

Fundraising/Income Generation Trustee Role description brief



Imagine a society where everyone reaches their full potential.

Where the future is not defined by the past or determined by the place a person starts.



Youtube link: https://youtu.be/3eoPI23i_dI

History and Mission

City Gateway is a charity formed in 1999 by a group of City professionals who were concerned about unemployment in their local community. It had a £1.7m turnover in 2021/22.

We serve people most impacted by social and economic inequality. We seek to transform those communities by improving individuals' life chances.

We specifically work with Young People aged 16 to 24 from disadvantaged communities in East London, delivering programmes that enable positive, sustained outcomes in education and employment.

The charity today works to deliver education and training pathways for students from wherever they start, into sustainable employment with partner employers.

Ethos and Values

At City Gateway, we believe everyone is made equal and in the image of God. We strive to follow the example of Jesus, in loving and helping those excluded and in need in society. As such, we work with students and staff of all faiths and none.

We celebrate diversity. We treat everyone with respect and honesty. We are ambitious, we seek excellence in all we do and we are optimistic for the future.

The Landscape

London has the highest poverty rate in the UK with almost one in three people defined as being in poverty.¹

Tower Hamlets, where City Gateway is based, has the highest level of poverty of all London boroughs with 40% of households living in poverty.²

Almost 48% of all Tower Hamlets residents have never worked, the 2nd highest proportion of workless people in England.³

22.8% of 16+ year olds in the borough are estimated to have a common mental health disorder, well above the England average of 16.9%.⁴

This is why we work with Young People in East London – the next generation of employees - to train, mentor, raise confidence and to break the cycle of poverty and disadvantage.

City Gateway is the only provider in London serving Young People from disadvantaged communities, providing a unique, full, end to end service for these young people from the place they start to a sustained outcome in 12/18 months full time employment.

This support is even more essential with the impact of the cost-of-living crisis. In a recent survey undertaken by Barnardo's, 43% of their practitioners said that financial issues and the cost-of-living crisis are key issues that they are seeing amongst children, young people, and families.⁵

Our Programmes – Young People

We work with young people aged 16-24 from communities across London that are most impacted by social and economic inequality.

As a result, they often fall through the gaps in mainstream education and leave school with low attainment levels (as low as entry level 1 in maths and English). We know that most employers require a grade 4/C or above in these subjects for their vacancies.

As a result of their often chaotic early life experiences they also have at least one of the following risk factors in their personal life: they could be a care leaver, be from a low income

¹ <https://www.kcl.ac.uk/news/londons-poverty-rate-is-shockingly-and-stubbornly-high#:~:text=The%20highest%20rate%20of%20poverty%20in%20the%20UK,-According%20to%20analysis&text=The%20graph%20below%2C%20from%20the,the%20UK%20average%20of%2021%25>

² Measured as those living in households where the income is below 60% of the median after housing costs.

³ Impetus Research Briefing 8: The employment gap in London 2020 report. Doubly disadvantaged (low qualified and disadvantaged) young people with low qualifications, Tower Hamlets (where we are based) – 32% disadvantaged compared to 23% non-disadvantaged. Of those who are NEET in Tower Hamlets 35% are doubly disadvantaged, the worst of all London boroughs.

⁴ ONS statistical release 18th April 2023

⁵ Barnardo's Practitioner Survey, February 2023, as featured in Barnardo's 'Invisible Children' report July 2023

background, have worklessness in the family (i.e. none of the lead carers in the family are in full time employment), be physically disabled, have mental health issues, a criminal history, be homeless or at risk of homelessness or have a history of abuse.

That's where we come in with our hugely successful programme of support providing qualifications (functional skills level 2 in English and maths), essential employability skills and, thanks to our strategic corporate partners, employers and mentors, we provide experience (workshops, employer visits and experience within an employer's workplace) to progress young people into successful outcomes in education, employment or further training. One such outcome could be one of our apprenticeships in Business Administration or IT.

