



JOB DESCRIPTION AND PERSON SPECIFICATION

SERVICE AREA:	Cultural Services	POSITION NO.:
SECTION:	Museums & Gallery	GRADE: 11
JOB TITLE:	Head of Fundraising, Partnerships & Development	DATE PREPARED: March 2024
EVALUATION DATE:	12 April 2024	JE NUMBER: HCL209

ROLE & PURPOSE OF JOB:

To secure significant external funding and partnerships in support of Hull Maritime project. Lead and deliver fundraising and partnership development activity through to project completion, working with the museums and gallery manager to design and plan the service approach beyond 2025.

To maximise funding and partnership opportunities for the Hull Maritime project to ensure income targets are met. To devise and deliver sustainable fundraising strategies and activities to increase income from a wide range of sources, securing new funding streams for the HYMC project. Working with a wide range of partners and potential donors including elected members, residents and stakeholders and commercial organisations. Ensure a cohesive whole team approach is applied to fundraising and partnership ensuring effective communications / public relations / media management through partnership with the senior marketing executive and museums and gallery manager.

To support and facilitate the Hull Maritime Foundation in developing an independent forward planning and management framework.

The post-holder will work with the Programme Director, the Museums & Gallery manager, the Hull Maritime Foundation, Programme Board, Heritage Lottery Fund (HLF), the Council and Hull Culture & Leisure (HCAL) media teams, to maximise external funding and support through to project completion. This activity will prioritise capital expenditure with the development and training of staff to support the development of a scalable and ongoing fundraising programme for future operations.

The post holder will be a politically aware and highly skilled communicator/advocate able to engage with a wide range of groups in order to secure buy in and financial support. They will work with an extremely wide range of stakeholders and at the highest level including, commercial organisations, trusts and foundations, potential sponsors, high net worth individuals, elected members, senior City Council staff, and project staff.

The post requires a high level of experience, knowledge and skill in planning, communication

and influencing as well as proven expertise in stakeholder management in order to produce significant fundraising outcomes. The post will need to obtain support from charitable trusts & foundations, high net worth individuals, private and public sector organisations and to manage a diverse portfolio of supporters and partners. The strategic and developmental nature of this post means the post holder must possess outstanding influencing and negotiating skills in addition to high level communications expertise. This includes identifying and approaching public funders, trusts & foundations and companies in the region and across the UK to initiate partnership discussions and identify potential funding opportunities including tax-efficient giving mechanisms, gift accounting, data protection and the introduction of digital giving and international fundraising.

The post will plan and implement fundraising and partnership activity for the project during its critical completion phase whilst developing a longer term approach with the service manager.

To manage grant compliance and maintain financial and other records, producing management reports as required.

The post will lead the entire project team in relation to their contribution to fundraising and partnerships.

PRINCIPAL ACCOUNTABILITIES: Please identify the level of accountability.

1 Strategy –

Devise and implement a fundraising plan and communications strategy to support the aims and objectives of the project between appointment and project completion. Ensure that this is actively reviewed to ensure effective delivery and long-term sustainability of fundraising activity beyond project completion

Work with the museums & gallery manager to challenge the established thinking around fundraising and sustainability

Develop and implement communication and engagement programmes which may be delivered by third parties, with particular emphasis on ensuring consistency and co-ordinated communication and consultation with potential sponsors of the programme including arranging/attending regular meetings and the preparation and submission of funding and evaluation reports.

Work with the Hull Maritime Foundation, senior managers and delivery teams to provide leadership and strategic support for fundraising across all areas of the project setting the highest standards of fundraising at a local/national & international level. including the collection of monitoring information.

Customer Focus –

To advise on promotion, engagement and effective media relations to drive fundraising activity and partnership development.

Establish effective networks to promote the project and service in order to support sustainable future operation.

To develop activity plans that influence the thinking of key political, commercial and community stakeholders in the pursuit of support.

