

# TWO CHURCHES ONE TOWN

## Head of Fundraising Two Churches One Town Application Pack

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### 1. About Two Churches One Town

Two Churches One Town is a registered Charity formed in October 2019.

We believe it is unique in the UK for two churches, the business community and a town to come together and form a charity such as Two Churches One Town. The twin purpose of this fund-raising endeavour is to rescue and preserve for the public benefit Beverley Minster and St Mary's and to nurture and grow the unique, lasting links of Heritage, Music and Learning that bind the two churches and the town.

Beverley Minster is the largest parish church in England and is equal to the greatest of our cathedrals; after Westminster Abbey (the twin towers of which it may have inspired), it is regarded as the most impressive 'non-cathedral' church in England. St Mary's is often described as one of the most beautiful parish churches of England and of the highest quality. Today these two buildings are among the top places to visit in the East Riding attracting more than 60,000 visitors each year. They 'bookend' the town and between them they determined the layout, the character, and the history of Beverley. Year by year voted one of the best places to live in the UK, Beverley is a stunning market town with cobbled streets, a popular racecourse, historic buildings, vibrant festivals and small-town charm. For more information please see: [www.beverleytwochurches.co.uk](http://www.beverleytwochurches.co.uk)

We have been proactive and have to date raised some £5 million from 23 grants together with very generous personal donations.

### 2. The Role

- Two Churches One Town is seeking to appoint a Head of Fundraising.
- Basic salary £55k+ and Performance Related package dependant upon your experience and qualification. We are open to discussion on this role being part of an individual's portfolio of fundraising provided our financial targets can be met.
- This is a full-time post of 37.5 hours per week including evening and weekend work. Working hours and days can be flexible.
- Reporting to the Chair of Two Churches One Town, this exciting new role will deliver fundraising focused on the ongoing restoration of both churches.
- Completed applications should arrive no later than Friday 15<sup>th</sup> September 2023
- Interviews will take place on Monday 25<sup>th</sup> September 2023

### **3. Job Description**

**Job Title:** Head of Fundraising

**Reporting to:** Chair of Two Churches One Town

**Purpose:** To develop and deliver the fundraising strategy, activities and financial targets.

**Accountabilities:**

**Financial targets:**

To raise sufficient funds to meet the Two Churches One Town fundraising objectives. This is currently an 8-year capital project for restoration with a total cost of £16m.

**Responsibilities**

- To identify feasible fundraising streams.
- To implement fundraising strategies to maximise these revenue streams.
- To personally deliver funding through Grant Making Trust applications, donations from High-Net-Worth individuals and other sources to meet our financial targets.
- To build relationships with Grant Making Trusts and High-Net-Worth individuals to achieve long term growth.
- To deliver the strategy in a professional manner.
- To deliver a fundraising cost return of four to one.
- To work with the Inspecting Architect who will manage individual project's budget KPI's and milestones.
- To work alongside the Chair and Trustees to nurture existing donors and identify potential new donors.
- To contribute updates to the website and other publications.
- To keep the Trustees fully apprised of any material changes in the fundraising campaign.

**Personal Development**

Undertake training required for your role or agreed as appropriate for future development.

Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisals.

**Other Duties**

You may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience, and level of training.

**Health & Safety**

Whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. You must also co-operate with the organisation on health and safety issues.

**Safeguarding**

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Two Churches.

**Equality, Diversity & Inclusion**

We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours, or ways of working that they witness.

#### 4. Person Specification

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E)</b> <b>DESIRABLE (D)</b>	<b>MEASURED BY:</b> <b>A - Application form</b> <b>I – Interview</b> <b>T - Test</b>
<b>Skills</b>		
Running of successful fundraising strategies and campaigns with Grant Making Trusts and HNW donors	E	A I
Securing of donors and developing nurturing techniques	E	A I
<b>Knowledge &amp; Experience</b>		
Knowledge of marketing strategies for fundraising.	E	A I
Knowledge of the use of modern digital techniques to enhance fundraising opportunities.	D	A I
An understanding of endowment fundraising.	D	A I
Knowledge of fundraising for heritage projects.	D	A I
<b>Education/Qualifications/Training Courses</b>		
Educated to degree level or equivalent.	D	A
At least 5 x GCSEs, or equivalent, at Grade C (4) or above, including Maths and English.	E	A
Qualifications in subject areas which reflect role e.g. Heritage / Fundraising.	D	A
Important Note – we welcome applicants who have equivalent levels of education/qualifications/training or who have followed vocational or alternative routes to gain similar levels of knowledge.		
<b>Supporting the values of Two Churches One Town</b>		
Respect for the Christian ethos of Beverley Minster and St Mary's Church Beverley.	E	A I
Active support for values of Trust, Reliability, Courage, and Humility	E	I
<b>Competencies</b>		
Able to confidently communicate with a range of people both orally and in a written format.	E	T
Ability to work alone as well as part of a team.	E	A I
Ability to prioritise your workload and work to agreed deadlines.	E	A I
Using a client management or in-house database system for recording and collating data.	D	I
Confidence with using Microsoft Office applications particularly PowerPoint, Word and Excel.	E	I
The ability to demonstrate both patience and persistence.	E	I
<b>Special Features</b>		
Some evening and weekend work will be required.	E	I

## 5. Working for Us

Location: Beverley with regular Remote Working

Working Patterns: This is a full-time role, working 37.5 hours per week, including evening and weekend work. However, working hours and days can be flexible for this post. We are open to discussion on this role being part of an individual's portfolio of fundraising provided our financial targets can be met.

Annual Holidays: The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme: All eligible members of staff will be automatically enrolled in accordance with the legislation, to an occupational Staff Pension Scheme.

## 6. Equality Statement

Two Churches One Town charity aims to provide equality and diversity to all in employment and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified.

## 7. How to apply

Please submit a CV, and Cover Letter that includes your experience, transferrable skills and motivation to work for Two Churches One Town. Please send these to: [jobs@beverleytwochurches.co.uk](mailto:jobs@beverleytwochurches.co.uk) We will be in touch about the next steps shortly after the closing date.

**Completed applications should arrive no later than Friday 15<sup>th</sup> September 2023**

**Interviews will take place on Monday 25<sup>th</sup> September 2023**

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, a Disclosure and Barring Service (DBS) check at basic level.



Beverley Minster Parish Centre, 38 Highgate,  
Beverley, East Yorkshire, United Kingdom,  
HU17 0DN

[www.beverleytwochurches.co.uk](http://www.beverleytwochurches.co.uk)