We also recognise the wider support they may need to overcome the barriers and hurdles they have faced in their young lives, and so we provide a wraparound coaching model which helps young people to develop essential personal capabilities such as confidence, resilience and self-awareness.

Our Education and Training programmes last up to 12 months, after which we support and train our students throughout their 12/18 month Apprenticeship, whilst they establish themselves in the world of work.

Impact

We have consistently reached young people from some of the hardest to reach communities across London, driven by our mission to serve young people whose personal circumstances may dictate their ability to reach their full potential. With City Gateway's support and passion, we aim to raise these young people up.

We were able to successfully support young people into outcomes in employment, education and training (EET), despite the challenges of the youth jobs market for this particular cohort of young people and the massive ripple effect caused by the global pandemic.

Our Net Promoter Score (NPS) averages at around 35 (on a scale of -100 to 100) when students are asked if they would recommend City Gateway to a friend.

“City Gateway has had a positive impact in my life and I would definitely recommend the scheme to anyone stuck looking for an apprenticeship. Their system works wonders and trains you to ace interviews and impress employers.”

“City Gateway has shown me no matter what your background, you can thrive in an environment where you are constantly supported and inspired.”

Achievement and future-looking

In 2022/23, our young people achieved an EET outcome rate of 81.4%, surpassing the pre-covid sector benchmark of 24%. We are looking to grow that rate to support even more of our young people into a positive outcome in 2023/24.

Some of our Partners

Strong relationships with our partners are essential. Whether they provide financial support, lead workshops, offer experience in their workplace, provide pro bono support, mentor our young people or provide apprenticeships, they are an integral part of our programme and we are immensely grateful for their support. Here are a few of our valued partners.



Fundraising Income Generation Trustee

As we believe everyone is made equal in the image of God and we strive to follow the example of Jesus, in loving and helping those excluded and in need in society, all our trustees have a Christian faith.

At City Gateway we recognise the positive value of diversity, promote equality and challenge unfair discrimination. We aim, at all times, to recruit the person who is most suited to the job and welcome applications from people of all backgrounds – men and women, people of all ages, sexual orientations and nationalities.

We particularly encourage applications from women, disabled and people from communities experiencing racial inequalities, as these are some of the groups that are currently underrepresented on our board of trustees.

Background

A network of funders, major donors, sponsors, partnerships and volunteers.

Role summary

- To assist the Board of Trustees to introduce new funding streams and secure funding
- To ensure fundraising is of the highest standard and priority

Main Responsibilities of a Fundraising/Income Generation Trustee

- Chair of the Fundraising Committee including co-opted members
- Oversee fundraising and to make sure it is carried out in legal, honest and accountable ways
- A good understanding of fundraising or income generation
- Strategically assess where fundraising fits into the overall City Gateway strategy and to work with the CEO and Head of Fundraising to ensure effective income generation is being achieved
- Take lead for certain fundraising actions such as donor recruitment and grant referral
- Assist staff members in their interactions with donors and supporters
- Contributing knowledge of fundraising techniques and strategies
- Assessing risks in new fundraising directions
- Encourage an entrepreneurial fundraising culture

All Trustees are also expected to

- Ensure you understand the charity's purposes as set out in its governing document
- Plan what your charity will do, and what you want it to achieve
- Be able to explain how all of the charity's activities are intended to further or support its purposes

- Understand how the charity benefits the public by carrying out its purposes
- Make sure the charity's assets are only used to support or carry out its purposes
- Avoid exposing the charity's assets, beneficiaries, or reputation to undue risk
- To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives
- To ensure the Trustee Board monitors and reviews the performance of the company's Chief Executive, rewards performance accordingly and identifies appropriate development opportunities
- To monitor the financial position of the charity and its operations within its means and objects, making sure that there are clear lines of accountability for day-to-day financial management
- To ensure that the organisation complies with its governing document (i.e. its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- Carry out its responsibilities in accordance with the expectation and standards in place by Ofsted and other regulatory bodies and quality marks, so as to enable the organisation to fulfil its duties.

