

**Job Title:** Fundraising and Partnerships Manager, Smart Works Leeds

**Reporting to:**  Chair of Trustees, Smart Works Leeds

**Based in:** Leeds City Centre

**Salary:** £22,000 - £25,000 FTE, 2 days per week, permanent.

**About us**

Smart Works Leeds is part of Smart Works Charity, a UK charity that provides high quality interview clothes, styling advice and interview training to women in need. We give women the confidence, the self-belief and the practical tools they require to succeed at interview and start a new chapter in their lives.

Smart Works started in one location in London. We carefully built our understanding and expertise until we were ready to open in other locations, and could take our service to help more women. We are now operating in Edinburgh, Manchester, Reading, Birmingham, Newcastle and Leeds.

At the core of the Smart Works service is a two-hour appointment, during which time each woman receives a complete outfit of high-quality clothes (theirs to keep) and dedicated one-to-one interview coaching. This short intervention has a significant impact as our clients start believing in their own ability to succeed.

All our service delivery (the dressing session and the interview coaching) is delivered by trained volunteers. Our volunteers are all highly skilled and dedicate their time to helping our clients succeed. Their reward is seeing the impact of unlocking a woman’s confidence and finding out that the woman they saw has gone on to succeed at interview and move on with her life.

Whilst Leeds and Bradford have one of the youngest and fastest-growing labour markets in the UK, a factor in attracting Channel 4, there is a significant need to support women in this region who find it more challenging to enter the job market. With the support of this brilliant city and the talented people who live here we will get off to a flying start here in Leeds.

More information can be found on our website: <https://smartworks.org.uk/leeds/>

**About the role**

The role of Fundraising and Partnerships Manager is integral to the success of Smart Works Leeds and therefore the role requires a self-starting and proactive approach, excellent organisational skills and the ability to take sole responsibility of all aspects of fundraising for Smart Works Leeds.

The right candidate will build strong working relations with our Chair and Board of Trustees, as well as the team at Smart Works HQ. There will be a significant level of interaction with a diverse group including corporate and retail audiences, grant providers and our fundraising volunteers.

The identification of grant opportunities and support in the bid process will be a requirement of the role, as well as the co-ordination of fundraising events, development of Corporate partnership and support to the Centre Manager are all key elements of the role.

A highly organised and positive individual, you will be passionate about empowering women to thrive in work and life. You will be a strong communicator, both verbally and in writing, be able to multi-task, think on your feet and bring a determination to meet our aim of helping as many women as we can back into work.

The role would be based in Leeds City Centre, and there will be occasional evening and weekend work as the role holder will provide key events support.

Smart Works Leeds is part of Smart Works Charity, and there will be some travel to London and liaison with the HQ team to support on induction, training and participation in regular meetings, phone calls and conferences with other Smart Works centres across the UK.

**How to Apply:**

To apply for this role, please submit an up to date copy of your CV, along with a supporting statement (max 2 pages) that addresses the criteria set out in the key skills and experience, using examples to demonstrate how you meet the essential requirements. Please provide telephone and email contact details. You should also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach referees without your prior permission. All applications should be sent to Laura Dalby, [laura.dalby@smartworks.org.uk](mailto:laura.dalby@smartworks.org.uk)

**Requirements:**

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|  | **Essential** | **Desirable** |
| **Skills and Abilities** | * Excellent organisation, communication and interpersonal skills * Self-starter with a strong track record in being pro-active and flexible, protocols and relationships * Ability to influence others with excellent oral, written and presentation skills * Creativity, imagination and entrepreneurial attitude towards fundraising * Financially aware, with the ability to interpret basic financial accounts for reporting purposes * Computer-literate with good working knowledge of Microsoft Office, Excel, Word and databases * Understanding and skills in social media and newsletter communications * Capable of deputising for Centre Manager on occasion. | * Ability to work with autonomy and as part of a team * Able to prepare bid documents for grants |
| **Experience** | * A proven track record of fundraising, either personally or in a similar role * Experience in generating income from a variety of sources * Experience of gaining corporate sponsorship and fundraising * Event organisation and delivery * Demonstrable track record of meeting targets and deadlines * Track record of building relationships with key stakeholders * Experience of delivering presentations * Experience of working across diverse groups | * Volunteer management * Management of social media campaigns for fundraising and experience using event hosting systems, such as Eventbrite |
| **Personal Attributes** | * Ability to maintain energy, drive and positivity over intense periods of work * Creative approach to problem solving * Resilience, particularly when faced with setbacks and challenges * Excellent interpersonal skills and strong networker who can build effective relationships * Passionate about empowering women to thrive in work and life * Driving Licence |  |

**This job description is subject to amendment from time to time within the conditions of employment as per the needs of Smart Works Leeds.**

**All post holders are expected to support Smart Works Leeds vision, aims and objectives and embrace its ethos of helping women gain employment.**