**Local Giving Development Manager - Harrow Giving**

**Role Description**

**Full-Time:** (3 years with extension subject to funding)

**Salary:** £ £30,940 (35 hours per week)

**Location**: The Lodge, 64 Pinner Road, Harrow, HA1 4HZ

**Hours**: Mainly office hours with some evening and weekend working of which time off in lieu will be given.

[Voluntary Action Harrow Co-operative](http://www.voluntaryactionharrow.org.uk/) is a not-for-profit workers co-operative who work with the voluntary and community sector (VCS) providing information, training and guidance.

We’re looking for a motivated and enthusiastic individual to champion develop Harrow Giving, a local giving initiative. Harrow giving will bring together local people, communities, charities and businesses to raise funds, help themselves and use lived experience to make things better for their neighbourhoods and communities.

Based on successful examples from across London, Harrow Giving will develop local fundraising initiatives and make local grants to local groups and projects, addressing the most pressing needs. We aim to galvanise lived experience of disadvantage, exclusion and inequality to put people in the lead of overcoming these challenges.

**Key Responsibilities:**

Co-ordination

* Establishing and co-ordinate a steering group of local organisations
* To explore and test different models of local giving and make recommendations on the best approach in Harrow.
* Draw up and implement a SMART sustainability plan to operationalise the decisions of the Steering Group
* Fundraise or seek sponsorship for a permanent post.
* Promote the Harrow Giving brand
* Be an active member of the London’s Giving Network
* Establish and conduct the monitoring and evaluation of Harrow Giving through internal processes as well as through the London’s Giving Metrics.

Generating income and resources

● Work with Harrow Council on promoting and supporting local Voluntary and Community Organisations to utilise the Harrow Lottery

● Collate and use local data to build a local fundraising and awareness-raising campaign

● Set up a system for managing donations and provide stewardship to donors through building and maintaining relationships.

● Develop ways to harness time, talent and money among businesses

Distribution / grant management

● Work with the steering group and stakeholders to set out the grant priorities.

● Work with the steering group and stakeholders to allocate funds in a fair and transparent manner in line with grant priorities.

● Co-ordinate the awarding and monitoring of funding distributed through Harrow Giving.

**Personal Specification:**

**Essential**

* Experience of a broad range of fundraising and income generation
* Experience of marketing and communications
* Experience of working with different agencies and sectors (i.e. businesses, statutory, voluntary)
* Enjoys working with a small team
* Excellent computer skills (including Google’s Online Software)
* Excellent written and verbal communication skills
* Excellent time management
* Excellent interpersonal skills
* Good practice standards in volunteer involvement
* Interest, understanding and experience in not-for-profit sector
* Interest, understanding and experience in co-operatives
* Ability to self manage

**Desirable**

* Experience of managing a project including monitoring and evaluation
* Experience of managing a grant programme
* Experience of managing events
* Experience of donor stewardship
* Local knowledge of Harrow

[Voluntary Action Harrow Co-operative](http://www.voluntaryactionharrow.org.uk/) aims to be an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

This role description can be requested in large print.

**Application process**

Please e-mail a cover letter explaining how you meet the criteria above along with a CV to [contact@voluntaryactionharrow.org.uk](mailto:contact@voluntaryactionharrow.org.uk) by 18th November 2019

We will invite shortlisted applicants to an interview on either 21st November (AM) or 25th November (PM).