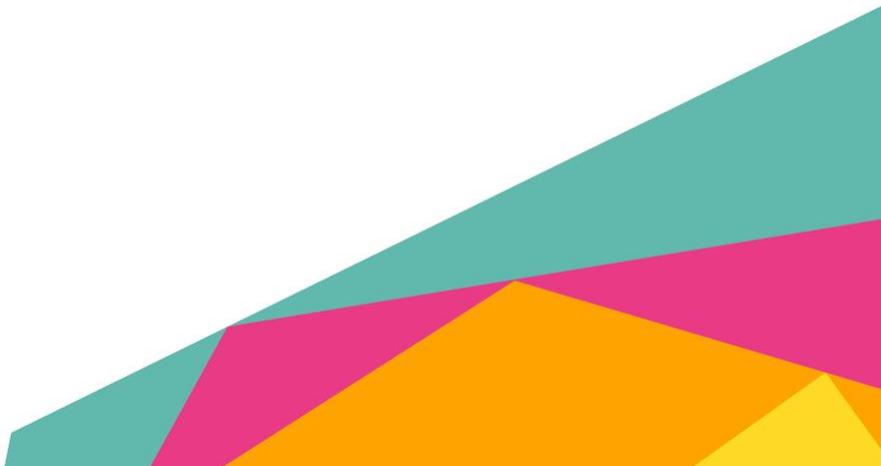




# Job Information Pack

Fundraiser (trusts, grants and sponsorship)

January 2019



## **Fundraiser (trusts, grants and sponsorship)**

Thank you for your interest in joining thirtyone:eight. We are passionate about creating safer places together, and now is a really exciting time to be joining us as we have seen significant growth in recent years plus a renewed vision for the future.

This information pack should provide all the information you need to help you complete your application. This role is part-time (17.5 hours per week) reporting to the Head of Marketing and Communications and based out of our head office in Swanley, Kent. For the right candidate and dependent on circumstances we may be able to be flexible on location, but as a minimum you would be required to spend at least 2 days a month in Swanley.

You should fill in your application carefully, giving all relevant information and in particular, clearly stating the ways in which you meet the requirements outlined in the enclosed job description and person specification.

Please make sure you provide relevant and concise examples where possible that support your stated experience and skills. We cannot accept CV's in place of a fully completed application form.

Your application should be completed electronically and e-mailed to us by **5pm Monday 25<sup>th</sup> February 2019**. We are unable to accept applications that arrive after this date. We will be inviting shortlisted candidates to interview on Thursday 7<sup>th</sup> March in Swanley.

Please email your completed application form to [jobs@thirtyoneeight.org](mailto:jobs@thirtyoneeight.org).

We look forward to receiving your application.

Many thanks.



**Justin Humphreys**  
Executive Director (Safeguarding)



**Steve Ball**  
Executive Director (Operations)

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Fundraiser (trust, grants and sponsorship)</b>
<b>Department:</b>	<b>Operations</b>
<b>Locations:</b>	<b>Head office, Swanley (or homebased)</b>
<b>Hours of Work:</b>	<b>Part Time (17.5 hours per week)</b>
<b>Accountable to:</b>	<b>Head of Marketing and Communications</b>
<b>Pay Group:</b>	<b>Pay Group 5 (£24,847.20) fte - plus Southern Weighting</b>
<b>Term:</b>	<b>Three year fixed term contract with the potential to become permanent</b>
<b>DBS Eligibility:</b>	<b>Basic Level (see below)</b>

This position is not deemed to meet eligibility for an 'Enhanced' Disclosure. However, the post-holder will be expected to supply a 'Declaration of Suitability' and a 'Basic' Disclosure Certificate (which can be processed via thirtyone:eight as a DBS Responsible Organisation) prior to commencement of employment as part of our Safer Recruitment Policy.

