

Scaramouche Sailing Trust
Project Manager: Terms of Reference
11th February 2022

The Scaramouche Sailing Trust (SST) is looking for a Project Manager on a six month consultancy to help take the next step in setting up sustainable operations.

Introduction

The Scaramouche Sailing Trust is a registered charity no. 1183400, and was formed in 2019 with two aims:

1. to raise funds for the Greig City Academy's (GCA) ground-breaking sailing programme.
2. to support other schools and organisations to gain similar benefits from sailing.

The Trust is now in the process of establishing more sustainable operations, with a main focus on the first aim.

Since 2014, the GCA sailing programme has inspired over 300 students from an inner-city London school to transform their lives through sailing. For instance, GCA was the first ever state school to do the Fastnet race, in 2017. The programme has been taken to the heart of the sailing world and benefitted from support from many sailors and supporters.

The SST charity helps the GCA programme move to a more sustainable financial position. We are also identifying how we can help other schools benefit from their extraordinary experience.

Despite Covid, we have put in place initial foundations for the SST including:

- a good on-line presence and profile in the sailing press.
- a good set of initial supporters and donors, including from our role as Cowes Week charity 2021.
- a committed board of trustees.

We have been selected as one of Cowes Week's official charities again in 2022. We do not yet have any paid staff or permanent office arrangements. Now we have reached the stage where we need to take the next step, and get organised to develop our long term plans, find funding support and establish the resources needed to ensure that the charity's operations are on a sustainable and solid footing. We are looking for someone who has the skills and experience to achieve those goals and help take the charity forward.

More details: <https://scaramouchesailing.org.uk/>

Terms

The consultancy will run for an initial 6 months, with the possibility of extending subject to funding.

Start date: as soon as possible.

Place of Work: Remote working but able to attend regular meetings either near Greig City Academy, North London, N8 7NU, or near Cowes.

The consultant will be expected to organise their own time, but it is anticipated that about 3 days a week will be required.

Fee: expected to be in the range of £10 – 14k plus reasonable expenses for travel to meetings as agreed. The consultant will be responsible for their own tax, IT & working arrangements.

The consultant will be managed by Alex Jacobs, Chair of the board. The role will also involve working closely with the key contacts outlined below, in particular with Jon Holt, who leads the GCA Sailing Programme.

Deliverables

The consultant will work closely with key members of the existing team to::

1. Support initiatives to raise funds from individual donors, including events at Cowes Week.
2. Develop and implement a PR / comms plan (including traditional & social media and events).
3. Make a minimum of three funding applications to carefully selected grant making organisations.
4. Support the writing of a funding bid to Sport England, if the opportunity is confirmed.
5. Establish simple monitoring and evaluation systems with the GCA sailing programme, to enable systematic reporting to funders/ donors and the Trust.
6. Establish a simple operational plan & budget for SST for 2022/23, including the practicalities of employing staff.
7. Support the preparation of a three year strategy for the Trust .

Key contacts

This project will involve working closely with SST's board:

- Alex Jacobs, Chair
- Jon Holt, who leads GCA Sailing Programme
- Elspeth McBain, on grant fundraising

- James Evans, on fundraising from individuals
- Dami Ajagbonna, education
- Allie Smith, sailing industry

The project manager will also work with Margaret McDonald who supports admin & logistics of the project at GCA and a variety of contacts across the sailing world (such as Cowes Week organisers) and key donors.

Person specification

Essential:

- Strong administration skills.
- Strong communication skills, preferably including marketing / PR experience.
- Fundraising &/or event management experience.
- Organised, proactive, positive, flexible approach.
- Strong team player.
- Commitment to the aims of the SST and the GCA Sailing Programme.

Desirable:

- Experience running professional operations for a small organisation / charity.
- Experience of GCA's sailing programme, or similar.

Application process

Please send a short expression of interest and your CV to Alex Jacobs at ajroving@gmail.com by 28th Feb 2022.

The expression of interest should be 1 -2 pages long and outline:

- Your approach to achieving the deliverables
- Your motivation for the role
- Your relevant experience
- Your daily rate and overall fee

Interviews will be arranged in March.

Please feel free to contact Alex Jacobs on ajroving@gmail.com or Jon Holt on jholt@greigcityacademy.co.uk to discuss this opportunity.