



Fundraising Manager

Summary Of Terms & Conditions of Service for Fundraising Manager

- The salary for the post of Fundraising Manager is £45,000.
This includes London Allowance
- The post is for 36 hours per week
- Flexible working, including work from home can be arranged
- With the prior agreement of the Chief Executive, time off in lieu may be taken
- 25 days annual leave plus Bank Holidays
This will increase to 28 days after three years' service
- You will be expected to attend and participate in the social and leisure activities of Mosaic Clubhouse in the spirit of the Clubhouse philosophy. This will include some evening, weekend and public holiday work on a rota basis
- You will receive regular line management supervision from the Chief Executive and be measured against income targets
- The post has a 6-month probationary period
- The contract may be terminated by giving one months' notice on either side
- The Clubhouse operates an Auto-Enrolled Pension Scheme

Welcome to Mosaic Clubhouse

Thank you for your interest in becoming our next Fundraising Manager. With mental health in the news and high on the agenda for government and business, this is a very exciting time to work for a mental health charity.

Mosaic may be a local charity, covering the borough of Lambeth, but we have a big impact. We enjoy a national and international reputation for innovation in mental health, thanks in part to our unique model of involving our members (those who use our services) in everything we do. The Clubhouse is a lively and thriving community of 400 members and 26 staff; no two days are remotely the same and it is an exciting place to work. You will see the impact of your work everyday and the huge potential to develop our fundraising activities.

We look forward to your application,

Chris Thomas
Chief Executive
November 2021

About the role

This role will attract someone who wants to lead a fundraising function. This is more than a fundraising job. You will be working for a unique mental health charity with a national and international reputation for impact. We are driven by an ethos to work side by side with people with mental health issues. You will live and breathe the impact of your work every day.

This is an exciting opportunity to take the next step in your fundraising career; to lead on fundraising for a small and growing organisation, develop and lead on strategy, building expertise across fundraising channels, leading as part of the senior management team and working closely the Board.

This role will attract someone who wants to lead a fundraising function but also enjoys the hands-on operational fundraising. Trusts and Foundations provide most of our fundraising income so this will need to continue, but we are looking for a Fundraising Manager who can innovate and open up new avenues for raising funds.

Every day you will work amongst people whose lives have been changed by Mosaic. You'll have powerful stories to tell, and will experience first-hand on a daily basis how your fundraising makes a massive difference. You'll be a natural leader and the

type of person that thrives in a busy community setting. You'll be proactive, and have inspiring approach to engaging members and staff and the local community to support Mosaic.

This is currently the only fundraising role in the organisation. However, we have an ambition to expand the fundraising operation and will look to the Fundraising Manager to develop the case for expansion and build a fundraising team.

The Fundraising Manager is part of the senior management team at Mosaic. The Board of Trustees is strong and very committed to supporting fundraising initiatives.

About Mosaic Clubhouse

Mosaic Clubhouse is an independent thriving mental health charity providing personalised (non- clinical) support for people with mental health problems in Lambeth. The Clubhouse is part of the Lambeth Alliance (local statutory commissioning arrangement) which is a national beacon for integrated person-centred mental health provision. We are contracted to provide core mental health support. This covers about 70% of our annual income. The remaining 30% is from fundraising sources.

Our community model is designed to identify and fulfil individual and collective potential. We are unique from other charities because Clubhouse members actively participate in decision-making and involved in all operational and administrative functions of the Clubhouse, including services it provides to members and visitors. The Clubhouse is also part of an International Clubhouse Federation and only one of twelve international training bases.

The clubhouse provides a work ordered day in which members participate. The organisation comprises specific work units and an Evening Sanctuary Service. All units provide one-to-one recovery support through goal planning, and responding to individual needs for support on housing, advocacy, benefits, education, employment and social opportunities.

- The Café and Gardens Unit manage the caretaking of the building, the catering and gardens, including growing organic vegetables
- The Education and Employment Unit supports access to opportunities in education, employment, social and leisure activities.
- The Business and Administration Unit runs reception and ensures that all the activities required to capture outcome data and support the administration of the business of the clubhouse are carried out efficiently and effectively.

