



Fundraising Manager

Recruitment Pack



& BUXTON COUNTRY PARK



Buxton Civic Association
buxtoncivicasociation.org.uk



Poole's Cavern Visitor Centre
Green Lane, Buxton, SK17 9DH
01298 26978
communications@buxtoncivicasociation.org.uk
Registered Charity No. 258163

About us

Who we are

Buxton Civic Association (BCA) is the leading environmental and heritage charity in Buxton. Campaigning and working for the conservation and enhancement of the built and natural environments, and heritage of Buxton. We are also a Limited Company. We were established in 1967 and are a dynamic and forward looking organisation, always looking to get better at what we do.

We are unusual as a Civic Association / Trust in that we own and manage the most successful paying visitor attraction in the town; Poole's Cavern, alongside 10 woodlands totalling c. 200 acres, including Buxton Country Park. The cave attracts over 50,000 visitors a year, whilst thousands more visit our adjacent woodlands.

BCA is a voice for wildlife, heritage and the environment in Buxton. We actively campaign, persuade, promote and educate. BCA cares about Buxton.

Our values

We value...

- ...the environment; natural and built.
- ...the people of Buxton and beyond.
- ...the benefit of bringing the two together.

Our purpose

To promote the preservation of the historical and environmental heritage of Buxton for the public benefit.

Our characteristics

- We're do-ers; we are defined by our actions.
- We're active; we persuade, promote, encourage, campaign, and educate.
- We're responsible; we conserve, manage, maintain; we're sustainable.
- We work openly, collaboratively, and in partnership.





Recent developments

BCA is governed by a board of dedicated trustees all of whom volunteer their time and knowledge selflessly. They and their efforts are often hidden in the background, but they play an indispensable role in guiding and nurturing BCA, enabling it to achieve its goals in looking after the built and natural environment of Buxton. Their motivation is fuelled by a genuine desire to make Buxton a better place to live and visit.

At the beginning of 2023 the board appointed their first CEO, Dave Green. Dave joined BCA from the Florence Nightingale Museum Trust, where he was CEO. Previously he has worked in the conservation and heritage sector in a wide variety of roles.

As CEO, Dave has made an incredible impact, securing vital funding and working tirelessly to implement the necessary changes to ensure the charity's future. His leadership has been instrumental in driving the organisation's growth and sustainability, positioning it for long-term success.





Future developments

At the start of 2024, we were successfully awarded £249, 990 from The National Lottery Heritage Fund's 'Resilience and Recovery' funding stream. This investment will enable us to begin preparations for our diamond anniversary in 2027, by enhancing volunteering, visitor, and membership programmes, giving further emphasis to developing widespread community involvement and public engagement. The money is also enabling us to review our digital provision, marketing, retail, and governance. The funding supports two full time project staff - a Membership and Marketing Officer and Volunteering Development Manager, who started in post earlier this year.

Other exciting developments include:

- Renovation of the Lodge into additional office space, kitchen, storage and a meeting room.
- IT and EPOS upgrade throughout the business.
- New website - which is currently in development
- New branding and signage
- Retail refurbishment
- Creation of a high quality souvenir guide.



Buxton



Buxton, a charming spa town nestled in the heart of the Peak District in Derbyshire, has long been celebrated for its stunning natural beauty and rich history. Known for its Georgian and Victorian architecture, including the iconic Crescent and the Buxton Opera House, the town offers a unique blend of cultural heritage and picturesque landscapes. Its thermal springs, once a major draw for visitors seeking health and relaxation, continue to be a focal point of the town's identity. Buxton's proximity to the Peak District National Park makes it a popular destination for outdoor enthusiasts, with numerous hiking trails and scenic spots to explore.

In 2024, Buxton was named one of the best places to live in the UK by the Sunday Times Best Places to Live guide, which praised it as a "cultural powerhouse." This recognition highlighted the town's vibrant arts scene, including its renowned festivals, galleries, and theatres that contribute to a lively community spirit. The guide also emphasised Buxton's excellent quality of life, combining the charm of a small town with the cultural amenities typically found in larger cities. With its thriving cultural scene, historical charm, and stunning natural surroundings, Buxton continues to be a sought-after location for those seeking both beauty and culture.

Buxton Civic Association is the leading environmental charity campaigning and working for the conservation and enhancement of the built and natural environments and heritage of Buxton. We are a voice for wildlife, heritage and the environment in Buxton. We responsibly manage natural and built heritage sites for the public benefit. We actively campaign, persuade, promote and educate. BCA cares about Buxton.



