



Application Form Hollie Gazzard Trust (HGT)

Personal information (confidential)

Return this form to:		Tracey McCarthy tracey@hrservicesbristol.co.uk		
Position applied for: FUNDRAISING MANAGER				
Personal Details				
Title:				
Name:				
Address:				
Email:				
Telephone (Landline):				
Telephone (Mobile):				
National Insurance No:				
Do you hold a current driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details of endorsements (if none, please insert "N/A")				
Do you have the right to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you are not an EU citizen, please provide details of your right to work in the UK here:				





Education

Please provide your education history here:



Schools/Colleges/University

Qualification Gained

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Employment History (last five years)

Name and Address of Employer

Job title and main duties

Date of departure and reason for leaving

--	--	--

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

--





Personal development

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

Supporting statement

Please refer to the job description and person specification, supplied with this form. Please provide details of the knowledge, skills, and abilities you have that you believe will be relevant to this position. Please use as much space on this form, as is necessary.

References

Please note here the names, company name (where applicable), addresses and email address of two persons from whom we may obtain both work and character references.

1.	2.
----	----

Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:

Personal development

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:





Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Hollie Gazzard Trust being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period.

Signed:





THE HOLLIE GAZZARD TRUST

The Hollie Gazzard Trust (HGT) was set up following the death of Hollie while at work at Fringe Benefits & La Belle Beauty Salon, Gloucester. Hollie's family wanted something positive to come out of the tragic loss of Hollie. Hollie's passion was hairdressing and her family wanted to give others the opportunity that Hollie was fortunate to have and fulfil a career in hairdressing. Application was made to the charity commission and on 25 April 2014, the Hollie Gazzard Trust, a Charitable Incorporated Organisation (CIO) was created. While the family are devastated and can't change what has happened to Hollie, they hope the funds raised will help others.

HGT Charitable Objectives

The objects of HGT are:

For the public benefit to promote the education (including social and physical training) of people under the age of 25 in such ways as the charity trustees think fit, including by:

- Awarding to such persons scholarships, maintenance allowances or grants to support them at any university, college or any institution of higher or further education, whether full time or part time;
- Supporting young people in their education to prepare for entry to any occupation, trade or profession on leaving any educational establishment.

To further such purpose or purposes which are exclusively charitable according to the law of England and Wales in such manner as the Trustees in their absolute discretion think fit.

To achieve the objectives, the Trust has three aims:

1. We aim to help support and fund young hairdressers, barbers and beauticians in Gloucester, to be trained and educated. HGT is working in partnership with Gloucestershire College to achieve this.
2. HGT is working with Gloucestershire Domestic Abuse Support Service (GDASS), a county wide service designed to reduce the level of domestic abuse and improve the safety of victims and their families. HGT will help support and finance a programme to take into schools to help educate teenagers on how to identify unhealthy relationships and to fund a number of advisers to handle the outcomes. Our ultimate aim is to get healthy relationship education a statutory subject.
3. HGT want to help reduce knife crime and anti-social behaviour. We are supporting Increase the Peace (ITP) project which aims to promote peace and divert you people away from anti-social behaviour, gun/knife crime and gang association.

In addition to a Board of Trustees, we have a loyal team of volunteers, Hollie Helpers, who make a significant contribution to the work of the Trust.





FUNDRAISING MANAGER

Workplace: Tewkesbury, Gloucestershire

Hours: 20 per week

Starting salary: £25,000 pro rata

This post is subject to a Disclosure and Barring Service (DBS) check.
25 days of holiday per year excluding 8 paid bank holidays (pro rata).
Probationary period of 6 months.

This role profile is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Role Summary

The Trust has specific aims and objectives, and we are seeking someone who can support us to raise funds to finance these. The Fundraising Manager will play a key role in shaping the overall fundraising strategy and activity of the Trust and driving forward initiatives and plans to ensure long term sustainability and growth.

Main Responsibilities

1. Manage and lead the fundraising committee to raise the required funds to secure the sustainability of the Trust.
2. Develop, implement and maintain a fundraising strategy.
3. Lead on new initiatives including major donors, private donors and the public.
4. Maintain fundraising base and build on existing relationships with donors, volunteers and funders.
5. Continuously improve the effectiveness of existing fundraising operation.
6. Provide information and guidance on non-official events.
7. Manage HGT fundraising events.
8. Broaden the mix of income streams, develop new streams of income including major donors, corporate, regular giving.
9. Prepare and submit applications for funding.
10. Network with businesses to develop corporate contributions.
11. Keep in touch with key contacts as required
12. Provide letters of thanks and certificates to sponsors and donors.
13. Organise and manage meetings for event fundraising.
14. Organise and manage sessions for general fundraising and marketing.
15. Provide general data research to support the Fundraising Committee.
16. Attend fundraising activities and events as appropriate.
17. Work with Marketing Team to provide data and gain reports on fundraising activity analysis.
18. Undertake research into key target audiences and manage the data appropriately.





PERSON SPECIFICATION

Commitment to the vision, mission and values of the Trust	Fundraising experience
Excellent communication and organisational skills, tact and diplomacy	Experience of working in charity sector
Good networker, comfortable in providing the 'public face' of the Trust and ability to engage with people, build and maintain relationships	
Good people management skills	
Ability to plan, balance and cope with competing priorities	
Good IT skills, including MS Office (Excel, Word, PowerPoint)	
Ability to work effectively in a small team	
Confident, positive, outlook with a can-do attitude	
High levels of initiative, self-motivated to succeed and learn	
Flexibility to meet the demands of the role, including attending events during evenings and weekends.	

Hope, passion & a life fulfilled

