

N

H



JOB APPLICATION PACK

Trusts and Foundations (Grants)

Manager
(FUN003)

May 2025

Y

NEW
HORIZON
YOUTH
CENTRE

C

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 blue ink, appearing to read 'P. Kerry', with a long horizontal stroke extending to the right and a large 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.

N

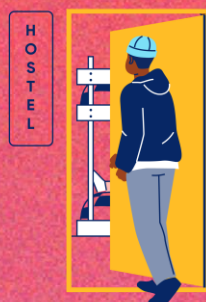
H

OUR WORK IS GUIDED BY THREE VALUES:

We champion young people



We collaborate for impact



We are determined to find a way



Y

**NEW
HORIZON
YOUTH
CENTRE**

C

STRATEGIC OBJECTIVES:

Through 2022 – 2025 New Horizon Youth Centre will focus on:

1. Delivering high quality, trauma-informed services for any young person that needs our support

- Refocusing our services around four key outcomes areas (Housing, Safety, Life-skills, and Health) to help us specialise further and grow our impact.
- Redefining the welcomes into our services so that we can build trust and ensure young people get the support they want and move on.
- Creating a brand-new health offer and optimising the scale of our housing offer to address these continued areas of significant need.

2. Working with and through others to optimise our offer and maximise our impact.

- Continuing to invest in the London Youth Gateway youth homelessness partnership, scaling its reach and finding more ways to collaborate.
- Revitalising our centre as a hub that provides both drop-in and specialist services via our team and a network of committed partners that share our values.
- More deliberately sharing best practice with partners and statutory agencies so that more professionals are equipped with the skills and knowledge to help.

3. Saying what others won't say and do what other won't do to ensure that no single young person misses out, even the young people we will never meet.

- Prioritising services where needs exist without solutions, working with others to innovate and bring these issues to public attention.
- Redoubling our policy work and building our evidence to put 'grit in the system' and ensure that the issues affecting young people are understood and acted upon.
- Working with young people to reframe the narrative around youth homelessness, ensuring that they have the right platform to campaign for change.

And importantly will continue to focus on:

4. Sustaining a well-run organisation that invests in staff and celebrates the diversity that makes us a success

- Making good on our commitment to be anti-racist, embedding diversity across our work and practice.
- Renewing our staff care and investing in our technology and facilities so that the team have the practical and emotional support they need to thrive.
- Setting ambitious goals for our fundraising so that we have the resources and financial security to be ruthless in the pursuit of our mission

NH YC

***"New Horizon.
It might not be your home.
They might not be your parents.
They might not be your family.
But they want you to win in this
world."***

Najma, 21



NEW HORIZON YOUTH CENTRE

JOB DESCRIPTION – TRUSTS AND FOUNDATIONS (GRANTS) MANAGER

Reporting to: Head of Fundraising and Development

Responsible for: Grants Officer

KEY OBJECTIVES

The Trusts and Foundations Manager will play a vital role in supporting New Horizon Youth Centre's mission by managing and growing a portfolio of valued trusts, foundations and statutory supporters. Last year, the organisation raised £4.5million, with £1.7million secured from trusts and foundations and £1.8million from statutory funders. In this role, you will focus on deepening relationships to secure meaningful, long-term support for our vital work with young people facing homelessness.

Exceptional bid writing will be central to success in this role. Crafting compelling, tailored proposals is crucial to securing funding in an increasingly competitive landscape. The Trusts and Foundations Manager must be able to articulate New Horizon Youth Centre's impact with clarity, creativity, and strategic focus to ensure that every application not only meets criteria but also inspires them to invest in our mission.

If you're looking to expand your fundraising portfolio and gain hands-on experience securing six and seven-figure gifts, this is the place to do it. We've already secured nearly 70% of our budget this year, and we're just getting started. Whether you're ambitious about raising serious money, developing strategic funding bids, or stepping up to the next level in your fundraising career, this is a rare opportunity to make a big impact and learn a lot while doing it. This will be a highly rewarding yet demanding position, where your expertise will directly contribute to making a real and lasting difference to the lives of young Londoners who find themselves homeless.

MAIN TASKS AND RESPONSIBILITIES

Trusts and Foundations

1. Manage a portfolio of five, six and seven figure trusts and foundations, understanding their motivations and tailoring opportunities and communications to cultivate long-term, strategic partnerships
2. Collaborate with the Head of Fundraising and Development and the wider Fundraising team to strengthen, grow and sustain our portfolio of our trusts, foundations and statutory funders
3. Research and identify new trust and foundation prospects, building and maintaining a robust pipeline to support income growth

4. Lead on the development of compelling project proposals, setting budgets and collecting supporting documentation for large trusts and foundations
5. Build and maintain strong, personalised relationships with trust and foundation partners, leading on timely and high-quality reporting to demonstrate impact
6. Work in close partnership with fundraising consultants to deliver high-quality funding applications and reports
7. Ensure all donor interactions, financial records and account plans are accurately recorded and regularly updated in our CRM system and shared files

Strategy and leadership

8. Take a lead role in developing and delivering the Trusts and Foundations team strategy, contributing to planning, setting team objectives, and supporting the Head of Fundraising and Development to motivate the team and drive income growth
9. Provide proactive, supportive management to the Grants Officer, offering regular coaching, identifying opportunities for development and monitoring performance against objectives
10. Support the Grants Officer to develop compelling project proposals and set budgets for smaller trusts and foundations
11. Report regularly to the Head of Fundraising and Development and Chief Executive, providing updates on progress, highlighting key successes and addressing any challenges in a timely and solution-focused way

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.

ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE

1. Experience of securing and successfully managing five and six figure grants and multi-year gifts from a range of grant makers
2. Experience in prospecting for new high value trust and foundation funders and soliciting new donors to make significant gifts
3. Experience in writing compelling funding applications and impact reporting
4. Experience in developing and presenting complex project and financial information to support compelling funding proposals

5. Experience of successful cross department working with senior colleagues to deliver on funding objectives and budget
6. Demonstrable ability to manage multiple competing deadlines and priorities, whilst maintaining high standards
7. Excellent written and verbal communication skills, particularly in writing proposals and presenting to or meeting with funders
8. Proven ability to form good working relationships, both internally and externally
9. A working knowledge of and commitment to Equity, Diversity and Inclusion as it applies to a supportive service and in the workplace.
10. Ability to assimilate strategic plans into compelling funding proposals
11. Excellent numeracy skills with the ability to work with complex budgets and present them to funders

ADDITIONAL INFORMATION

Location:

68 Chalton Street, London, NW1 1JR

Contract type and hours of work:

Permanent, 35 hours

Pay:

£37,024 (AP32) to (AP36) £41,600

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	9am, Friday 30 th May 2025
Shortlisted candidates will be informed	6 th June
Interviews	Wednesday 11 th June 2025

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

1. A CV (up to 2 sides of A4) 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.

N

H

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

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

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

Y

NEW
HORIZON
YOUTH
CENTRE

C