

Job Pack

All you need to know
about working at
Spark2Life



Introduction

We are delighted you are considering applying for a role at Spark2Life. We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This job pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact recruitment@spark2life.co.uk

About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we support young people in London and Kent.

Our mission: Spark2Life exists to **Prevent Harm & Promote Life.**

- We work to reduce the risk of children & young adults entering the cycles of offending.
- We empower people through holistic therapeutic support to overcome adversity and promote wellbeing.
- We advocate for equitable systems across the communities we serve.

How we work: We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support the families of young people to promote healthy family relations, whilst also training professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness; Training.



Our values

Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have, but need, to become their best selves.

Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.

Transformation

Offer new perspectives of thinking that influences a person's behaviour.

Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthy life rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

"Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence. Spark2Life is an inclusive employer and keen to attract diverse talent."

Dez Brown – CEO & Founder of Spark2Life



Business Development Director

Salary:	£45,000 – £55,000 per annum depending on experience
Annual leave:	25 days a year plus England Bank Holidays
Hours:	Full-time (37.5k hrs/week)
Location:	Spark2Life Head Office, London – office based
Duration:	Permanent (following 6 month probationary period)
Reports to:	Managing Director or CEO

About the role

Reporting to the CEO, you will hold primary responsibility for all areas of income generation. This includes reviewing and delivering Spark2Life's business development strategy, with a focus on securing funds from corporates, trusts and foundations, and local, regional and national funding bodies, including government departments, local authorities, community groups and individual donors.

As a member of the senior management team, you will also oversee all of Spark2Life's evaluations and the associated evaluation framework, working closely with our external evaluator. In addition, you will manage all communications activity – including the website, social media and press engagement – through the line management of Spark2Life's Communications Officer. This oversight ensures that our strategy is well coordinated and that all reporting requirements are fully met.

You will be an experienced leader with a strong track record in contract, performance and people management. You will bring analytical and innovative thinking, as well as a collaborative and strategic approach to your work. Working alongside the Managing Director and Finance Manager as part of the Senior Management Team (SMT), you will contribute to the strategic oversight and development of the charity in support of the CEO. You will also play an active role in Board meetings by providing reports on your areas of responsibility to inform decision-making.



Job Description

Duties & Key Responsibilities

Service Delivery and Management

- To work closely with the Executive team, contracted bid writer and senior management team to identify a range of fundraising opportunities.
- To refine and update the organisation's business development strategy to support the short, medium, and long-term sustainability of the charity.
- To achieve agreed income targets from a broad portfolio of fundraising streams, including corporate support, individual donors, trusts and foundations and community fundraising.
- To prepare high quality and suitability costed applications for bids, grants and tenders.
- To ensure that funding applications are underpinned with up-to-date research, data and other relevant materials including needs assessments and evaluations.
- To monitor and forecast fundraising income and performance, on a regular basis and taking remedial action when necessary.
- To ensure all community supporters are given the highest level of customer care and that all enquiries and requests for support are responded to quickly and effectively.
- To raise awareness of the organisation through Impact reports, events, high-profile collaborative projects, local networking, and utilising local media channels to achieve press and PR targets in partnership with the Communications Officer and the Managing Director.
- Represent the organisation at relevant networking events and meetings with potential donors, commissioners and contractors.
- Uphold the principles and policies of the organisation



Line Management and team development

- Demonstrate to staff that they are valued by Spark2Life, foster good working relationships within the team, and build a fair and open management culture.
- Line manage Communications Officer and contracted evaluator and bid writers, facilitate and/or liaise with other relevant contracted employees as required.
- This includes performance management and review for paid staff and regular checks and meetings with contracted employees you are responsible for.
- When asked - contribute to the strategic development of the organisation in all things funding related.
- Work as part of a wider team and at times work outside usual job duties to meet organisational objectives.

Communications

To oversee the effective development and delivery of our communications strategy:

- All external stakeholder engagement, including, but not limited to, social media platforms, website, newsletters, publications and events.
- Press and media enquiries.
- Ensuring the voices of our clients are amplified and the work of our projects is highlighted through our communications activity.
- Crisis or responsive communications activity relating to unforeseen events or campaigning requests.
- Direct line management of the Communications Officer.



General Responsibilities

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat with confidentiality any sensitive information that is personal, private or about individual organisations and or clients or staff and project data.
- Represent Spark2Life on a range of issues and in a range of situations which involves dealing with people at all levels.

Person Specification/ Key Competencies

Experience

- Experience working in a charity as a fundraiser and/ or a bid writer for a minimum of three years
- Experience of developing strategies and impact reports to encourage new or increased donations
- Extensive experience of building successful internal and external relationships
- Evidence of achieving major grants and bids from trusts and foundations
- Experience of working with fundraising databases to extract meaningful information for strategy development, donor cultivation and reporting
- Demonstrable experience of staff management and work planning
- Experience of financial budgeting and reporting
- Highly organised with the ability to manage a large programme of work and projects successfully
- Ability to manage a complex workload and meet conflicting deadlines
- Creative, and can generate new and innovative ways to fundraise
- Very strong writing skills in English and ability to produce high quality impactful content
- Ability to get results in a resource-constrained environment
- Meticulous attention to detail and accuracy
- Positive, resilient and supportive



Skills and Abilities

- Effective communication skills both verbally and in writing with people of many different backgrounds and within a range of settings
- A confident and articulate individual able to communicate effectively with young people, their friends and family members, other workers and members of the wider community.
- Clear and precise writing skills; including evidence of producing reports.
- IT skills at a level that supports report writing, email, internet and database use.
- Ability to problem-solve difficult situations and deal with them calmly and effectively
- Self-motivated with confidence to work alone but can also work co-operatively and flexibly as part of a team.
- Meticulous case recording including accurate note taking and ability to summarise information to identify key themes
- Can maintain professional boundaries and confidential working practices
- Adopt a solution-focused approach and make decisions under pressure
- Confident and competent in managing/leading people, overseeing their work and managing several project deadlines, outputs and outcomes.

Education/Training/Qualifications Desirable

A qualification is not as important to us as relevant experience and practical abilities to relate to our organisational purpose. Evidence of recent continuing professional development in a professional area relevant to the post will be required.

- Educated to degree level or equivalent
- Knowledge of the Criminal Justice Sector
- Knowledge of Spark2Life
- Commitment to racial and social justice



Personal Attributes & Other Requirements

- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work especially where contextually relevant.
- Undertake training as required.
- Commitment to the core values and ethos of Spark2Life which is based on Christian Principles
- Travel across London if required to appointments.
- Interested and motivated to further own skills and knowledge

Being part of the team

At Spark2Life we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

Stay and grow

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts for services and products via Bright HR system
- Free access to counselling
- Access to Employee Assistance Programme
- Team building sessions throughout the year

Interview Process

Deadline for applications:

Interviews will be held on a rolling basis as suitable applications are received. We encourage early applications to avoid disappointment.

Interviews to be held on:

Applications will be reviewed on a rolling basis and the vacancy will remain open until a suitable candidate is appointed. Interviews will be arranged as applications are received.



How to apply

To apply for this post, please complete an [application form](#)

Equal opportunities matter

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact recruitment@spark2life.co.uk