Develop innovative methods for engaging and promoting programme initiatives with local and national communities and other stakeholders. Manage day-to-day elements of the funding relationships including acting as first point of contact with the partners/funders. Monitoring industry information and take an active role in identifying opportunities for funding from Lottery distributors and government-led agencies, new trusts and foundations and companies. To contribute to the development, monitoring and implementation of the plans and translate policy objectives into clear, concise, effective information and communication programmes

Develops complex technical fundraising plans for the project and its future operation to provide value for money solutions and support the efficient and effective delivery of the fundraising programme. To communicate project details to a wide variety of stakeholders ensuring understanding and facilitating the engagement of all interested parties and to create a comprehensive prospect list of corporates, trust and public funders and maintain meticulous funder and prospect history records and files. This aspect of the role requires a strategic awareness, together with persuasion, influencing and organisational skills in order to deliver the challenging requirements of the fundraising programme and adhere to the demands of the HLF.

Providing key support for the wider objectives of the Council, representing the programme and service as necessary, including routine reporting to the Programme Director, Project Board, HLF, member groups and other internal groups ensuring that information is communicated effectively and that stakeholders and potential donors are fully engaged and aware of progress and successes

3	<p>Performance Management - To ensure consistency, style and best practice of information, communication and fundraising ensuring that the programme develops a positive, open and honest relationship with local and national potential donors and stakeholders to maintain their support and achieve the success of the programmes and integrate communication and fundraising with the citywide agenda including the City of Culture legacy programme. Manage a portfolio of funding relationships and ensure all income is accounted for, acknowledged and complies with financial and legal requirements.</p> <p>Identifies and advises on the most appropriate methodology for achieving robust business cases and fundraising plans. In collaboration with partners and stakeholders ensuring the successful delivery of a 'fit for purpose' and wide ranging fundraising programme using project management principles and approaches. This will include developing an evidence base for funding applications to prepare fundraising proposals to a professional level and to ensure that all partnership approaches are consistently well research, presented and followed through.</p> <p>To create and maintain financial and other records, produce management and business reports, to inform the strategy and need to amend fundraising plans to ensure timely contingency plans are put in place to achieve fundraising targets.</p>
4	<p>Leadership –</p> <p>This is a senior strategic role sitting across the museum service and maritime project and as such will report in a matrix structure to the Museums and Gallery Manager, the Maritime Programme Director, and the MD of HCAL.</p> <p>The postholder will work closely with partners to establish and deliver the joined-up, coherent and affordable fundraising plans that are key to the delivery of the Maritime project ensuring effective relationships with stakeholders and partners and supporters are developed.</p> <p>The role provides critical support to the project, museums service and Council's Cultural Strategy underpinning visitor destination and community plan objectives. The post will receive minimal guidance from the three senior members of staff described and will be at the very forefront of the fundraising and partnership work, required for the project and service.</p> <p>The post will lead in sensitive and challenging communications exercises with high-profile exposure. The post holder needs tact and diplomacy, and the ability to scenario plan for the public and press implications of all partnership and fundraising situations. The programme and service's success will be inextricably linked to successful fundraising delivered by this post holder.</p> <p>The post will manage other staff and consultants as required and coordinate senior council staff to deliver workstream actions and outcomes</p>
5	<p>Statutory Obligations - None</p>

CORPORATE JOB REQUIREMENTS (Do not delete or amend any of this section)

1. POLITICAL RESTRICTIONS

THIS POST IS POLITICALLY RESTRICTED UNDER THE PROVISION OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989 ON THE BASIS OF THE FOLLOWING CATEGORY:

Designated as politically sensitive

2. DIGNITY AT WORK

To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Company's Equal Opportunities in Employment Policy.

3. HEALTH AND SAFETY

The Health and Safety at Work etc Act 1974 and associated legislation places responsibilities for health and safety on Hull Culture and Leisure Ltd, as your employer and you as an employee of the Company. In addition to the Company's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Company's Corporate H&S policy.

4. GENERAL

The postholder must be flexible to ensure the operational needs of the Company are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Company.

JOB CHARACTERISTICS: Confirm by crossing the boxes that the post has the following characteristics (Only cross the boxes that apply).

- Postholder will be required to have a range of either professional or specialist knowledge or experience.



- Role will have supervision and planning of other peoples workloads and/or planning or scheduling of work over the short term.



- HR skills can comprise of being in a managerial role requiring motivating and developing a dedicated staff group and/or HR skills in influencing peer and senior managers.



