

## Application Guidelines and Further Information

### 1. APPLICATION PACK

Thank you for requesting an application pack for this post. This pack includes the following:

- The advert for the position
- A Job Description, which explains the job role and main duties
- A Person Specification, which details the competencies and experience the successful post holder will need in order to carry out their duties effectively
- YMCA Exeter Ethos Statement, which explains the Christian ethos of YMCA Exeter and how this works out in practice.
- Privacy notice for Job applicants, which explains how we collect and process your data as an applicant.
- Equality and Diversity Monitoring form which is an optional form.

An Application Form has been provided within this pack as a **separate Microsoft Word document** to enable you to complete your application on your computer and then e-mail it to [office@ymcaexeter.org.uk](mailto:office@ymcaexeter.org.uk). Alternatively, you may handwrite the application and post it to **Emily Hornsby, YMCA Exeter, 39-41 St David's Hill, Exeter, EX4 4DA**.

**Please note that CVs and similar documents will not be considered when short-listing**, but only the information written on the Application Form.

### 2. DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely by YMCA Exeter. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (e.g. if the applicant might be considered for other vacancies). No personal data provided in the course of the application, other than that stored and processed as part of YMCA Exeter's monitoring of equal opportunities, will be retained beyond twelve months from the date from which applicants are informed of the outcome of their application, except in the case of the successful candidate. Please also take some time to review the **Privacy notice for Job Applicants** document in this pack

### 3. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

YMCA Exeter is fully committed to safeguarding children and vulnerable adults. A thorough vetting process will be carried out as part of our appointment process, including verification of any required qualifications, verification of identity, taking of references and, for this post, an enhanced DBS check.

### 4. Section 5 - RELIGIOUS BELIEFS

YMCA Exeter is an organisation with a clear Christian ethos as set out in our Ethos Statement (see Information Pack). The position for which you are applying states that you are required to have a personal commitment to the Christian faith, and the information which you supply in this section will be taken into account during the selection process. You will be required to uphold the Christian ethos of YMCA Exeter and its values in your work.



Here for young people  
Here for communities  
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE

## 5. Section 6 - DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again within a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions must be declared. One of these exemptions is working with children, young people (i.e. under 18 years of age) and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

## 6. Section 9 - DISCLOSURE AND BARRING SERVICE CHECK

The post for which you are applying will bring you into direct contact with children, young people and/or vulnerable adults.

During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make, and when we will make them.

If after the interview you are made a conditional offer of employment, you will be required to co-operate with YMCA Exeter in completing an application for a higher-level disclosure statement from the Disclosure and Barring Service. This disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Disclosure and Barring Service, an executive agency of the Home Office.

Higher level disclosure statements provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for his type of work.

## 7. EQUALITY AND DIVERSITY QUESTIONNAIRE

Included as a separate document is an Equality and Diversity Monitoring Form. This form is not compulsory; however we would appreciate for you to take the time to complete this form to help us monitor our effectiveness in upholding the principles of equality and diversity to which we are committed. This form is anonymous and will be separated from your application in advance of any assessment being commenced. Should you not wish to complete this form, your application will not be prejudiced in any way.

## 8. FURTHER INFORMATION

More information about the work of YMCA Exeter can be found on our website ([www.ymcaexeter.org.uk](http://www.ymcaexeter.org.uk)). If you do have any further questions about the role or the application process before you apply, please contact us via (01392) 410530 or email [office@ymcaexeter.org.uk](mailto:office@ymcaexeter.org.uk).

## 9. CLOSING DATE FOR APPLICATIONS

All applications should be returned no later than **9am on Monday 16<sup>th</sup> May 2022.**



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# YMCA EXETER

## WE'RE RECRUITING!

### Fundraising Officer

**£21,000 per annum pro rata, Part Time (15-22.5 Hours per week), generous annual leave entitlement & health plan.**

We are looking for an exceptional individual who has excellent people skills, is able to communicate our story and vision well and is able to gather public support for our work. The post holder will work within a well established fundraising, resource and communications team and will be well supported in fulfilling their role.

As a Christian organisation, we are inspired and motivated by our faith in Jesus Christ and the hope and love he has given us. The successful candidate will be a committed Christian, able to fully support and promote the ethos of YMCA Exeter and actively take part in the spiritual mission of our work.

