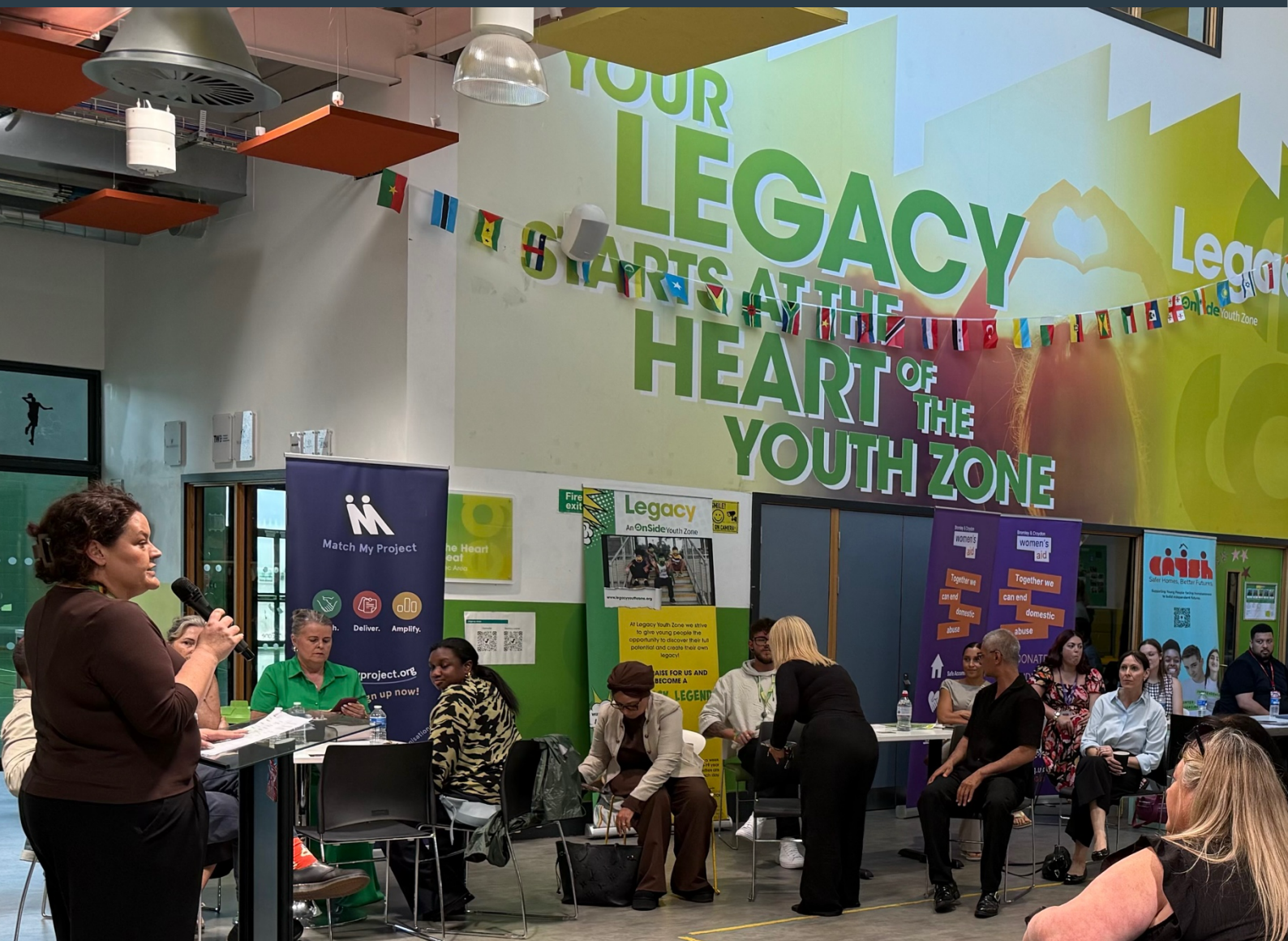


Legacy

An OnSide Youth Zone

ROLE PROFILE

CORPORATE PARTNERSHIPS
FUNDRAISER
LEGACY YOUTH ZONE



A MESSAGE FROM MYKE CATTERALL, CHIEF EXECUTIVE

Thank you for your interest in joining Legacy Youth Zone. This is an incredibly exciting time to be joining our team.

Since opening our doors in 2019, Legacy has become one of Croydon's most important charities, supporting more than 17,000 young people and their families through high-quality youth work, trusted relationships and life-changing opportunities. Every week, over 900 visits take place through our doors, with young people accessing everything from sport and fitness to music, media, employability, wellbeing and support for additional needs.

At Legacy, we believe every young person deserves somewhere safe to go, something positive to do and someone trusted to talk to. We are proud to be part of the [OnSide Network](#), but we are equally proud to be rooted in Croydon, responding to the needs of our local community and creating opportunities that help young people thrive.

