
- Take responsibility for achieving income targets and maintain a pipeline. This is a hands-on role as well as strategic, the successful candidate will be required to complete and submit all fundraising bids for the organisation.

Relationship Management

- To establish and maintain strong relationships with the Heritage Lottery Fund and other fundraising stakeholders, being a key ambassador for the organisation
- Co-ordinate relevant reporting and progress reports which may be required by funding partners and increase opportunities for future support
- Prepare and present progress reports to the fundraising sub-committee

Strategic Leadership

- Take an active role in the Leadership Team
- The successful candidate will be working in a developing environment and will therefore be required to undertake other appropriate duties as requested by the fundraising sub-committee

Person Specification

Essential

- Demonstrable experience of securing significant capital funding from a variety of sources, including trusts and foundations, individuals, community activities and events, and corporates
- Proven track record of writing successful bids for funding. The role will require the successful candidate to complete and submit all fundraising bids for the organisation
- Excellent time management and organisational skills, with the ability to work Independently, to be proactive, motivated and adhere to deadlines
- Excellent interpersonal skills and the ability to communicate, inspire, persuade and influence effectively – with strong presentation and report writing skills
- Commitment to diversity and inclusion and creating an equal opportunities workplace

Desirable

- Experience of working with Trustees and interacting at Board level
- An understanding of the HLF funding framework and reporting requirements
- Experience of fundraising in the arts

Union Chapel Project are handling the recruitment of this position in-house.

Unsolicited requests from recruitment agencies will not be responded to.