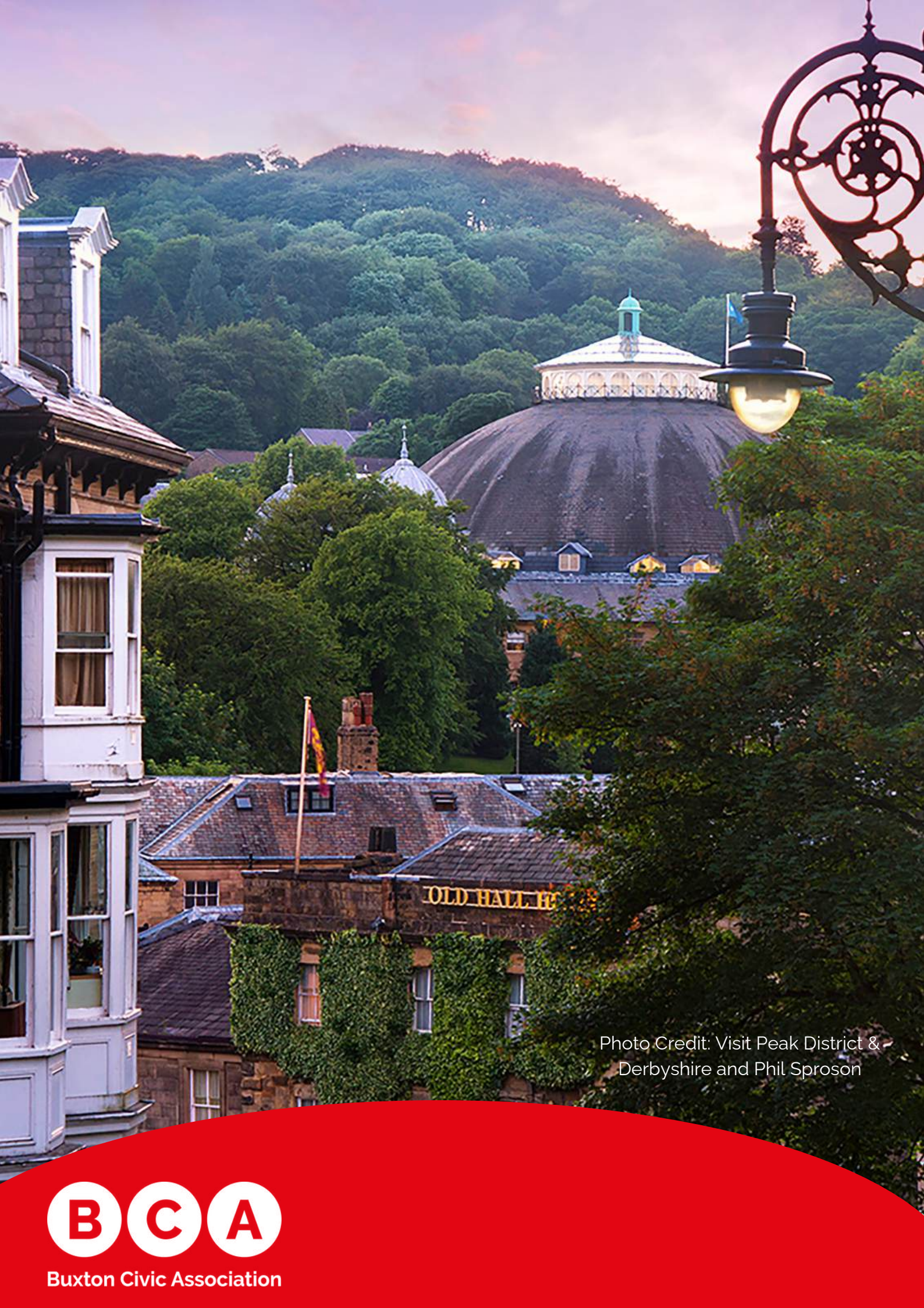


Photo Credit: Visit Peak District & Derbyshire and Phil Sproson



Buxton Civic Association



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Job description

Job title: Fundraising Manager – Buxton Civic Association

Numbers and grades of any staff managed by the post holder: The post-holder will have no direct line-management responsibility for employees, but will be part of the BCA Management Team, and as such have a leadership role. The post-holder may wish to engage volunteer support for whom they will be responsible.

Post holder's immediate supervisor: Head of Business Development & Governance

Hours of work: 2 days per week (15 hours). At busy times this may be extended via agreement with the Chief Executive. This may expand in consultation with the post-holder, in the future.

Place of work: You will generally be based at Poole's Cavern, but on occasion, you may be asked to assist with work in other areas of the BCA estate or supporting venues. There may also be possibilities of homeworking.

Salary: c £39k pro-rata

Terms of appointment: Permanent

1 Job purpose

The Fundraising Manager is a key role that will be pivotal in supporting BCA's strategic aims and ensuring financial growth and stability. The post-holder will work closely with the CEO, Head of Business Development and Governance, our Trustee with expertise in Fundraising, and other members of our Management Team, to lead the development of generating significant income through various fundraising channels. These should include public sector grants such as the Heritage Lottery, and Arts Council or funds distributed by local authorities, trusts, and foundations. Whilst not the initial priority, it is also desirable in the longer term that this role will establish and manage legacy giving and corporate sponsorship, working closely with the wider team.

This new position will give the post-holder a unique opportunity to shape the position, allowing them to bring fresh ideas and innovations. You will be able, and expected, to make a significant impact from day one, establishing your influence, and building on recent funding successes, including a sizeable grant from the National Lottery Heritage Fund, The Community Lottery Fund, and The Green Recovery Challenge Fund to aid our continued development.

As a small charity, this will begin as a very hands-on role. The post-holder will need to guide and support evaluation and feedback to funders and build a strong understanding of our projects and the funders' requirements with our frontline staff and the community we support and work within.

2 Principal duties and responsibilities

Your key responsibilities will include:

- Research realistic 'fundable projects' across all aspects of BCA's work, working closely with colleagues across the organisation to prepare and craft high-quality, targeted applications to secure restricted and unrestricted income.
- Research potential funders. This will include a mixture of Buxton-based, East Midlands, Derbyshire and High Peak funders and national and international environmental, conservation, heritage, and community funders.
- Lead the application process, or work with colleagues to complete applications and secure significant grants from trusts, foundations, and statutory sources.
- Support the CEO and Board of Trustees in building and maintaining long-term relationships with new and existing funding/grant-making officers/managers and stakeholders.
- Lead the development and implementation of a multi-faceted fundraising strategy.
- Set, deliver and monitor fundraising financial objectives ensuring that KPIs are met and risks are managed as appropriate, and grants are spent in line with the funding agreement. Continuously monitor and evaluate fundraising activities, taking corrective action or enhancing them when necessary.
- Craft compelling evaluation cases that showcase our impact.
- Work with colleagues to maximise media impact of projects, ensuring the work of BCA is recognised and the support of funders is acknowledged as appropriate.
- Ensure all fundraising activity at the charity complies with legal and regulatory standards.
- Support the creation of the Annual Report to the Charities Commission and Companies House, including liaison with BCA members at the Annual General meeting where the report is ratified.
- Observe our obligations under The Data Protection Act and Fundraising Codes of Practice about data management and ensure the BCA acts per legislation.
- Work closely with the senior team to identify and secure corporate partnerships that align with BCA's values. Develop proposals and manage relationships to gain corporate support through sponsorships, donations, in-kind giving and collaborative initiatives.
- Develop, manage, and plan to introduce and grow Legacy and In Memory donations.
- Lead collaboration with our committed team to help drive growth and impact, ensuring all staff members, volunteers and members feel they can contribute and play their part.
- Keep abreast of best fundraising practices, including spotting new trends and future opportunities.

Generic:

- Take personal responsibility and a proactive approach for own career, skills and knowledge development.
- The role will be required to assist in the event of emergency evacuations and salvage, including visitors, colleagues and our heritage collections
- Any other duties considered to be appropriate to grade of pay.