As we look to the future, our ambitions are bigger than ever. As we are in our last year of our 2024-2-27 '[Our Lasting Legacy](#)' strategy, we are delivering an ambitious build back plan focused on growth, sustainability and impact. We want to reach more young people, strengthen our partnerships, invest in our facilities and ensure Legacy remains at the heart of Croydon for generations to come. To achieve this, fundraising is not simply a support function, it is [mission critical](#).

This role represents an opportunity to play a key part in that journey.

We are looking for someone who is energetic, entrepreneurial and passionate about building meaningful relationships. Someone who can confidently engage businesses, create exciting partnership opportunities and inspire others to invest in young people. This is a role for somebody who enjoys opening doors, spotting opportunities and turning conversations into long-term partnerships that change lives.

At Legacy, we are fortunate to have an engaged [Board of Trustees](#), supportive partners and a team that genuinely believes in what we do. We are innovative, ambitious and not afraid to try new ideas. If you are looking for a role where you can make a tangible difference, shape the future of the charity and see the direct impact of your work every day, I would love to hear from you.

Thank you for considering Legacy Youth Zone. I hope you enjoy learning more about us and I look forward to receiving your application.

Myke Catterall
Chief Executive Officer



ROLE PROFILE

POST:

Corporate Partnerships Fundraiser
(fixed term up to June 2028)

SALARY:

£30,000 - £32,000 per annum
(depending on experience)

LOCATION:

Hybrid working. We ask our colleagues to be in the Youth Zone for at least 60% of their working week (and 80% – 100% during probation period)

REPORTING TO:

Chief Executive

CONTRACT:

Permanent contract. 40 hours per week. We are open to either 1.0 FTE or 0.8 FTE contracts. Hours worked are generally flexible and certainly you are not tied to "9-5".

BENEFITS:

33 days annual leave including bank holidays pro-rata; free gym access; access to OnSide's Talent Academy; Employee Assistance and Wellbeing Programme; free staff meals during sessions; discounted holiday club for dependants on working days

KEY RELATIONSHIPS Chief Executive, Fundraising and Comms Team, Management team, Youth Work Delivery team, OnSide and colleagues at other Youth Zones, Young People and funders, Trustees, Community Partners.

MAIN PURPOSE

To develop, secure and steward corporate partnerships that generate sustainable income and wider support for Legacy Youth Zone.

THE ROLE

This is a new role funded by an anonymous Foundation until June 2028 (with a possibility to extend beyond this date). The Corporate Fundraiser will proactively identify and secure new corporate support, build meaningful relationships with businesses and deliver excellent stewardship to supporters. We are investing in this position to support the work of the existing Corporate Manager, with whom this postholder will work in tandem with.

Using your skills, you will deliver our corporate fundraising offer raising new business income whilst stewarding our current corporate partnerships.

You will actively drive forward new ways in which corporates can engage with Legacy and raise additional funds including but not limited to; challenge events,



in-aid-of events, employee fundraising and corporate team days as well as hold a portfolio of current supporters. You will be supported by an experienced fundraiser on our Board of Trustees, who will not only provide a great sounding board for your work but will provide any career development support outlined in your Personal Development Plan.

As well as raising funds, you will help raise awareness that Legacy is a charity within the local community. Through creating successful fundraising campaigns and building strong and meaningful relationship with local businesses in Croydon, you will make a key contribution to ensuring young people have a safe, affordable and inspiring place to go in their leisure time.

It costs around £1.2 million a year to run Legacy, 90% of which is generated through voluntary donations. You will be given ample scope to test your creative ideas and drive forward income generation, supported by the fundraising and comms team, the Chief Executive and a forward-thinking and engaged Board of Trustees.

CORE RESPONSIBILITIES

Corporate Partnerships

- Identify, research and engage prospective corporate supporters.
- Build and maintain a healthy pipeline of prospects and opportunities.
- Secure support through but not limited to:
 - Charity of the Year partnerships
 - Corporate sponsorship
 - Employee fundraising
 - Payroll Giving
 - Corporate donations
 - Volunteering programmes
 - Cause-related marketing campaigns
 - Team challenge events
- Attend networking events and represent Legacy externally.
- Support Trustees and Ambassadors to maximise introductions and opportunities.
- Coordinate supporter visits, volunteering opportunities and engagement activities.
- Produce impact updates and reports.
- Maintain regular communication with supporters and prospects.

Income Generation

- Deliver agreed annual fundraising targets and KPIs.
- Develop compelling proposals, presentations and funding applications.
- Support the delivery of Legacy's fundraising strategy.
- Identify opportunities to increase income and supporter engagement.

