



## **Development Coordinator**

*Communications, Partnership and Project Management, Fundraising.*

BIGKID is looking for an experienced, creative and motivated team player to take on this vital and varied role at an exciting period of growth in our organisation's journey. If you are a people person with passion and brilliant ideas then we would love to hear from you!

### **About Us**

BIGKID exists to equip young people at risk of social exclusion and youth violence to take control of their lives, find, develop and act on their own potential. We believe that behind every kid is something BIG.

BIGKID is a growing, multi-award winning, organisation with many exciting opportunities from an amazing site we are developing in Brixton, Cook Off events with Michel Roux Jnr, sailing in Suffolk, NFL and Nike collaborations to quiz nights, youth club and mentoring. This role will enable you to have many new and exciting experiences in a team which will encourage you to try new things and make the job your own.

BIGKID is possibly the best organisation you will ever work for. The work environment is flexible, family orientated and buzzing with creativity.

### **About the role**

We are looking for a dynamic, self-starting superstar to work with our Development Manager, Development Director, CEO and wider team to assist with raising the charity's profile, communicating the charity's amazing work, developing partnerships, running social media campaigns, raising funds and stewarding our amazing supporters. The majority of your work will be at our HQ in Brixton but will also involve travel within London as well as home working. Some evening and weekend work will be required from time to time.

### **You should apply for this job because**

- BIGKID is an effective and fast-growing organisation
- The work is flexible
- You can make the role your own
- You will part of a fabulous team
- You will be impacting the lives of thousands of young people
- You can bring your ideas to the table and see them through to fruition



## Application Process

Stage		Dates
1	Send a completed application form, examples of campaigns you have worked on and current CV to <a href="mailto:helen@bigkidfoundation.org">helen@bigkidfoundation.org</a>	Deadline: 8 <sup>th</sup> June 2022
2	- Interview at BIGKID office - Writing test e.g. letter to donor, case study, newsletter story - Values assessment - Approx 1.5 hours in total	13 <sup>th</sup> June 2022
3	A short interview with our young people at the BIGKID youth club. Approx 30mins	15 <sup>th</sup> June 2022
4	A final interview with our CEO, Director and trustee.	23/24 <sup>th</sup> June 2022
5	Notify successful applicants	30 <sup>th</sup> June 2022
6	Start date	9 <sup>th</sup> September 2022

## Your main tasks will be:

- Managing communications - e.g. press releases, quarterly newsletter, impact report, website development, linking with social media team and developing a strategy with the team for how we communicate on the platforms.
- Public relations – raising and protecting the charity's profile.
- Assisting with managing key partners such as donors, corporate sponsors, local authorities, community groups and individuals.
- Project managing community fundraisers and small funded projects e.g. gardening project.
- Assisting with fundraising events, social enterprises and community development

## Salary + Benefits:

- £28,000 - 30,000 pro rata depending on experience
- Ideally full-time but will consider part-time
- Travel expenses covered within a defined radius



### **Essentials:**

- Excellent interpersonal skills, with significant experience of building, managing and sustaining relationships with key stakeholders.
- Self motivated with ability to be a flexible and cooperative member of the team.
- Ability to use initiative and think creatively
- Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure
- Excellent verbal and written communication skills including impeccable spelling, grammar and proof reading.
- Ability to deal in a helpful, friendly and professional way with people from all social and professional backgrounds
- Experience with working with press, how to write a press release and communicate it out.
- Brilliant storytelling abilities
- Excellent research skills and an ability to develop budgets
- Good personal skills and the ability to develop and sustain relationships with a variety of stakeholders.
- Accurate data entry and record keeping
- Working knowledge of Microsoft Office, particularly Word and Excel.
- Strong administration skills
- Professional, thorough and determined personality
- Meticulous attention to detail and thorough approach
- Innovative, able to identify and act upon new opportunities
- Self-motivated
- Passionate
- Flexibility and willingness to work some unsociable hours

### **Desirable:**

- Experience of generating income from charitable trusts and donors.
- A successful track record of generating income against targets.
- Experience of organising and executing a successful fundraising/community event
- Ability to manage volunteers
- An understanding of charity law, UK philanthropy and the sector, particularly relating to youth work;
- An understanding of government policy and priorities relating to the sector.

### **Preferable:**



- Degree level education or equivalent
- Some billionaire friends