In this role, you will be promoting YMCA Exeter services and attracting financial support for our wide range of projects through running community events, assisting with campaigns and donor management and work with our senior grant writer to pull together compelling bids.

You will have a personable character and be able to communicate effectively with a wide range of people. You will have excellent IT and organisational skills, with close attention to detail. Previous experience of raising charitable funds and/or of working within a charity setting would be advantageous. You will be flexible, reliable and a good team player.

We provide training and support to help you develop your expertise and due to the roles you will undertake in your work with young people, this role will be subject to an enhanced DBS check.

If you would like to know more about the role, we welcome you to contact us for a chat and a tour around one of our projects (you may have a YMCA employee in your church you can speak to!).

For further information and an application pack (No CVs please), contact us by emailing [office@ymcaexeter.org.uk](mailto:office@ymcaexeter.org.uk) or download a pack from our website at [www.ymcaexeter.org.uk](http://www.ymcaexeter.org.uk)

**Closing date for applications is 9am on Monday 16th May 2022**



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## WHY WE DO WHAT WE DO

As a local YMCA, we fully support the Vision of the YMCA Federation, which is “of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive.”

As an inclusive Christian charity, YMCA Exeter is:

- Christian:** We are inspired by the example of Jesus Christ, and motivated by our shared experience of God’s love and his transforming work in our own lives
- Inclusive:** We believe that every person is hugely valuable, so ensure our services are welcoming to all wherever possible. We are grateful for the partnership and help of people and organisations who support what we do regardless of whether they share our faith motivation.

### Our Vision and Mission

- Our Vision:** is to see communities transformed into places characterised by love, joy, peace and hope where all young people can become everything they were created to be.
- Our Mission:** is to demonstrate Christ’s love through practical service that empowers young people and their communities to flourish.

### Our Values

The way we act at YMCA is characterised by five strong and distinctive values that flow from our Christian ethos:

- We seek out:** We actively look for opportunities to make a transformative impact on young lives in the communities where we work, and believe that every person is of equal value.
- We welcome:** We offer people the space they need to feel secure, respected, heard and valued; and we always protect, trust, hope and persevere.
- We inspire:** We strive to inspire each person we meet to nurture their body, mind and spirit, and to realise their full potential in all they do.
- We speak out:** We stand up for young people, speak out on issues that affect their lives, and help them to find confidence in their own voice.
- We serve others:** We are committed to the wellbeing of the communities we serve and believe in the positive benefit of participation, locally and in the wider world.

### Our Principles

At YMCA Exeter, we seek to model our lives and work on Christ’s life and his words, “Love the Lord your God with all your heart, and love your neighbour as yourself.” This means the following principles characterise all we do:

- Faith:** We believe God deeply cares about us, our work and those we serve, so we trust him and prayerfully seek his help in all we do.
- Courage:** We will do all we can in God’s strength, challenging injustice and overcoming obstacles to bring positive change in the communities we serve.
- Excellence:** We will seek to provide the best possible service in every aspect of our work.
- Service:** We want the way we treat our clients and the way we behave towards each other to be characterised by an attitude of compassion and service.
- Integrity:** We are committed to truthfulness, honesty, transparency and accountability in everything we do.

## Person Specification for the Post of Fundraising Officer (Revised April 2022)

### 1. PERSONAL QUALITIES

#### Essential:

- Personal commitment to the Christian faith, and to practical expression of that faith in a professional context.
- Fully committed to the Christian ethos of YMCA Exeter as described in the Ethos Statement, and able to promote and live out that ethos appropriately and wholeheartedly in a professional context.
- Very self-motivated and able to deliver high standards of work with relatively little supervision.
- Confident, engaging and personable, able to win people over to our cause
- Able to work to tight deadlines in a sometimes pressured environment
- Methodical approach to work with excellent attention to detail
- Commitment to prayer
- Mature outlook, sound judgement, confident, flexible and able to take initiative
- Utterly reliable and punctual.
- Team player

### 1. KNOWLEDGE AND EXPERIENCE

#### Essential:

- Knowledge of funding issues facing voluntary agencies
- Good understanding of the wide range of potential funding streams, including grant funding, individual donors, fundraising events, legacies, high net worth individuals, and corporate organisations.
- Experience of sponsored fundraising events

#### Desirable:

- Experience in writing successful grant bids
- Experience of public speaking, including in a church context
- Knowledge of stakeholder engagement including donor relations
- Experience in writing tenders, particularly tenders for local and/or central government contracts
- Good understanding of biblical teaching on issues and social justice.