### **Job Purpose**

To secure an agreed target of income from charitable Trusts, Foundations and grant making bodies, as well as corporate sponsorship opportunities. This will include researching the various funding/sponsorship opportunities, compiling, writing and submitting applications, reporting and responding to enquiries as well as building relationships with key funders.

### **Main Responsibilities**

- Research and identify application opportunities and approaches to, cold trusts and grant giving organisations
- Compile and submit compelling applications for funding, working with the relevant departments to ensure accuracy and appropriateness.
- Build relationships with any existing trusts and grant giving organisations
- Grow and develop relationships with new prospects which may include telephone, written, or face to face contact.
- Work across departments and build effective relationships with staff in order to identify suitable projects for trust funding in line with strategy and budgets.
- Identify projects and activities that require funding or sponsorship.
- Develop core generic proposals for each area of activity that require funding.

- Write tailored applications, addressing grant making priorities or requirements as specified by individual trusts and grant giving organisations.
- Research and approach suitable sources of corporate sponsorship.
- To implement robust procedures to ensure we meet the funders formal reporting requirements and to ensure terms and conditions of grants are fully met and that grant payments and income are monitored and reported, including ensuring restricted funds are controlled.
- To monitor and review income from trusts and grant giving organisations and maintain accurate records of income and applications.

### **General Responsibilities**

- Ensure that all work supports and promotes the values and ethos of the charity as a Christian organisation seeking to promote safer environments for vulnerable people.
- Contribute skills and knowledge as part of a staff team and attending staff and other meetings where required.
- Contribute to the development of an inclusive and empowering culture of excellence and effective team working environment within the charity.
- Contribute to and comply with effective recording and data management systems in accordance with the charity and professional guidelines (e.g. confidentiality, information sharing and secure storage of data).
- Participate in staff development and training programmes which aim to enhance individual skills and create opportunities for professional development.
- Contribute skills/knowledge as part of a staff team and attend staff/management meetings where required.
- Participate in the range of other work undertaken by the charity, both directly and in terms of offering support, collaboration and back-up to other staff members where needed.
- Ensure all work undertaken promotes equality and diversity.
- Ensure all work contributes to and underpins the charity mission, vision and strategic plan.
- Under the Health & Safety at Work Act and associated guidance, take adequate care for the health and safety of oneself and other persons who may be affected by acts or omissions to act.
- Undertake any other reasonable duty or task in accordance with the objectives of this post as required by the Head of Finance and Business.

## PERSON SPECIFICATION

<b>Essential Qualifications:</b>	<b>Experience of fundraising from trusts and grant making bodies including writing and submitting applications.</b>
<b>Desirable Qualifications:</b>	<b>Experience of securing sponsorship and effective relationship management. Certificate/Diploma from a recognised fundraising body such the IoF.</b>

### **Essential Personal Characteristics and Qualities**

- Honesty
- Integrity
- Collaborative
- Solution-focused
- Attentive to detail
- Learning
- Creative
- Fair
- Committed
- Passionate

### **Essential Skills and Experience**

- Experience of fundraising for trusts and grant making bodies.
- Excellent written and verbal communications skills, with the ability to deal with a wide range of people.
- Experience of establishing strong working relationships with colleagues from different organisations, functions and levels with a collaborative style.
- Experience of researching trust and grant income opportunities.
- Ability to write and submit applications, and to creatively identify opportunities for funding.
- Proven ability to write detailed reports and understand complex financial information.
- Ability to work on your own and to use own initiative

## **Essential Knowledge, Motivation and Attributes**

- Knowledge of both voluntary/charitable and public sector organisations and the ways in which they operate.
- A good working knowledge of the Fundraising Regulator and requirements of the code of fundraising practice.
- Knowledge of fundraising and income generation
- Motivated by delivering services to a high standard.
- Meticulous attention to detail.
- Understanding of GDPR requirements in relation to trust and grant fundraising
- The ability to assimilate complex information and draw out the key elements.
- Ability to operate both independently and as part of a team.
- The ability to learn and take risks where appropriate.
- An understanding of and commitment to thirtyone:eight's mission, values and behaviours.
- Ability to work on your own initiative with a 'solution-focused' approach.
- Experience of identifying and meeting training and development needs in an organisation.
- Knowledge and understanding of Equal Opportunity and Anti-discriminatory practice.
- Ability to identify with and accept the aims and objectives of Thirtyone:eight and statutory and other professional guidance as appropriate.

