

There has never been a more exciting time to join the HEY Smile Foundation team. Our work spans across the Voluntary, Community and Social Enterprise Sector (VCSE), as well as connecting opportunities with the private and public sector.

We are connected, joining assets to community knowledge, creativity and inspiration. We are helping VCSE organisations of all shapes and sizes be heard and play a part in solutions, not just highlight community problems.

We have grown significantly in the last 11 years but are still agile enough to respond to the communities need, not prescribe the same methodology *'because that's what has always been done'*.

We are sustainable in our own right. Whilst developing others, we have ensured we had one eye on our own platform, securing £3m in assets and generating an average of £800k turnover a year in earned income to by masters of our own destiny and focus on the Wow not Woe in our communities across the Hull and the East Riding.

The I AM Fund:

Audrey was a remarkable lady from East Yorkshire. She kindly created a generous £1.3million legacy to support local charitable organisations.

To support her wishes, a grant making committee was established with the help of Gosschalks Solicitors and HEY Smile Foundation. Working closely with Audrey's friends, the I AM Fund committee ensures her values and wishes are fulfilled within each gift made to local charitable groups.

The I AM Fund supports local charitable organisations that connect children and young people to performance arts. Applications must focus on one or more of the following priorities:

- Inspire participation
- Identify local talent
- Improve experience

Working closely with the Head of Community Development and the I AM Fund Committee, the I AM Fund Engagement Officer will connect with a broad range of organisations within the Cultural, Voluntary and Education sectors. They will also produce quality applications to the fund committee, ultimately aiding more young people to participate in the Arts.

Role Profile

- Job title:** I AM Fund Engagement Officer
Location: HEY Smile Foundation, providing support across the East Riding
Reports to (Job Title): Head of Community Development
Salary scale: £18,800 to £21,500 pro rata
Working Hours: 22.5hrs per week
Contract Duration: 6 months fixed term with for a potential for extension subject to funding
Closing date: Midnight on Tuesday 6th October 2020

2. Purpose:

To support the increased engagement in The I AM Fund. Connecting with a broad range of organisations within the Cultural, Voluntary and Education sectors. Produce quality applications to the fund committee, ultimately aiding more young people to participate in the Arts.

3. Joint responsibilities:

- Uphold and invest in the HEY Smile Foundation Vision, Mission and Values.
- Promote equal opportunities (in terms of race, gender, religion, sexual orientation, and other forms of discrimination) through the HEY Smile Foundations work.
- Listen to community needs, and work within a team to create co-developed solutions, ensuring education, development and investment is not done too but done with communities.
- Continually develop your skills to meet the needs of our evolving community needs.
- Be agile in your working, continually developing your skills to meet the needs of our evolving communities.
- Continue to help position Smile as the 'Go To' Charity in Hull and East Yorkshire
- Support the continued development of our online platform Beecan as a shining light for trusted information, and access to resources.
- Develop case studies and impact reports, to ensure we are displaying our value to the VCSE groups across the East Riding
- Ensure all policies and procedures are understood and adhered to.
- Support a positive working environment, be visible, energetic and participative, encouraging cross team working and initiatives
- Maintain an up to date knowledge of national best practice, policy and guidance for the VCSE
- Undertake all other reasonable requests made via the CEO and Heads of department.

4. Key role responsibilities

Build connections

- Understand the objectives of the fund, working alongside Smile colleagues and committee members.
- Build connections with local and national performing arts organisations to build a greater presence on and offline for the I AM Fund.
- Develop links with leaders in the education sector who have a passion for the arts.
- Connect with like-minded funders to build greater potential for larger projects within Hull and East Yorkshire.

Support quality applications

- Work with potential applicants for the fund, to ensure that the objectives are fully understood and that the majority of applications which reach the committee are successful.

Work with existing funded projects

- Ensure that all grant funders provide feedback and case studies for funded activity.
- Maintain ongoing relationships with existing funders for the potential of further projects in line with the funds objectives.
- Bring through case studies of how the fund has aided young people to enjoy, benefit and learn from the arts

Build strong communications

- Utilising the connections and case studies, develop strong on and offline communications of the positive impact the I AM Fund is having.
- Develop the content for an annual report.
- Support the operation of strong social media presence, reaching current and potential beneficiaries.
- Ultimately help to ensure that the I AM Fund is recognised as a leading local funder, reaching an increased number of beneficiaries each year.

5. Decisions that the job holder typically makes may cover the following areas:

- (Resource management) How to maximise resources efficiently
 - (Development of skills) Training requirements for communities to which you are engaged
 - (Finance) Development of budget requests to Head of department to fulfil desired outcomes
 - (Time management) Prioritisation of your own time to meet outcomes
 - Escalation of work to Heads of department
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6. Outcomes based

HEY Smile are working towards being outcomes focused. There is a lot of learning and development still to be concluded, but with this in mind your contracted hours are 22.5hrs. You will be asked to attend on and offline meetings weekly with your line manager and colleagues setting agreed outcomes for the period. However the way in which you distribute these hours across your working week is flexible, and strong communication with your Head of Department is key.

7. Knowledge, skills and experience required by the job holder:

Taking on a role with Smile you will be seen as a leader in the East Riding voluntary, community and social enterprise sector, delivering capacity and capability support. You will form part of a team of experts, who share their skills and expertise alongside our partners across the private, public and voluntary sector, maximising resources for our inspiring communities.

Essential	Assessment
Excellent communication skills	Cover letter/CV and interview
A passion for performing arts and a great understanding of its benefits for young people specifically	Cover letter/CV and interview
Self-motivated and able to work under own initiative.	Cover letter/CV and interview
Ability to write concise reports, case studies, blogs.	Cover letter/CV and interview
Experience supporting volunteers, managing their development needs and safeguarding responsibilities.	Cover letter/CV and interview
Ability to form and maintain appropriate relationships with cross sector organisations.	Cover letter/CV and interview
Ability to manage own priorities and manage own workload to agreed deadlines, budget and quality standards.	Cover letter/CV and interview
Strong general IT skills, in addition be able to professionally operate meetings via, Zoom, Microsoft Teams and Skype.	Cover letter/CV and interview
Be confident on all social media platforms.	Cover letter/CV and interview
Desirable	Assessment
Have existing relationships within the cultural sectors.	Cover letter/CV and interview

You must have a full driving license and access to a car. Although the HEY Smile offer flexible working, the place of work will remain HEY Smile Head Quarters, Queens Gardens, Dock Street, Hull, HU1 3AE.

**Parking is not available*

Please get in touch if you would like to have an informal conversation to find out more. We'd love to hear from you. Please contact:

Nick Middleton
Head of Community Development
nm@heysmilefoundation.org
07801 895933

To apply for this role, please e-mail your CV with a covering letter/e-mail to recruitment@heysmilefoundation.org

This document is written to summarise the key responsibilities of the job holder. It is not intended to be exhaustive and the job holder may be required to do more than is listed here within reasonable parameters. Document date: September 2020