## 2. SKILLS

### Essential:

- Proven skills in successful fundraising
- Excellent written and oral communication skills, and ability to communicate well and appropriately with a wide range of people including people with limited literacy, corporate figures, church leaders, and the general public.
- Excellent interpersonal skills.
- Excellent organisational and administrative skills.
- Professional and personable, able to build trust and confidence in the business community
- Good IT skills, including word processing, using databases and creating spreadsheets

## 3. CIRCUMSTANCES

### Essential:

- Willing and able to attend occasional evening and weekend meetings, church services and business networking meetings

### Desirable:

- Possession of full driving licence and car available for use during working hours

## Job Description FUNDRAISING OFFICER

(Revised: April 2022)

**1. EMPLOYER:** CITY OF EXETER YMCA HOUSING ASSOCIATION

39/41 St David's Hill

Exeter EX4 4DA

Tel. 01392 410530

**2. JOB TITLE:** FUNDRAISING OFFICER

**3. RESPONSIBLE TO:** Fundraising, Resource and Comms Manager.

**4. JOB PURPOSE:** To assist in the raising the necessary funding for YMCA Exeter. The post holder's duties will focus on running in person events and grant bid writing.

**5. ORGANISATIONAL CONTEXT**

YMCA Exeter consists of three registered charities, all companies registered by guarantee.

- City of Exeter YMCA Housing Association
- YMCA Exeter Community Projects
- YMCA Centres (South Molton)

These three organisations are legally charities yet operate in close partnership. All three charities are led by the same Leadership Team, and share Core Services, Fundraising and Resources.

In all that YMCA Exeter does, we seek to serve our service users, partner agencies and the general public in a way that practically demonstrates our clear Christian ethos, as set out in our Ethos Statement. As a team we are committed to daily prayer and to seeking God's wisdom in the various situations we face. These corporate acts of Christian worship are vital aspects of our team life and central to the work of the organisation. Staff members are expected to demonstrate the Christian ethos of YMCA Exeter in their lives, work, and interaction with one another, clients, other agencies and the general public.

**6. MAIN RESPONSIBILITIES**

This is a varied role, and overlaps considerably with that of the other members of the Fundraising, Resources and Comms team. Exactly how the duties set out below are shared within the Fundraising and Comms Team will be determined by the team manager, in accordance with operational requirements and the respective strengths of team members.

- In accordance with the ethos of the organisation, demonstrate the love of Christ to YMCA clients, service users, staff, other agencies and members of the public by personal conduct, by the delivery of a high quality and effective service, by regular prayer within the staff team, and by responding positively to any opportunity that arises to explain the Christian faith and the ethos of YMCA Exeter.

- b) As part of the Fundraising and Community Relations Team, to raise required funds for existing and future YMCA Exeter projects, with a particular emphasis on community fundraising. This will include some or all of the following as directed:
- i) Assisting with fundraising campaigns both physical and digital;
  - ii) Collating project information to help inform public messaging;
  - iii) organising or assisting with high profile fundraising challenges throughout the year (e.g. Sponsored sleep-outs, Runs etc.);
  - iv) organising or assisting with other major fundraising and promotional events (e.g. Gala Dinners, Conferences, Concerts, etc.);
  - v) being present at fundraising challenges and events, organising the smooth running of the event and encouraging participants and their supporters;
  - vi) supporting YMCA Exeter service users, including children and vulnerable adults, to enable them to participate in fundraising challenges and events;
  - vii) providing a high level of donor care and support to event participants, and encouraging participants to become regular donors through the Friends of YMCA Exeter scheme;
  - viii) assisting in writing of grant bids;
- c) To help promote the mission and work of YMCA Exeter as directed, which may include some or all of the following as directed:
- i) networking, for example by attendance at Business networking events or church or community talks.
- d) At all times to work and behave in a manner consistent with the Christian ethos of YMCA Exeter and in full compliance with all relevant legislation and regulation, as well as YMCA Exeter Policies, Procedures and Guidance
- e) To ensure all administration and record keeping is carried out to a very high standard
- f) To perform any other duties required by your Line Manager within your capability

