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HEAD OF FUNDRAISING AND DEVELOPMENT

Fixed-term Maternity cover
(FUN002)

May 2025

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**NEW
HORIZON
YOUTH
CENTRE**

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New Horizon Youth Centre

Head of Fundraising and Development (FUN002) – Fixed-term, maternity cover

Job Application Pack, May 2025



Dear applicant,

Life is not linear. Nobody knows that better than the young people who come to New Horizon Youth Centre. While the thousands of stories they tell us every year are as different as they can be, one thing unites them: their current experiences of homelessness do not define them or where they will end up. Indeed, as one of the young members of our Women's Space told us, sometimes you have got to go through the darkness to get to the light.

During the last few years COVID, cost-of-living and housing crises have created challenges for us all, but young people have felt it particularly acutely. Youth homelessness is currently at unprecedented levels. In 2023, over 20,000 young people in London approached their council because they were, or were about to be, homeless.

To meet these rising levels of need, we are expanding our staff team, services and partnerships. By joining us, you will be part of ensuring New Horizon consistently and powerfully does what it does best: championing young people, collaborating for impact and being determined to find a way to holistically support every young person that comes through our doors.

Whilst making sure that basic needs are met and young people are safe, housed and able to focus on their future, it is also critical that we guarantee that young people, especially those experiencing homelessness who have been systemically denied a voice, are present in the creation of systems that will change and impact their lives for the better.

We are not afraid of being bold and thinking big in response to today's challenges; it requires us to grow our staff team, our collaborations, our funding and our campaigning to end youth homelessness. Staff wellbeing is a crucial part to this journey, along with ensuring that young people are with us every step of the way.

We know that far too many young people find themselves unhoused, unsupported and unsafe. Now is the time to right this wrong and ensure that every young Londoners' potential has a home.

We hope that you'll join us.

A handwritten signature in dark ink, appearing to read 'P. Kerry', with a long, sweeping horizontal line extending to the right and a small loop at the end.

Phil Kerry, Chief Executive

OUR STORY

London is a fantastic city to call home, but a central truth remains in the capital. Every year thousands of young people find themselves unhoused, unsupported and unsafe.

That's why New Horizon Youth Centre exists.

Founded in 1967 by Lord Longford to address the needs of young people who were homeless and misusing drugs in the West End of London, today New Horizon Youth Centre continues to be a vital support network for 16–24-year-olds with nowhere else to go.

Through the services we provide at our day centre, via outreach and remotely, our multidisciplinary team of over 60 staff support thousands of young people experiencing homelessness in London to find safety, improve their wellbeing, develop skills for life and ultimately find somewhere that they can call home.

“For as long as young people are homeless and unsafe in London, we will be on a mission to give their potential a home”

For more info about our impact, [please take a look at our latest impact report.](#)



COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equity; and recognising and seeking to redress inequity and disadvantage wherever possible. We have an ongoing action plan to improve our Equity, Diversity and Inclusion (EDI) practices, which every member of our organisation has a role in contributing to.

As a service provider to young people facing homelessness and who are unsafe, we aim to be an empowering, supportive employer and to offer as much flexibility as possible to help each individual realise their full potential as users of New Horizon Youth Centre and as employees. We believe that this approach is key and central to promoting and developing diversity.

We recognise that true diversity in our community and within the staff group also involves a willingness to act, where necessary, by combating the effects of existing barriers to fair and equal treatment. Within society certain groups are unfairly discriminated against – for example on the grounds of race, gender or gender identity, disability, sexuality, age and class – and are, as a result, disadvantaged in terms of their access to services and employment. We will, where appropriate and where possible, seek to positively redress the effects of this discrimination. Any action we take will be legally compliant and consistent with our approach of making young people and staff feel valued and respected.

We recognise that many people have suffered disadvantage and barriers to progress for all kinds of reasons related to them as an individual and not because of their personal characteristics such as homelessness, employment, economic or domestic circumstances, or involvement with the justice system. For this reason, our commitment to diversity includes being supportive, positive and open minded.

We encourage applications from all backgrounds in respect of ethnicity, disability, gender, sexuality, religion, and socio-economic backgrounds.

New Horizon Youth Centre is deeply committed to inclusive working practices, so during the application process we commit to:

- Reimbursing any childcare and other care costs whilst you are attending interviews.
- Reimbursing your travel costs to the office and back for interviews.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you would like them.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.

