



Fundraising Manager

Recruitment Pack

December 2018

Closing Date for applications: **5pm on 12th December 2018**

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House of Sport, 190 Great Dover Street, London SE1 4YB
Office number: 020 7928 4267 / 020 7021 0973

Website: www.disabilitysportscoach.co.uk email: info@disabilitysportscoach.co.uk

Dear Applicant,

Thank you for requesting information on the **Fundraising Manager** position with Disability Sports Coach (DSC).

This information pack contains:

- What Disability Sports Coach do
- Fundraising Manager Job Description
- Fundraising Manager Person Specification
- Disabled candidates

Applications can be either sent back via email to hr@disabilitysportscoach.co.uk or by post to Peter Ackred at Disability Sports Coach, House of Sport, 190 Great Dover Street, London SE1 4YB. Please note that applications must be received no later than **5pm on the 12th December 2018**.

Interviews will take place on the **week beginning 17th December, 2018**.

For an informal conversation please contact Peter Ackred either by email Peter@disabilitysportscoach.co.uk or by phone 0207 0210973.

Applications must be made using the application form. Applications by CV will not be considered.

Yours sincerely

Peter Ackred
CEO
Disability Sports Coach

Who are Disability Sports Coach and what do we do?

Disability Sports Coach (DSC) provide high quality sporting opportunities for people with disabilities in London. We do this by providing coaching, training, events, and community clubs to mainstream schools, special schools, clubs, charities & other professional organisations.

Since our launch, we have supported and delivered sport and physical activity to over 60,000 people with a variety of disabilities. We have also worked with over 130 different organisations including Sport England, NGB's, Local Authorities and individual schools.

Coaching

Providing recreational sports and physical activity coaching for disabled people of all ages is one of our charity's key functions. Our coaching services are extremely flexible and can be tailored to meet the needs of the participants and can vary from:

- Introductory sessions where our coaches teach basic skills
- Skill sessions where we introduce more technical skills, tactics and small sided games in specific sports

In 2017/18 we provided regular sports and physical activity coaching to over 50 Schools, Colleges and various community organisations in and around London, many of whom commission our services on a year-on-year basis.

Training

We offer a range of courses to support individuals such as coaches, leaders, teachers, volunteers and community workers to learn about inclusive sports and become more aware about working with disabled people in sport. All our training courses are in line with National Occupational Standards (NOS), in partnership with Skills Active.

To date Disability Sports Coach have trained 6,000 aspiring coaches and facilitators to ensure their activities are inclusive of disabled people.

Community Clubs

The Community Club programme currently has 11 Community Clubs in 11 London Boroughs. Since 2013, over 650 disabled Londoners have become Community Club members and over 1400 weekly sessions have been delivered. The programme has received several accolades and has been supported by all programme funders and partners including local authorities and leisure providers.

For further information visit – www.disabilitysportscoach.co.uk



JOB DESCRIPTION

Fundraising Manager

JOB DESCRIPTION

Job Title	Fundraising Manager
Salary	£36,000 - £38,000 (depending on experience)
Location	Disability Sports Coach, House of Sport, 190 Great Dover Street, London SE1 4YB
Hours of Work	Full time (4 day optional available). The nature of the role may on occasions require evening and weekend work
Responsible to	CEO
Contract	Permanent (Subject to 6 month probationary period)
Role Summary	The post holder of this role will have a strong fundraising background with experience in creating fundraising strategies and be able to develop relationships with new and existing partners
Key Responsibilities/ Task and Activities	<ul style="list-style-type: none"> • Developing our fundraising opportunities in line with the current strategy • Writing Trust Applications and reports • Identifying potential corporate partners and writing applications to secure corporate support • Managing relationships with key donors • Preparing and giving presentations to target supporters • Creating and overseeing fundraising events • Developing fundraising campaigns • Ensure all information about our fundraising is correct and up to date on our website and social media • Be part of the Senior Management Team • Carry out any other reasonable duties to help support DSC'S mission statement in line with the Charity's core values
Continued Professional Development	<ul style="list-style-type: none"> • Disability Sports Coach are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience

Person Specification	
Knowledge and Experience (E)	<ul style="list-style-type: none"> • At least four years strong fundraising background with a proven ability to raise funds through trust and corporate channels is key • Knowledge of the disability sports sector would be helpful but is not essential, a passion for what we do and the importance of inclusive sport is • An understanding of how digital and social channels are changing the fundraising landscape • An understanding of promotional methods and how to build and execute fundraising campaigns
Skills & Qualifications	<p>Qualifications</p> <ul style="list-style-type: none"> • Degree or equivalent (D) • A minimum of 5 GCSEs including grades A to C in English and Maths (E) <p>Skills</p> <ul style="list-style-type: none"> • IT literate in Microsoft Word, Excel and PowerPoint (E) • Knowledge and understanding of the use of social media (E) • Excellent presentation, written and verbal communication skills (E)
Key Competencies	<ul style="list-style-type: none"> • Excellent organisation, time management and prioritisation skills (E) • Ability to communicate with different audiences using the most appropriate means (E) • Ability to positively engage and influence a variety of partners (E) • Ability and understanding of the importance of following policy and procedure (E) • Ability to work independently and make good decisions (E) • Self-motivation and drive to achieve targets (E) • Attention to detail and accuracy (E) • Team player (E) • Ability to adapt to change (E)
Other	<ul style="list-style-type: none"> • An understanding and commitment to safeguarding and equal opportunities in employment and sport • An understanding of individual responsibility in complying with the Health and Safety policies and arrangements • To be familiar with the Charity's Safeguarding policies (Adults and Young People) and comply with appropriate procedures and processes should interventions be required • Must be eligible to work in the UK

This job description is not exhaustive, but assists the post holder to understand their main duties. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post and in discussion with the post holder

Annual leave

Annual leave entitlement is 20 days in addition to the 8 English Public Holidays (pro rata), plus any days between Christmas and New Year when the office is closed (at the discretion of DSC).

Benefits

- Access to Perk Box Employee benefits

Disabled candidates

It is the intention of DSC to give every possible opportunity to disabled candidates who have the skills and experience we seek, as it is fundamentally important to the success of the project to involve disabled people in as many ways as we can. If you wish to clarify any aspects of the job, do not hesitate to contact DSC on the number below.

If you consider yourself to be disabled, is there anything we need to know in order to offer you a fair interview? The interview will be held in a fully wheelchair accessible venue. Please tell us if there is anything else we can do to make sure the recruitment process is accessible to you.

If you have any specific requirements, please outline them below and return this form with your application. Alternatively, contact Peter Ackred on 0207 928 4267 to discuss.

Post applied for:

Name:

This is what I need DSC to take into account / provide to make the interview process accessible to me:

Signature:

Date: