

Job Description

Income Generation Assistant

Role Description

Haxby & Wigginton Youth & Community Association is looking for a new member to join our team supporting our Community Services Manager, Youth Manager and the Board of Trustees.

The role requires excellent written and oral communication skills and the ability to prioritise effectively under one's own initiative.

This is a varied role that relies on attention to detail and excellent organisational skills in order to support the financial sustainability of the charity. Experience of writing funding applications is essential, and experience of creating social media campaigns would be advantageous.

The role is for an initial 12-month probationary period from June 2024 to end May 2025, subject to further funding. The role will report to the Community Services Manager and will be expected to support the fundraising and income generation objectives of the Community Services Manager and Youth Manager.

Hours of work will be 6.5 hours per week, based partly in the office at Oaken Grove Community Centre and partly working from home. These hours can be mutually agreed. Hours in the office will normally fall within our office hours (Monday – Thursday 10:00am – 2:00pm).

Haxby & Wigginton Youth & Community Association is an equal opportunities employer. Should you require any additional support during the application process, please contact the centre on 01904 769176. The centre is fully wheelchair accessible.

The role is 6.5 hours per week at a salary of £14.00 per hour, subject to annual reviews.

Key Tasks

- Seek and evaluate potential funding sources
- Independently draft funding applications in liaison with HWYCA managers
- Maintain and develop funding sources database for HWYCA
- Plan and execute social media and online funding campaigns
- Plan and implement fundraising events and activities with HWYCA managers
- Promoting the lettable spaces at Oaken Grove Community Centre
- Seek other opportunities for income generation
- Assist the Community Services Manager in reporting to external funders and the board of trustees
- Meet regularly with the Community Services Manager and Youth Manager to keep up to date with objectives and funding requirements.



Person Specification

We are seeking someone who is able to demonstrate a track record of being organised and working effectively independently and within a small team. We are seeking someone with strong attention to detail who is comfortable working remotely and with online systems.

Applicants should be able to independently research relevant funding opportunities for HWYCA, and draft initial funding applications, working closely with both HWYCA managers.

An understanding of the charity sector, community projects and youth work would also be beneficial.

Working Hours, Rate and Provision Structure

Rate of pay: £14.00 per hour

Responsible to: Community Service Manager

Hours: 6.5 per week

Person Specification Criteria / Demonstrated through

Essential

Experience of seeking and drafting grant applications	CV / Interview
Excellent written and oral communication skills	CV / Interview
Excellent organisational skills	CV / Interview
Ability to manage own workload and an ability to work well under pressure	Interview
Proficient in all Microsoft programmes (Excel, Word) and Google applications (Docs, Sheets, Drive)	CV / Interview

Desirable

Experience of creating social media campaigns	
Experience of using tools such as Canva and MailChimp	CV / Interview
Experience of online fundraising	

How to Apply

Please email info@hwycy.co.uk with a copy of your CV and a covering letter explaining how you meet the person specification below.