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OUR WORK IS GUIDED BY THREE VALUES:

We champion young people



We collaborate for impact



We are determined to find a way



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JOB DESCRIPTION – HEAD OF FUNDRAISING AND DEVELOPMENT

ROLE OVERVIEW

The Head of Fundraising is a key role in New Horizon's Leadership Team driving our fundraising and supporter network, through the leadership of a small team and loyal and growing network of donors. Although our ambitions continue to grow, our donations have also and whilst we have seen five years of growth we have also delivered surplus income targets since 2018 too.

Although the external challenges are multiple, the Head of Fundraising will inherit a committed team with a strong pipeline of income in the coming years with growth in every aspect of our fundraising.

With our current Head of Fundraising due to go on Maternity Leave this Autumn, we are looking for someone who can lead high quality stewardship for our network, sustaining the gains we have been able to make. You will be equally comfortable dealing with leaders of larger companies as well as smaller community groups and individuals but, as part of a very small fundraising team, also willing to roll up your sleeves and get on with things.

We are happy to consider candidates taking their first step into leadership and will consider exceptional part time candidates as well as job shares to ensure we find the right person or people for the role. We particularly welcome candidates from Black, Asian and minority ethnic communities as these are under represented within our leadership.

Reporting to: Chief Executive Officer

Responsible for: Trusts and Foundation Manager, Corporate Partnerships Manager, Grants Officer, Individual Giving Officer and Fundraising Assistant alongside fundraising consultants.

ROLE OBJECTIVES

The key objectives of the post are:

1. Developing and delivering a sustainable income strategy across all fundraised income streams.
2. Leading the fundraising team to delivering our annual income targets whilst building our pipeline for sustainable income in future years.
3. Ensuring that everyone who donates to New Horizon Youth Centre benefits from a tailored and high-quality stewardship that makes them feel part of the centres' work.
4. Ensuring our systems and processes are robust and drive our fundraising effectively.
5. Providing the support and leadership the team need to deliver our fundraising strategy.
6. Contributing to the wider success of New Horizon Youth Centre as a colleague and member of the Leadership Team.

MAIN TASKS AND RESPONSIBILITIES

1. Strategy and planning

Developing and delivering a sustainable income strategy across all fundraised income streams. This will include:

1. Leading the team to research and identify fundraising opportunities, updating the fundraising pipeline and the work of the team.
2. Managing and monitoring the income pipeline and budgets to ensure that targets are met.
3. Ensuring our fundraising work ties up to and supports our new strategy and refreshed values and mission.
4. Working closely and collaboratively with the Director of Operations and Heads of Services to develop compelling and up-to-date asks based on their planned projects and work.
5. Developing and implementing a plan to increase income from high net worth individuals and corporates, including a calendar of events for different audiences.

2. Income generation

Delivering our annual income targets whilst building our pipeline for sustainable income in future years. This will include:

1. Developing and submitting high-quality, multi-year funding asks for five and six figures; translating our work into compelling funding applications that are tailored to meet the funders criteria.
2. Overseeing and quality assuring the work of the team in delivering our planned fundraising activities with corporates, individuals and events.
3. Ensuring we are always clear how much money has been raised overall, for what and how we can fill any remaining gaps.

3. Stewardship and relationship management

Ensuring that everyone who donates to New Horizon Youth Centre benefits from a tailored and high-quality stewardship that makes them feel part of the centres' work. This will include:

1. Manage key fundraising relationships with a focus on maximising relationships with trust and foundations, high network individuals and corporates.
2. Providing excellent stewardship to existing and new funders through high-quality reports, presentations, meetings, project visits and events and other key communications.
3. Leading on overseeing and implementing effective fundraising systems and processes across the organisation.
4. Overseeing of all reporting to funders ensuring a high standard is maintained, ensuring all large donors have a tailored plan.
5. Ensuring effective administrative procedures are in place to support and monitor fundraising. This includes keeping donor records and our database up to date, ensuring income is recorded accurately.
6. Ensuring all fundraising decisions and activity complies with the current regulations including the Fundraising Regulator and GDPR.

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5. Team leadership

Providing the support and leadership the team need to deliver our fundraising strategy. This will include:

1. Ensuring your team have clear objectives and are provided a regular supervision and annual appraisal.
2. Identifying development needs of the team and providing coaching and support on day-to-day issues.
3. Contributing to creating a culture of continuous learning, providing constructive feedback.
4. Acting as a role model in terms of behaviour and performance at work.
5. Working with the communications team to join up our messaging and ensure that raising money can also raise awareness.