- Role has latitude to determine appropriate actions within set policies and practices. Role is subject to structured direction and supervision with set objectives.



- Role has requirement to identify and establish relevant policies and practices within their specific area of responsibility.



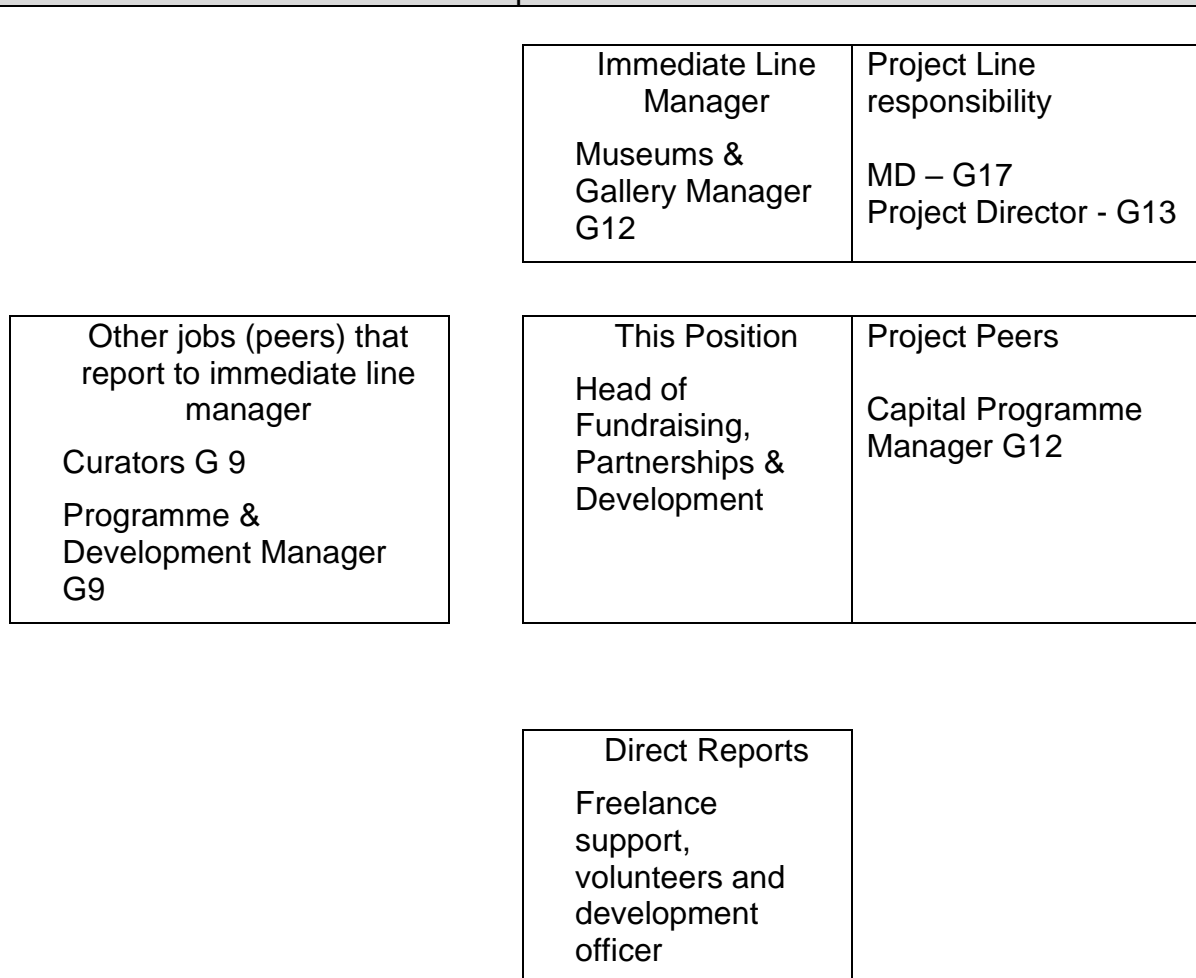
- Role is required to manage/monitor/direct financial plans and budgets in line with corporate policy.