- The Evening Sanctuary provides a non-clinical, calm and safe space for people experiencing a mental health crisis. It is open seven nights a week.
- The Information Hub service provides members, mental health service users and visitors from the Lambeth area information and signposting on a range of issues.

Mosaic numbers

Mosaic Clubhouse has an active community membership of 400, with an average daily attendance of 70.

The Clubhouse has 26 staff and for the 2021/2022 financial year is expecting a turnover of £1.17M. 70% is from the local Alliance statutory grant and 30% is from a range of voluntary income sources, raised through fundraising.

2020/21 Income performance

Local Alliance; two statutory contracts		£761,739
Fundraising:		
Grants, Trusts and Foundations		£355,421
London Marathon and other events		£9,765
Other income and fundraising		£31,974

This role is only responsible for fundraising income (i.e., not for statutory income)

Job description

Position Title	Fundraising Manager
Location	Mosaic Clubhouse, 65, Effra Road, London, SW2 1BZ
Accountable to	Chief Executive
Direct reports	None
Responsible for	<p>Leading on all aspects of fundraising for Mosaic Clubhouse. This includes:</p> <ul style="list-style-type: none"> • developing and implementing a fundraising plan • producing all bids and submissions and managing partnerships • Reporting to the Board and donors on performance. • Working with members and involving them in fundraising activities
General summary	<p>Mosaic Clubhouse is a charity supporting people with mental health problems in Lambeth, to recover and thrive. Delivered to an international clubhouse standard, our approach is to work side by side with people to create a supportive community designed to identify and fulfil individual and collective potential. Clubhouse members (people with mental health issues) actively participate in all operational and administrative functions of the Clubhouse. This role will secure funding to continue this work, as identified by members, staff, and Trustees.</p>
Main responsibilities	<p>The Fundraising Manager is required to:</p> <ul style="list-style-type: none"> • Lead on the strategy and delivery of all fundraising activities at Mosaic Clubhouse to secure income comprising 30% of annual turnover. • Identify and submit applications to Trusts and Foundations • Lead on and develop, corporate fundraising partnerships and • co-ordinate any community fundraising events. • Report to the Board of Trustees on progress against fundraising targets and attend Board Meetings and relevant committees. • Involve colleagues and clubhouse members to identify and develop fundraising initiatives. • Lead the contract monitoring and reporting for Mosaic's non-statutory funders.

Key skills	<ul style="list-style-type: none"> • Relationship Building: Take responsibility for the development and maintenance of effective relationships with funders, donors and supporters. • Communication: Produce high quality bids and funding applications. • Collaborative Working: Ensure involvement of Clubhouse staff and members in all fundraising activities, using participatory approaches. • Reporting and Monitoring: Work with the Chief Executive, and senior staff to ensure appropriate data is collected for monitoring and delivery meets contact requirements. • Provide the Chief Executive and Board of Trustees with progress reports and updates on fundraising activities and progress against Key Performance Indicators.
Management	<ul style="list-style-type: none"> • Provide advice to the Chief Executive concerning the feasibility of fundraising activities and applications. • Maintain open professional communication and contact with external and internal stakeholders. • Work with Unit Co-ordinators, support staff and members to gather information for bid writing, reporting and monitoring.
Performance monitoring, feedback review	<ul style="list-style-type: none"> • Produce clear analytical, engaging reports on performance for funders and the Board of Trustees. • Work with staff and members engaged in communications and media to promote fundraising and milestones as part of the Communications Strategy.
Regulations and governance	<ul style="list-style-type: none"> • Advise and support the CEO to meet regulatory requirements and fundraising standards • Ensure all fundraising activity meets GDPR and data compliance. • Work with the Chief Executive and senior colleagues to assist with the continuous improvement of systems, policies and procedures within the clubhouse.
Clubhouse Participation	<ul style="list-style-type: none"> • Comply with Mosaic Clubhouse's policies and procedures, in accordance with all instructions, information and training supplied, and Clubhouse International standards. • Work alongside members respecting and promoting the ethos and philosophy of Mosaic Clubhouse and Clubhouse