6. General duties

Contributing to the wider success of New Horizon Youth Centre as a colleague and member of the Leadership Team. This will include:

1. Being a positive and constructive member of the Leadership Team, upholding the values of New Horizon.
2. Following New Horizon's policies, procedures and performance expectations in all functions of the post.
3. Undertaking any other duties as may be reasonably required by the Chief Executive or Director of Operations.

PERSON SPECIFICATION

We are looking for an individual who can demonstrate the following competencies and want to use these to the full in their work.

KNOWLEDGE AND EXPERIENCE REQUIRED

Essential

1. Demonstrable experience of meeting financial targets in a fundraising or sales environment, ideally gained across a number of disciplines.
2. Demonstrable success in building relationships with foundations, corporate partners and high net worth individuals with a track record of securing six figure gifts.
3. Understanding of and commitment to equity, diversity and inclusion.
4. Previous experience of planning and delivering organisational fundraising strategies.
5. Excellent written and presentation skills, with ability to synthesise and communicate complex arguments.
6. Strong interpersonal skills with an ability to communicate effectively and collaborate with people at all levels.
7. Ability to and track record of leading and motivating a fundraising team and volunteers.
8. Ability to manage own workload and prioritise accordingly.
9. A working knowledge of and commitment to Equity, Diversity and Inclusion as it applies to a supportive service and in the workplace
10. A flexible approach to tasks undertaken whilst ensuring compliance with the organisation's standards.
11. Passionate commitment to our mission and values.

Desirable

12. Track record of working closely with senior managers and Chief Executives to deliver results.
13. Track record of building partnerships within youth and homelessness sectors and a understanding of these issues.
14. Understanding of financial planning and forecasting.

ADDITIONAL INFORMATION

Contract

The contract is fixed-term for up to 12 months as a maternity cover, subject to successful completion of a probationary period.

Location

The post is based at: New Horizon Youth Centre, 68 Chalton Street, London, NW1 1JR.

Hours of work

The post holder will be required to work 35 hours per week, Monday-Friday. To ensure we find the right candidate for the role, we will consider part time and job share arrangements.

Salary

The starting salary for role is £46,800 (pro-rata).

The salary scale is: AP37 (£46,800) to AP41 (£52,000).

Other benefits:

- 30 days annual leave per year (pro rata), plus bank holidays and some additional time off over Christmas
- Employer contribution of 6% to a group personal pension scheme
- Enhanced Employee Assistance Programme, including 24-hour helpline, access to counselling, contributions towards medical expenses, discounted gym memberships, high street vouchers and more
- Clinical Supervision and Reflective Practice
- Staff Loan Policy, including Cycle to Work scheme
- Generous Training budget and a Diversity Leadership Programme
- Regular Staff Away Days and teambuilding activities

TIMESCALES AND HOW TO APPLY

The timescales for recruitment are as follows:

Closing date and time for applications	5 pm, Friday 30 th May 2025
Shortlisted candidates will be informed	w/c 2 nd June 2025
Interviews	Tuesday 10 th June 2025

If you wish to apply for this position, you will need to supply:

1. A detailed CV setting out your career history, education or qualifications, and other key responsibilities or achievements. ***Please do not include your name, initials, contact details or references in the CV and the file name.***
2. A supporting statement (1500 words or up to 2 sides of A4) highlighting your suitability for the role and how you meet the criteria listed on the Person Specification. ***Please do not include your name, contact details or address.***

The supporting statement is an important part of your application and will be assessed as part of your full application.

3. Completed diversity and adjustment questions – Your data will be stored separately from your application and will at no time be connected to you or your application by the shortlisting panel.

To apply, visit our careers site: <https://jobs.nhyouthcentre.org.uk>

We do not consider incomplete applications.

You will be notified if you have not been shortlisted. However, we are unfortunately unable to provide each individual application with feedback.

If you have any questions or would like to arrange a call to discuss the role, please feel free to email us at recruitment@nhyouthcentre.org.uk or call 0207 388 5560.

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***Giving potential a
home since 1967***

***nhyouthcentre.org.uk
@nhyouthcentre***

***Charity number: 276943
Company number: 01393561***

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