

Fundraiser - Grants

Recruitment Pack



Fundraiser - Grant Giving Bodies

Do you have a passion for fundraising and experience of working with a range of grant-giving bodies?

Do you have experience of developing projects and securing income for these projects?

We are the charity that raises money to ensure the Severn Valley Railway can continue to welcome the 250,000 annual passengers who visit to immerse themselves in a bygone era of travel.

To date we have funded over £4 million to help restore locomotives, carriages, bridges and track, along with being the main funder for the Heritage Skills Training Academy where our young apprentices learn vital heritage engineering skills, which could be lost for ever if we didn't take action.

We need a passionate, eloquent, experienced Trust fundraiser. This is an exciting opportunity to join the Severn Valley Railway Charitable Trust, taking the reins to identify new funders and engage and excite existing supporters, whilst developing the case for support for key projects.

The successful candidate will be target-driven, and highly organised, have outstanding verbal and written communication skills, have an inquisitive and creative approach and be a proactive and enthusiastic completer-finisher. You will be able to demonstrate previous success within the areas of developing fundable projects, clearly identifying the need, outcomes and impact of the project and securing funds from grant-giving bodies to undertake the project. This is a rare opportunity to develop some exciting projects, and your chance to join an amazing regional charity that is committed to safeguarding the Severn Valley Railway, whilst further developing your skills.

The Charitable Trust was established in 2012 to help future proof this much loved major tourist attraction, and seven years on we have raised and invested £4 million to help safeguard this historic West Midlands asset. We are now embarking on our next chapter, to raise £10 million; would you like to come on board?

Please email your CV and reasons why you are suitable for the role to

shelagh.paterson@svrtrust.org.uk. Closing date 26 September. Interviews will be held 3 October 2019.

Severn Valley Railway Charitable Trust

Job Description

Position:	Fundraiser – Grant Giving Bodies
Organisation:	Severn Valley Railway Charitable Trust
Location:	Number One, Comberton Place, Kidderminster, DY10 1QR
Job Type:	Part-time - 4 days (30 hours) per week
Holidays:	31 per annum including Bank Holidays pro-rata
Salary:	Competitive

Main Duties

Fundraising

- Identify and cultivate relationships with grant making trusts and foundations.
- Work with the SVR team to develop projects so they are funding-ready.
- Undertake prospect research to identify new potential donors/ funding opportunities.
- Create high quality successful funding proposals.
- Engage and uplift existing grant makers.
- Implement appropriate monitoring and evaluation of outcomes and budgets.
- Meet ambitious fundraising targets.

Administration

- Ensure consistent use of our CRM database, funders and other stakeholders.
- Monitor fundraising income against targets set, producing regular progress reports.
- Submit timely and accurate reports to the director and to funders as required, to meet all monitoring and evaluation requirements.
- Ensure gifts and donations are appropriately acknowledged and deal with correspondence and enquiries in a timely manner.

Other

- Comply with GDPR, Fundraising Regulator and the Charity Commission.
- Manage the work of fundraising volunteers.
- Represent the Trust at external meetings, conferences and events as required, using every opportunity to share our mission, values, strategic aims and impact.
- Follow the Trust's safeguarding policy and report any concerns in accordance with the safeguarding procedures.
- Actively participate in supervision and appraisal sessions, identifying your own learning and development needs and participating in learning activities relevant to the Trust's commitment to providing high quality services.
- Work at all times with due regard to the policies and procedures of the Trust, including financial regulations, and help review and amend them where required.
- Carry out other tasks as reasonably required by the director.

Person Specification

Essential

- Proven experience of raising substantial income from trusts and foundations.
- Exceptional communication skills, being able to both write and talk about stories in a passionate, persuasive and engaging way, resonating with our audiences.
- Successful bid writing experience.
- The ability to move our dreams into reality, by creating strong cases for support for a range of key projects requiring funding at the Severn Valley Railway.
- Excellent IT skills, and experience in using Office 365 and CRM databases, ideally ThankQ.
- Strong research skills, with the ability to analyse data.
- Numerate and financially literate, enabling you to produce and understand budgets.
- Excellent relationship management skills, with experience of building trusted relationships with individuals as well as collaborative partnerships and networks.
- Exceptional organisational and time management skills, able to meet deadlines and work under pressure.
- Ability to engage, motivate and inspire others, including volunteers.
- A cooperative and enthusiastic team player.

Desirable

- A relevant fundraising qualification.
- A keen interest in heritage, or and heritage railways.

Other Requirements

- Willingness to undertake training, and a commitment to continuous personal development.
- Willingness to work flexibly and able to travel to different sites and venues.
- Post may be subject to a DBS check.

We will offer

- Free parking.
- Subsidised meals.
- Flexible working hours.
- A dynamic, friendly and passion team to work with.

Volunteering

The Severn Valley Railway is run by a team of 100 full-time equivalent paid staff and 1,700 volunteers, as part our commitment and recognition to our volunteers, we request paid staff give five volunteer days to the Railway every year, this may involve supporting key events, to include Santa Specials and Galas.



Our Vision:

The Severn Valley Railway is a heritage railway of national standing respected in its success in bringing the 'golden' age of steam travel to life, for the seamless historic integrity of its locomotives, rolling stock, buildings and structures and generating a real feeling of pleasure and enjoyment to those that visit and within its active supporters.

Our Mission:

To enthuse and inspire an affection and understanding in our visitors and staff for the Severn Valley Railway and the bygone era of steam locomotion and heritage diesels through the operation and interpretation of the Railway infrastructure, locomotives, historic carriages and wagons.

Our Family Values:

The success of Severn Valley Railway is entirely due to the dedication, skills and knowledge of the volunteers and paid employees. Our culture - "the way we do things here" - reflects the shared attitudes, beliefs and behaviours that we value in each other. These family values define how we all work together to deliver our Vision and Mission through:

- **Passion and Enthusiasm**
- **Professionalism**
- **One Team Approach**
- **Respect**