## 7. RELATIONSHIPS

The post holder has the following key relationships within the organisation:

**Joint Chief Executives:** The Joint Chief Executives have strategic responsibility for fundraising and community relations;

**Fundraising, Resource and Comms Team:** The post holder will be directed and supported on a day to day basis by the **FRC Manager** and also work closely with the other **Fundraising and Comms Team**;

**The wider YMCA Exeter team:** Effective fundraising depends largely on the goodwill and support of colleagues, so the post holder will need to develop a good working relationship with all project managers and staff, thereby gaining a comprehensive understanding of, and support from, the whole organisation.



## Privacy Notice – Job Applicants

This document explains how YMCA Exeter collects and uses your personal data. This will include your rights relating to the information we collect about you, how we keep your personal information safe, the types of information we collect and use and the legal basis we rely on to use your information.

We are a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

### Data protection principles

We will comply with data protection law and principles, which means that your data will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### What is personal data?

Personal data is any information about you, and from which you could be identified. We maintain information about you in paper and electronic form, which is kept within the following departments; Human Resources, Accounts and IT.

### What information about you do we collect?

In connection with your application to work with us, we will collect, store, and use the following categories of personal information about you:

Category of Personal Data	Specific Personal Data
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Basic personal information and contact details	Name, address, date of birth, nationality, gender, work restrictions and marital status, telephone number and email addresses. [insert other personal data]
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Recruitment records	Application form, covering letter, employment history, skills/qualifications, professional membership information, Interview notes, Interview assessment/test results, right to work signed identity documentation, Work permit details, employment references received, employment references sent
Recruitment records	medical condition/disability information, reasonable adjustment, criminal records/DBS data

## **How is your information collected?**

We will collect this information in a variety of ways. Data will be collected from you through application forms; obtained from your passport or other identity documents such as your driving licence and through interviews and assessments.

We will also collect this information from:

- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect your employment history and, in the case of a personal reference, opinions about your suitability for the role

## **Why do we need to collect and use your personal information?**

Whilst at this stage no contractual agreement exists between us and you, you have asked us to process your personal data with a view to entering into a contract with us. There is therefore a contractual need and, in some cases a legitimate interest, in processing candidate's personal data during the recruitment process which is to assess and confirm a candidate's suitability for employment, decide to whom to offer a job and manage the recruitment process.

It may also be necessary to process data from job applicants to comply with legal or regulatory requirements. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

## **How do we use particularly sensitive personal information?**

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities). We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

## **Information about Criminal Convictions**

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

## **Data Retention - How long will we use your information for?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will contact you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## **Your rights as a Data Subject**

As a data subject, you have a number of rights. You can:

1. access and obtain a copy of your data on request;
2. require us to change incorrect or incomplete data we hold about you;
3. require us to delete or stop processing your data where there is no good reason for us to continue to process it
4. object to the processing of your data where we are relying on a legitimate interest as the legal ground for processing; and
5. ask the organisation to stop processing data for a period if data is inaccurate or you want us to establish the reason for processing it.
6. Request the transfer of your personal information to another party.

If you would like to exercise any of these rights, please contact Gareth Sorsby or Si Johns on [ceos@ymcaexeter.org.uk](mailto:ceos@ymcaexeter.org.uk). You can make a subject access request by completing the organisation's form for making a subject access request.

## **Who will have access to your information?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes being shared with HR, the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

### **Who will we share your information with?**

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks, the Disclosure and Barring Service to obtain necessary criminal records checks.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **Data Security - How do we protect your data?**

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **What if you do not provide any personal data?**

You are under no statutory or contractual obligation to provide data to the company during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

### **Responsibility for Data Protection**

The Company has appointed Si Johns and Gareth Sorsby as the Nominated Persons being responsible for data protection. They can be contacted at [ceos@ymcaexeter.org.uk](mailto:ceos@ymcaexeter.org.uk). If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **Further Information**

If you have any questions about this privacy notice or how we handle your personal information, please contact the nominated persons responsible for data protection.