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Person specification

Job title: Fundraising Manager – Buxton Civic Association

Areas of responsibility/ requirements	Requirements	Measurement				
		P	A	T	I	D
Qualifications & Knowledge	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • There are no essential qualifications for this post. However relevant training and working practice are required. • Excellent knowledge of (environmental, conservation, heritage and community) trusts and foundations, their techniques, principles and reporting requirements • Knowledge of legislation, regulations and best practice in fundraising • All staff are expected to have a strong command of the English language and be numerate. • Relevant knowledge of corporate sponsorship and legacy fundraising 		X		X	
	<p><i>Desirable:</i></p> <ul style="list-style-type: none"> • An established fundraising network with established contacts • Membership of a relevant professional body 		X		X	
Skills	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Ability to work comfortably with a wide range of people and adopt an inclusive approach to working and creating teams • A commitment to data protection, and confidentiality • Proficient written and verbal communication skills with strong attention to detail and a willingness to make quality pitches and presentations. 		X		X	

	<ul style="list-style-type: none"> • IT literate with knowledge of Microsoft Office • Time management skills, with the ability to prioritise and recognise value and use of resources • Budget planning and control • An excellent networker and engaged in all matters of fundraising and committed to the highest and most sustainable standards in fundraising practice and compliance <p>Desirable:</p> <ul style="list-style-type: none"> • Skills beneficial to working in woodlands, caves, heritage, and/or community research and promotion. • Strong proof-reading skills 		X		X	
Experience	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Proven experience in a senior fundraising role in the environmental, conservation, heritage or community-provision charity sector, having met ambitious targets and secured funds from various sources. • Proven track record of leading at least two successful £30k+ applications to grant makers in the last 18 months within the environmental, conservation or heritage charity sector. • Demonstrable experience establishing and cultivating long-term UK grant makers • Experience in acting as an organisational ambassador in a range of contexts • Relevant experience in legacy giving • Experience in completing project evaluation <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Demonstrable experience in growing new fundraising initiatives successfully • Evidence of collaborating closely with community partners 		X		.	
			X		X	
			X		X	
			X		X	
			X		X	
			X		X	
			X		X	
			X		X	
			X		X	
			X		X	
Personal Attributes	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Knowledge and commitment to providing equal access to opportunities for all. • Confident in presenting ideas and instigating activities, taking a target-driven, proactive approach through to delivery. • The ability to be a professional and confident ambassador for BCA. 		X		X	
			X		X	

	<ul style="list-style-type: none"> • Willingness to work inside and out and take a hands-on approach to working within our portfolio of assets – recognising the terrain of our sites and the temperature of our caves. • Ability to work as part of a team, including some weekends and occasional evenings. • Genuine interest in built heritage, nature conservation and community engagement 		X		X	
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P: Pre-application A: Application T: Test I: Interview D: Documentary evidence

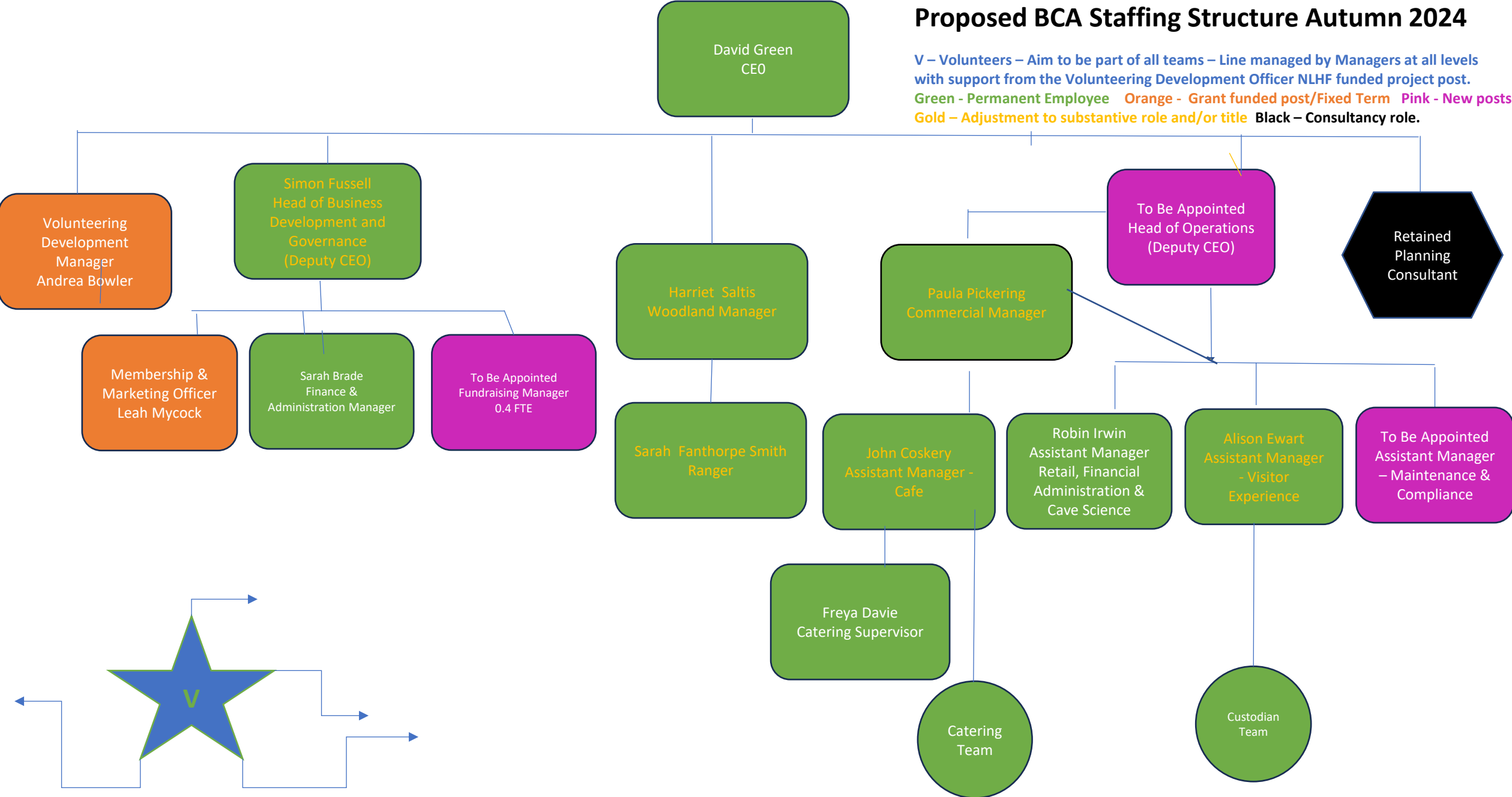
Prepared by/author: David Green **Date:** August 2024