	<p>standards</p> <ul style="list-style-type: none"> • Promote positive understanding, awareness and attitudes of mental health issues amongst others and help promote the Clubhouse model and Mosaic within the wider community. • Attend, participate and chair meetings within Mosaic Clubhouse, encouraging and facilitating participation of members in governance, the development of policies and decision-making. • Attend and participate in the social and leisure activities of Mosaic Clubhouse in the spirit of the Clubhouse philosophy. This will include some evening, weekend and public holiday work on a rota basis.
	<p>The post holder is required to work to the ethos of recovery with the specific role of engaging members and organising the work so that it is accessible to all. At all times, the post holder will work in partnership with the members and staff of Mosaic Clubhouse and must promote participation in governance and decision-making.</p> <p>It is expected that the Fundraising Manager will attend the daily Clubhouse morning meetings, the weekly House Meetings and the fortnightly Policy Meetings.</p>

Person specification

<p>Experience - Essential Criteria</p>	<ul style="list-style-type: none"> • A demonstrable track record of success in raising funds, particularly from Trusts and Foundations. • Experience of developing fundraising plans. • Experience of developing fundraising initiatives from a range of sources. • Experience of successful relationship building and stewardship of funders. • A passion for building excellent quality mental health services. • Producing regular reports to funders, showing how contracts are being met. • Experience of producing information that tracks fundraising performance and prospects. • Experience of prospect research. • An understanding of finance, budgeting and accounts, preferably in a charity setting. • Basic knowledge of fundraising regulations.
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Desirable	<ul style="list-style-type: none"> • Experience of working with a Board of Trustees and/or knowledge of charity governance. • Working with people with mental health issues • Experience of working in a small charity (circa £1-1.5M turnover)
Knowledge, Skills and Attributes	
Leadership qualities	<ul style="list-style-type: none"> • Demonstrable ability to develop and deliver a plan that meets strategy goals. • Able to identify long term strategic fundraising opportunities. • Project management skills, including the ability to facilitate input of members and staff in planning bids and funding applications and evaluation. • Support senior colleagues to deliver wider organisational goals.
Interpersonal skills	<ul style="list-style-type: none"> • Strong communication skills both orally and in writing and the ability to translate complex information into fundraising cases for support. • High energy levels and a positive disposition. • Sensitivity to the Clubhouse Model and a commitment to participatory approaches.
Performance-driven	<ul style="list-style-type: none"> • Results-oriented, and familiar operating within performance indicators and targets. • Commitment to high standards in the reporting and presentation of data. • Dedicated to the long-term vision of the Clubhouse.
Organised	<ul style="list-style-type: none"> • Experience of organising own workload and excellent time management skills. • Self-motivated. • Ability to manage work plans and break down tasks. • Meticulous attention to detail.
Personal attributes	<ul style="list-style-type: none"> • Team player • Positive, dynamic and optimistic. • Self-motivated and passionate about supporting members. • Able to work in a busy frontline support environment. • Able to work alongside people with mental health issues. • Able to support members informally.

Updated: October 2021

The Mosaic Clubhouse is an equal opportunities employer and we welcome applications from all suitably experienced persons regardless of their race, socio-economic backgrounds, gender, disability status, ethnicity, religion/faith, sexual orientation, or age.

We guarantee to offer an interview to those with a disability who meet the minimum criteria.

This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

How to apply

If you wish to apply, please submit your current CV and a cover letter by 26th November to info@pollysymondsonrecruitment.co.uk

When writing your cover letter, please ensure that you provide specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out. We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

Interview questions will be shared with shortlisted in advance of their interview and the interview structure will be discussed to ensure candidates feel comfortable and confident and able to be themselves.

If you would like an informal discussion with Polly Symondson (Polly Symondson Recruitment) to find out more about the role before submitting an application we encourage you to email: info@pollysymondsonrecruitment.co.uk or call 07971 098331.

PSR interviews will take place online on 29th and 30th November

Shortlisted candidates will be invited to a face to face interview at the Clubhouse on Thursday 9th December and will be encouraged to visit for a tour prior to interview.

Mosaic Clubhouse hope to appoint after one interview but may decide to conduct second interviews no later than 14th December.