## Information for Candidates

### About thirtyone:eight

We're an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse.

To do this, we provide training, consultancy, disclosures and a 24 hour helpline, making sure everyone is equipped and empowered with the tools they need. We are leading experts in safeguarding, working with government to inform legislation and promoting high standards in safeguarding practice.

Trusted for over 40 years, we work together with a network of thousands of member organisations to make sure that standards for safeguarding are upheld and protected.

### How we work

- We are independent, experts providing a complete safeguarding solution.
- We educate, inform, support and equip churches, faith groups, organisations, individuals and government with the tools they need to protect vulnerable people
- We recognise that's it's only by working together that standards in safeguarding will rise, which is why 'together' is at the core of everything we do.
- We do this because we are Christian, which means we are compelled to care for and protect vulnerable people.

We are members of the Christian Safeguarding Forum (CFS), UK Council for Child Internet Safety (UKCCIS), Association of Christian Counsellors and the Christian Helplines Association. We are also a partner agency with CEOP (the Child Exploitation and Online Protection centre).

## Our Vision

**Our vision is a world where every child and adult can feel, and be, safe.**

It's a big vision, and it's what drives us because we believe that when a person or organisation shares this vision, transformation takes place, safer places are created and people's lives are impacted for the better.

## Our Mission

We will **equip** society with the knowledge and skills to create safer environments for children and adults at risk.

We will **empower** society to respond appropriately to those who are vulnerable or have experienced abuse.

We will **encourage** society to stand against oppression and exploitation by informing legislation and striving to raise the standards in safeguarding practice.

## Our Values

Our values are what make us tick. They are how we behave and how we communicate. They are what you can expect from us, our DNA.

**Christian:** We are a Christian organisation, who are inspired to 'speak out on behalf of the voiceless, and for the rights of all who are vulnerable' as we believe God told us to. This is the foundational pillar of all our work.

**Thought leader:** We are experts at the forefront of raising safeguarding standards, and we share our knowledge with churches, organisations and the government, as well as the general public.