- Role has the authority to make key decisions impacting on the Principal Accountabilities.



ORGANISATION CHART: Please provide Job Titles and Grades.



Note this post works in a matrix context with multiple lines of contact

RESOURCE MANAGEMENT:

Section 1 & 2 should be completed. Section 3 should only be completed if the postholder does not have direct responsibility for staffing or budgets.

1.	Direct responsibility for Staff: (state numbers of staff and costs) 1 Grade 6 development officer 1 Freelance bid writer Approx - £60K
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2.	Direct responsibility for Budgets: (state key specifics budgets and monetary sums) £1M funding target and £100K operational budget
3.	Impact on Corporate/Service/Departmental spending: Significant impact of £36M HYMC project Significant impact of future shape of museums and gallery service

PERSON SPECIFICATION		Cross relevant column		List code/s *
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. The requirements that state 'if relevant to the job' will be crossed as essential if applicable. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	Degree or equivalent level of experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Specific qualification requirement (if applicable):			
	Evidence of continuing professional development and/or membership of professional body such as the CloF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Postgraduate qualification relevant to the museums, tourism, arts and culture sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.	Relevant Experience:			
	Experience of strategic development of complex multifaceted Services. Developing strategy and subsequently delivering, monitoring and planning services at an operational level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Experience of undertaking Change Management, planning and implementing new ways of working	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	A track record of effectively managing activity and performance targets across multiple strands working with a range of staff, teams and stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Established record of building and maintain an effective multidisciplinary team focus on contributing to and delivering fundraising activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Skilled management of budgets/resources with proper financial controls and compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Significant experience and understanding of planning and project management in the context of fundraising and major projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	A track record of high-level fundraising achievements and delivery securing multiple sums in excess of £100K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Significant experience of senior leadership in the museums or cultural sector including fundraising and partnership development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people and/or vulnerable adults.	<input checked="" type="checkbox"/>	N/A	
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults.	<input checked="" type="checkbox"/>	N/A	
	Skilled in making challenge in a constructive and results focussed manner, designing and introducing improvements and to managing the required change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Able to manage and lead a diverse team effectively in a challenging deadline driven environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	Highly skilled in strategic planning withing a deadline driven environment ensuring relevant resource allocation and delivery methodologies and contingency plans are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Ability to synthesise and prioritise complex and often conflicting demands, understand and absorb information and resolve problems. Require highly developed co-ordination, time management and prioritisation skills to enable the post-holder to achieve plans and objectives in a timely and organised manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Ability to analyse problems, situations and information, think laterally and present innovative and effective solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.	<input checked="" type="checkbox"/>	N/A	
	Possesses specialist skills and well-developed knowledge to provide in-depth support to a major capital project and specialist operational service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Able to predict and drive change in a rapidly changing environment to deliver a performance based and deadline driven culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Understands how government policy/legislation impacts on project strategy, delivery and service provision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Ability to analyse and solve problems with a strong grasp of the probable longer-term implications – service design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Uses extensive knowledge of the service and sector to be able to Make decisions on requirements of the service and it's design and deve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Has an up to date knowledge of the charity sector and the Relevant legislation as it applies to the HMF and their role in the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults.	<input checked="" type="checkbox"/>	N/A	
	Skilled in developing and managing effective relationships with stakeholders, partners and colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Strong analytical skills with the ability to process complex information and explain/present the information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Ability to build and maintain effective expert teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	High level communication and interpersonal skills. An effective speaker with outstanding face-to-face and presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

PERSON SPECIFICATION		Cross relevant column		List code/s *
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	Written Skills			
	Skilled in developing and writing structured and concise reports that inform decision making at a strategic level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Delivers written data in an effective and compliant manner as required by the grant giver's processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.	Other: (if there aren't any state 'none')			
	None	<input type="checkbox"/>	<input type="checkbox"/>	
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Additional Requirements:			
	Cross as an essential requirement if the candidate will access, provide or process government (PSN) data or use a government connect email account.	<input type="checkbox"/>	N/A	
8.	Disclosure of Criminal Record:			
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.	<input checked="" type="checkbox"/>	N/A	AF(after short listing)