Job title: Chief Executive Officer



Proposed BCA Staffing Structure Autumn 2024

V – Volunteers – Aim to be part of all teams – Line managed by Managers at all levels with support from the Volunteering Development Officer NLHF funded project post.
 Green - Permanent Employee Orange - Grant funded post/Fixed Term Pink - New posts
 Gold – Adjustment to substantive role and/or title Black – Consultancy role.



What we offer



Annual Leave

28 days holiday (inclusive of bank/public holidays) pro rata.



Pension

All staff are enrolled onto the BCA's 3% employer pension scheme



Continued Professional Development

A range of external and internal Training and Development opportunities



Hybrid working

This role is mainly site based, but there may be the possibility of home-working for specific projects.



Employee Assistance Programme

The Employee Assistance Programme by Health Assured offers employees a safe space to discuss any of their personal or professional challenges.



We Pledge

We are about to launch We Pledge, a Derbyshire County Council scheme within BCA that provides employees and volunteers access to a range of mental health focused resources, classes and training.



Working Environment

We are lucky to be based in a beautiful location. 15 mins walk from the town centre and with Grin Low woods on our doorstep and surrounded by greenery



Free Parking

All staff are eligible for a free parking pass for our onsite car park.



Staff Discount

We offer 15% discount to all employees in relation to some café and retail products.



Recruitment Process & Next Steps

The closing date for applications is **Sunday 6 October 2024**.

Please submit your CV and cover letter (maximum of two pages) to **dave.green@buxtoncivicasociation.org.uk**

Please tell us why you think you are the right person for this role and why you think we are the right organisation for you. Please be sure to use your cover letter to let us know how you meet the essential knowledge, skills and experience outlined in our pack, supported by your CV. Please also state your notice period in your current role, with a proposed start date, where you saw the role advertised and your current salary

BCA recognises the positive value of diversity, promoting equality and challenging discrimination. We welcome and encourage job applications from people of all backgrounds and aim to be an organisation that reflects our audiences and communities.

Interviews

Interviews will take place in person in Buxton during the last two weeks of October 2024. Please state on your cover letter any dates during this period you are not available. We will try to consider your availability, but this can not be guaranteed.

The interview process will include:

- Panel Interview
- Presentation
- Desk based exercise
- Opportunity to meet some of our staff and trustees

Access and Reasonable Adjustments

If you require any access support during the application and interview process, please let us know. Please contact dave.green@buxtoncivicasociation.org.uk and we will make the appropriate arrangements.