**Respectful:** We are honest and have strong moral principles. We are transparent and fair in everything we do.

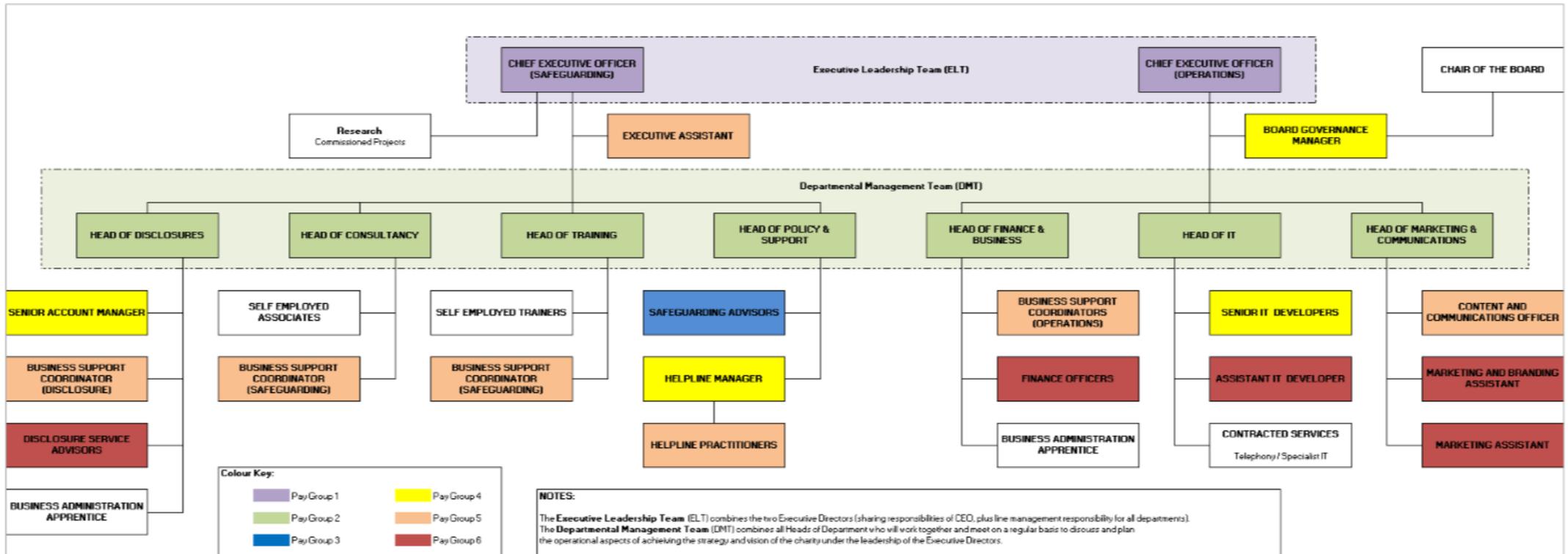
**Empowering:** We want other organisations and groups to grow in knowledge and confidence – that's why we share our knowledge and encourage people to use it.

**Compassionate:** We understand that every person is unique, we value and care for every person who needs our help and treat them accordingly.

## Our People

Thirtyone:eight is a people focussed organisation. Our people are at the heart of everything that we do. Our teams comprises highly experienced and skilled professionals, all of whom have high levels of expertise that extend across a wide range of professions and backgrounds.

# Departmental Structure



## Our Rewards Package

Thirtyone:eight offer a comprehensive rewards package, including the following:

### **Salary and Southern Weighting**

Your starting salary will be positioned within an appropriate pay group as shown in the structure chart. Subject to a successful annual appraisal you will be entitled to step-up through the increments in the pay group each year until the maximum level has been reached. All staff working at our head office in Swanley also receive a southern weighting allowance (pro rata for part-time employees).

### **Holiday**

All staff, regardless of position in the organisation, are entitled to 35 days' paid holiday in each holiday year, which runs from 1 January to 31 December which includes statutory and public holidays as a full-time employee (pro rata as a part-time employee).

### **Pension**

You will be automatically enrolled into a qualifying pension under pensions' auto-enrolment rules, after a qualifying period of three (3) months' employment.

### **Health Care**

Thirtyone:eight has a private health care scheme through Benenden Health Care which all staff (along with their family for an additional cost) are entitled to access on successful completion of probation.

### **Supervision and Support**

Informal supervision will happen regularly with your line manager and formal supervision will take place at least quarterly. These focus on you as an individual and not only help us understand how we can help and develop you with your work, but also ensure that we are offering relevant, appropriate support. Where required, additional support can be given by our Staff Support Advisor.

### **Learning and Development**

Through regular supervision and our appraisal system, learning and development opportunities are highlighted. Where possible and appropriate, these are incorporated into personal objectives to ensure that your development needs are being met and also Thirtyone:eight benefits from that additional training. We also operate a volunteer scheme which enables staff to apply to become 'employee volunteers' with other agreed organisations as part of their identified development needs. The scheme will help employees to enhance and develop their skills in a way where their experiences could be a real asset to themselves, as well as the service areas they work in.

### **Flexible Working**

Thirtyone:eight has grown from a small family organisation to the medium-sized charity we are today. We still understand the importance of being at those 'significant events' – especially when your children are young. Where possible, without disrupting the running of the office, will try to accommodate your working hours to ensure that you can be at those red-letter events.