



SNaP Development Project Job Opportunity

Youth Work Fund Raising and Marketing Officer Job Description

We are keen to recruit a **Youth Work Fund Raising and Marketing Officer** who will help support our values and ambitions.

Funded through the Reaching Communities National Lottery Programme, this is a highly rewarding job, which will allow an exceptional individual to make a real difference to the lives of young people.

Background and Context

SNaP Youth is a sub-name given to the registered charity 'SNAP DEVELOPMENT PROJECT'. The charity was formed in 2004 and for the last 19 years we have been delivering needs-led youth work for young people aged 10-16 years living in South Normanton and Pinxton. As the only long-standing generic youth work provider in the local area, we are passionate about developing and facilitating the very best youth work provision. We want young people to have somewhere to go that is fit for purpose, something to do that is developmental and challenging and someone to talk to who is genuinely interested. In practise, we support young people to gain the knowledge and information needed to make informed life choices. We encourage young people to get involved with something that they are interested in. It could be arts, drama, cooking, sports, music or taking part in volunteering - anything that sparks an interest and gives them confidence. We believe that when young people learn to feel good about what they are doing they are happier and better prepared to succeed in whatever they want to achieve in life. If you are interested in our work, please view our website by logging on to: www.snapyouth.org.uk

Post: **Youth Work Sustainability Officer**

Area: South Normanton & Pinxton

Responsible to: CEO

Salary: £20.00/hour

Hours: 25 hours per week

Funded: until August 2025

Main Role:

The **Youth Work Sustainability Officer** will work closely with the CEO, focusing on sustaining the charity.

Specific Tasks and Responsibilities:

- Engage with the ongoing development of the charity business plan, using it as a strategic tool to inform decisions as we move forward.
- Support the CEO in the design and development of a sustainability and growth strategy, using vision, and goals, to broaden the reach and participation of support for SNaP Youth.
- Focusing on the economic growth of the charity, in terms of establishing charity resilience and business building capability. Explore resource requirements, design a diverse income generation strategy, identify grant making bodies, potential investors, corporate giving and fund-raising initiatives, building relationships and working with those that align with the values of the charity.
- Draft and execute a 3rd party stakeholder involvement strategy.
- Build a portfolio of successfully acquired revenue streams, focusing on sustainability, and creating positive change.
- Liaising with senior management, design and implement a digital strategy as part of the charity's broader business plan; managing marketing campaigns with set goals that promote the charity, its youth work services and fund-raising challenge.

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- Using data from operational activities, create management reports that present a holistic view of tasks and the sustainable strategies in place to achieve and futureproof project goals. These will help assess efficiency, identify priorities and, highlight the charity's progress towards achieving its objectives and vision. They will also guide future strategic decisions.
- To maintain awareness of risks and changes in the external environment that affect the charity, it's employees and volunteers.
- To participate in regular performance reviews and be prepared to undertake training courses appropriate to the role.
- Ensure existing and newly funded projects abide by the charity's monetary policies, the grant makers agreed requirements and the objectives of the charity.
- To undertake any other such duties commensurate within the grade of the post, as required.

Essential Person Specification:

- **Successful fund-raising experience.**
- **You will be a gifted communicator and remain accountable.**
- **You will have the skill and drive to successfully execute and stick to a plan.**
- **You will have the skill and ability to track, measure and communicate progress, using excellent verbal and report writing skills.**
- **You will be able to prioritise and manage deadlines.**
- **You will have strong time-management.**
- **You will have relevant experience and/or understanding of working within a charity.**
- **You will have the ability to respond flexibly to the priorities of the charity.**

You will be assessed on these points through the information you provide in your application and at interview.

We will use the information you provide to assess your suitability for the role you have applied for.

Due to the nature of the post, successful candidates may be subject to a disclosure by the Disclosure and Barring Service. All new employees and volunteers are subject to a probationary period. A review of performance against the above duties will be assessed after three months

If you are interested in this offer, please send us your CV and a cover letter explaining how your skills, knowledge and experiences fit the job role and person specification, to: info@snapdp.org.uk



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