



- 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

Our Vision and Mission

BLGC Enriching Young Lives

Infinity 18 Spa Road Bolton BL1 4AG

01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



Part of the
OnSide
Network



Vision

Every young person in Bolton has the opportunity to be the best they can be.

Mission

We will provide great places to go, positive things to do, and people that care.

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.

Caring

Genuine people who care make the difference.

Empowering

We enable people to be the best they can be.

Excellence

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

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

About the role

The Head of Fundraising and Communications will develop 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 aspects of delivery, including meeting agreed income generation targets, developing marketing materials and overseeing social media channels. 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.

BLGC Enriching Young Lives

Infinity 18 Spa Road Bolton BL1 4AG

01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



Part of the
OnSide
Network

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 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 Club offer 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
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		
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

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



BLGC Enriching Young Lives

Infinity 18 Spa Road Bolton BL1 4AG

01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292



Part of the
OnSide
Network