Qualities of a Fundraising/Income Generation Trustee

Essential

- Network of funders, major donors, sponsors, partnerships and volunteers.
- Fundraising/income generation knowledge and/or business development.
- An understanding of the UK grant and contract sector
- An understanding of the challenges facing organisations such as City Gateway in securing new funds
- Experience of diverse income generation practices
- Sound, independent judgement and the ability to think creatively
- Working effectively as a team member and demonstrating a willingness to learn and develop

General Person Specification

- A commitment to City Gateway
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of the team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Desirable

- Strong intellectual and analytical ability; innovative thinker and ability to focus on issues requiring action
- Experience in financial management and social media
- Experience in the charitable or voluntary sector
- Experience of charity law and governance

Time commitment

- You will be required to attend four Board meetings annually and a Board Away Day
- You will be required to Chair the Fundraising Committee to be held every 2 months
- To work with the CEO and Head of Fundraising outside of the Board Meetings as Chair of specific role Committee Meetings

There is also an opportunity to be considered for Vice Chair of the Board of Trustees

Board Orientation

On joining as a City Gateway Board Trustee, your Board orientation will include participating in a formal Board Mentoring programme that is designed to help you integrate and engage from the very start of your Board Trustee service.

There will be opportunity for you to receive ongoing training and development to enhance your Board Trustee experience and to comply with current Charity and Board Governance legislation.

Recruitment Stages

Application deadline	Sunday 31 st March 2024
Dates for subsequent stages	TBC

Safeguarding

All Trustees are required to uphold the values of City Gateway with its promotion of being an inclusive and safe organisation for Trustees, staff and its Learners.

In order to achieve this, you shall commit to attend/participate in specific training to maintain and upskill your knowledge in these critical areas that will enable both yourself as a Trustee, and City Gateway, to comply with its legal and moral responsibilities.

All Trustees must report any matters, using the correct procedures, relating to these areas to ensure we continue to drive forward the safety and wellbeing of all our staff and learners.

Data Protection

All trustees – as well as the Company – have responsibilities for Data Protection under current legislation. It is every employee's responsibility to ensure that they comply with the organisations Data Protection Policy and any relevant procedures for requesting, processing, or sharing personal information. No-one at any level should disclose or share personal information outside the organisation's policy and procedures, or use personal information held on others for their own purposes.

Anyone disclosing personal information without the authority of the organisation may be committing a criminal offence, unless there is some other legal justification, for example under 'safeguarding' or 'whistle-blowing' legislation.

Health and Safety

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work.

You must co-operate with the Board of Trustees and City Gateway to help everyone meet their legal requirements.

You are responsible for following health and safety requirements in line with the City Gateway's policy.

Inclusion

All Trustees are required to uphold and express the values of City Gateway during the course of their appointment.

City Gateway is an inclusive employer promoting a positive culture for inclusion in all that we do. Fair practice should be observed at all times, and you should participate in specific equality and diversity training and any other inclusion training that would up skill you for your role so that City Gateway complies with legal and moral responsibilities.

Safer Recruitment

City Gateway is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment. Employment is subject to an enhanced Disclosure Barring Service (DBS) check in line with City Gateway's DBS & Risk Assessment Policy and past employment checks.

Equality and Diversity

City Gateway is committed to championing equality and valuing diversity. We welcome enquiries from everyone and value diversity in our workforce.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Includability

As a company that is committed to creating an inclusive, sustainable and mentally healthy workplace culture, we have joined a community of like-minded employers and become verified as an Includability Committed Employer.



Living Wage Employer

We are an accredited Living Wage employer and have been certified by the Living Wage Foundation.



Good Business Charter

The Good Business Charter is a simple accreditation which organisations in the UK can sign up to in recognition of responsible business practices. City Gateway is pleased to announce it is an accredited member.