Events & Campaigns

- Support the delivery of Legacy's fundraising events.
- Develop workplace fundraising campaigns and challenges.
- Support cultivation and networking events.

Stewardship & Relationship Management

- Deliver excellent stewardship to existing supporters.

Data & Reporting

- Utilise Salesforce CRM to accurately record activity.
- Maintain accurate supporter records and pipeline information.

- Monitor and report on income performance and KPIs.
- Ensure GDPR compliance and effective supporter management.

GENERAL RESPONSIBILITIES

- Be an ambassador for Legacy Youth Zone.
- Demonstrate a positive and solution-focused attitude.
- Take personal responsibility for your actions and performance.
- Contribute to a culture of continuous improvement.

- Work within all Legacy policies and procedures.
- Promote safeguarding, equality, diversity and inclusion.
- Support the wider organisation where required.
- Represent Legacy positively in all dealings with internal and external stakeholders.
- Actively promote Youth Zone membership and engagement.

ABOUT LEGACY YOUTH ZONE

Our charity, Legacy Youth Zone, is a purpose-built youth facility serving young people across Croydon and surrounding boroughs. Open outside of school hours, 52 weeks a year, we provide affordable, high-quality youth work for young people aged 8–19, and up to 25 for those with additional needs.

Since opening in 2019, more than 17,000 young people have become members of Legacy and over 900 visits take place every week. Young people have access to over 14 activity spaces including sports, arts, music, media, wellbeing, employability and SEND provision.

Legacy exists to help young people discover their passion, develop confidence and fulfil their potential. We provide trusted adults, safe spaces and life-changing opportunities that support young people to thrive.

As an independent charity and part of the OnSide Network of youth zones across the UK, more than 90% of our income must be generated through fundraising. Corporate partnerships play a vital role in ensuring we remain sustainable and continue transforming young lives across Croydon. [Read our latest impact report here](#)

ABOUT ONSIDE

OnSide is a national charity that believes all young people deserve the opportunity to discover their potential, develop new skills and achieve their ambitions.

Through a growing network of Youth Zones across the UK, OnSide works with local communities, businesses and local authorities to provide safe, inspiring spaces where young people can thrive. OnSide supports Youth Zones like Legacy by providing expertise, training, collaboration opportunities and access to a national network committed to transforming young lives. Together, we believe that investing in young people creates stronger communities, brighter futures and lasting positive change.

Legacy

An **OnSide** Youth Zone

PERSON SPECIFICATION

Applicants will be expected to demonstrate the following experience, skills, knowledge, and attributes.

Selection Criteria	Essential or Desirable
EXPERIENCE	
Experience of building new relationships and partnerships with individuals, businesses or other groups that have resulted in sustainable income.	Essential
Experience of planning and managing fundraising events	Desirable
Experience of using a CRM system for logging and tracking fundraising activity.	Essential
Experience of working in a results-driven environment	Essential
SKILLS, KNOWLEDGE & APTITUDE	
Outstanding communication skills – written, verbal and presentational – to a range of audiences (prospective and existing donors, Trustees, colleagues etc)	Essential
Great at building and developing relationships that are meaningful and long lasting. A confident relationship-builder who enjoys meeting new people, networking, developing connections and spotting opportunities.	Essential
Ability to make face-to-face approaches for funding from corporate donors and to negotiate 'the ask'	Essential
Knowledge of how to optimise fundraising messaging to raise awareness among different stakeholders and generate return on investment.	Essential
Good numeracy skills and ability to analyse and report on your own financial performance.	Essential
IT literate and basic competence with the Microsoft Office suite	Essential
Commitment to Legacy Youth Zone values	Essential
SPECIAL REQUIREMENTS	
A willingness to work unsociable hours when required e.g. early evening tours of the Youth Zone or fundraising events	Essential

APPLICATION PROCESS

To apply, please complete the online application process (submitting a cover letter and CV), which can be found through our website or by [clicking here](#).

Please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before an offer of employment is made);
- Any reasonable adjustments we can make to assist you in your application or the selection process.



This role is hybrid with an expectation to spend at least 60% of your working week based in the Youth Zone and, therefore, requires an Enhanced DBS upon being offered the post.

Closing date for applications: **Applications are reviewed as and when they are submitted with interviews held on a rolling basis. We reserve the right to remove the post at any time.**

Interviews: **TBC.**

Anonymous Applications: We recognise our workforce is under-represented in certain areas and are committed to addressing this. Therefore, we actively encourage applicants to submit anonymous applications; this means removing names & email addresses from CVs and cover letters. Our HR team will have this information from submissions, but this will not be available to the selection panel when they are considering applications.

For information on how Legacy processes your data, go to <https://legacyyouthzone.org/privacy-policy/>

OUR VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITION

We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATION

We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

