



- Job Title:** Head of Fundraising & Communications
- Salary:** Circa £50,000 depending upon experience
- Location:** Across BLGC sites (and in the community)
- Reports to:** CEO
- Contract:** Full Time & permanent
- Hours:** 35 hours pw (Flexibility to work some evenings and weekends)

The Charity

Bolton Lads and Girls Club (BLGC) is a community-based charity driven by a mission to ensure that every child and young person in Bolton has 'the best possible start in life, so that they have every chance to achieve their aspirations, succeed and be happy' (Bolton Vision 2030). BLGC provides innovative and accessible services, to enable children and young people to do what they want, where they want, in an inclusive and integrated environment.

We support children and young people and families, especially those from disadvantaged backgrounds, to live happier, healthier and safer lives. Each year we support around 4,000 individuals through our services across Bolton and the surrounding area, and through our outreach in schools and community settings.

Our offer includes: A Universal Youth Provision providing diverse youth club activities, sports, multi-media, social interaction and arts; a Targeted Youth Service providing critical support to some of our most vulnerable children and young people and families in the community and a Football facility that provides fundamental football skills and emphasises the importance of inclusivity and teamwork.



In 2024 and 2025 BLGC has been a certified Great Place to work

BLGC Enriching Young Lives
Infinity 18 Spa Road Bolton BL1 4AG
01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



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Our Vision and Mission

Vision

At BLGC, our ambition is to ensure young people particularly those who have not been given the best start in life – experience safe, supportive and fulfilling childhoods, while building confidence, wellbeing and skills to live well and contribute positively in adulthood. We believe childhood matters in its own right.

Mission

To invest in children and young people through safe, inclusive spaces and trusted relationships. We work with young people on a voluntary basis, amplifying their voice and delivering early, targeted and evidence based support that strengthens mental health, wellbeing resilience and life readiness – always putting young people first.

Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

Our Values

Driven

We don't give up and we do whatever it takes.

Empowering

We enable people to be the best they can be.

Fun

If you enjoy what you do, you do it better!

Caring

Genuine people who care make the difference.

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

Youth-Led

We listen actively and let the Youth voice guide us.

About the role

The Head of Fundraising and Communications will develop and deliver the fundraising and communication strategy, and will grow and diversify fundraising streams to maximise all income generation opportunities. The post holder will have overall responsibility for all

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aspects of delivery, including meeting agreed income generation targets, delivering marketing communications to internal and external audiences. This role requires a collaborative approach to ensure success.

The ideal candidate will have demonstrable fundraising and communications experience, and a history of success in income generation. In addition the postholder will be a proactive results-driven individual with exceptional communication and relationship-building skills, and the confidence and ability to drive a strategy forward and inspire a team to success. The role is hands-on; working within a very small team, the role would suit someone who enjoys developing the strategy and taking ownership of implementing it successfully.

Main Responsibilities

- To develop and implement a fundraising strategy, including fundraising targets, in line with the charity's business plan.
- To lead and manage the fundraising function and the fundraising team.
- Oversee the marketing & communications function
- To broaden the mix of income streams through developing new sources of income including new major donors; both high net worth individuals and corporates, events, community fundraising and other opportunities.
- To identify future corporate and individual supporters using research tools and public information to create an accurate picture of potential donors.
- To establish a persuasive case for support for potential patrons, donors and supporters.
- To maintain and build on existing relationships with supporters of the Club.
- To oversee and develop a stewardship programme for existing patrons, donors and supporters, including appropriate recognition of their contributions.
- To organise and deliver suitable events and activities to cultivate relationships with potential donors and to steward relationships with current donors.
- To ensure there are systematic procedures for accurate, timely and effective acknowledgement, recording and banking of pledges and donations.
- To make best use of the Gift Aid process in discussions with potential donors and ensure maximum Gift Aid reclamation.
- To gain an excellent understanding of the Charity and how to appropriately involve Board members, staff, volunteers and young people in fundraising.
- To maintain up-to-date knowledge of new developments, relevant legislation and codes of practice on fundraising, and ensure compliance with procedures including Charity Commission guidance as applicable.



Person Specification:

Applicants should be able to demonstrate that they can meet the following:

Selection Criteria A=Application / I=Interview	Essential or Desirable	Method of Assessment A/I
Qualifications / Education		
Good Standard of Education (Incl English and Maths)	D	A
Skills		
Strong and persuasive written and verbal communications skills and an ability to listen	E	A/I
Ability to manage, lead and motivate a team of staff	E	A/I
Ability to make presentations at Board level groups and to other senior or large audiences	E	A/I
Excellent organisational skills and an ability to manage competing priorities	E	A/I
Good IT skills across typical software, databases and CRM	E	A/I
Experience		
Experience of developing and delivering effective fundraising strategies	E	I
Experience of personally securing major donors (gifts from £10,000 upwards)	E	A/I
Experience of developing substantial new income streams from a range of sources	E	A/I
Experience of other areas of fundraising such as community and employee fundraising, and trusts and foundations	D	A/I
Experience of overseeing marketing and communications plans	D	A/I
Sales and relationship building in a B2B environment	D	A/I
Working with agencies or freelancers to outsource expertise	D	A/I
Competencies		
Ability to communicate with and enthuse a wide variety of people in an approachable and professional manner, while demonstrating a passion for the work of the charity	E	A/I
Ability to develop and maintain strong working relationships with donors	E	A/I

Strong team work and collaborative skills	E	A/I
Creative, proactive and empathetic approach	E	A/I
Knowledge		
Experience of using social media tools, canva or graphic tools, alongside google analytics, sales force, CRM and marketing automation is helpful.	D	A/I
Sound understanding of fundraising techniques and processes	E	I
An understanding of what motivates people to give	E	A/I
Personal Qualities		
Naturally lives the BLGC values	E	I
Passion for supporting Children and Young People	E	I
Hands on Can do attitude	E	I

In addition, we will need the following:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application for the selection process.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.

Why join Team BLGC?

BLGC is a great place to work, we work hard, but we have fun! We change and save the lives of thousands upon thousands of children, young people and families. In addition, we also offer the following:

- Flexible working opportunities
- Generous leave benefits
- Contributory pension scheme
- On site gym
- Birthday leave
- Enhanced Compassionate Leave
- Enhanced Maternity Pay

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In 2024 Great Place To Work® recognised Bolton Lads and Girls Club on the following Best Workplaces Lists.



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