

withyou

# Trust and Foundations Manager

Welcome to your candidate pack



# Hello, from Belinda Phipps

Thank you for taking the time to consider applying to work with us.

At With You, we're committed to working towards our vision where everyone can access the support they need for issues with drugs, alcohol and mental health.

I joined in early 2020 to support the charity through the pressure of the pandemic. I've been inspired by how our staff and volunteers have shown creativity and resilience to keep people connected and supported in both our physical services and new remote ways.

The pandemic helped accelerate our ambitious organisational strategy. Our new name and visual brand, built out of research about the barriers to support, has given us a warm and welcoming face.

We've overhauled our technology and delivered new digital solutions to help us better work alongside each other and the people we support. We're proud to have recently achieved an Investors in People Gold accreditation that recognises the efforts we've put in to make With You a great place to work.

There's a growing need for our support as we come out of lockdown and we expect major changes in the way mental health, drug and alcohol services operate. As an organisation we want to radically improve people's chances of getting better in our services and make the most impact in communities across the UK.

We know that millions of people with drug, alcohol and mental health issues go without treatment. To address this we need to innovate and improve practice across the sector. This is always challenging in the complex environment of commissioned services, so growing our income, focusing on practice improvement and understanding how digital can support our work is key.

You'll be joining a warm and passionate team and organisation who work alongside people as equal partners in their recovery.

We look forward to receiving your application.



Belinda Phipps  
Interim Chief Executive

# Advertisement

**Trust and Foundations Manager**

**We are With You**

**Full time (4 days considered)**

**Home and London HQ hybrid working patterns**

**£38,888**

We are With You (formerly Addaction) is a charity providing free, confidential support to people experiencing issues with drugs, alcohol or mental health.

We work with people on their own goals, whether that's staying safe and healthy, making small changes or stopping an unwanted habit altogether. This means giving people support in a way that's right for them, either face to face, in their local service, community, or online.

To date the charity has derived almost all its income from commissioning bodies such as local authorities and NHS Clinical Commissioning Groups. The pattern of provision and the funding priorities are ever changing and the pressure to deliver more for less is ever increasing. This is why we need you to join a small team to diversify income.

This is certainly a role to make your own as you will be building new relationships, re-establishing lapsed relationships, prospect researching, building compelling cases for support, in addition to monitoring income and expenditure budgets.

Your remit will be to develop the trust and foundations strategy in collaboration with the Head of Fundraising and specifically, to identify prospective trusts and foundations whose strategic objectives match those of the charity, and to develop, manage and lead all trust and foundations applications, ensuring that targets are met.

The successful candidate is likely to be able to demonstrate a track record of researching and securing income from trusts and/or foundations, relationship building and networking with external and internal stakeholders and funders.

# Who we are

Everyone should feel comfortable getting the support they need for issues with drugs, alcohol or mental health.

We work with people on their own goals, whether that's staying safe and healthy, making small changes or stopping an unwanted habit altogether. We give people support in a way that's right for them either face to face in their local service, community or online.

We provide a free and confidential service without judgement to more than 100,000 people a year.

We use our expertise to improve the help available and raise awareness around drugs, alcohol and mental health so that more people can get support.

**We Are With You.**



[Watch our short film about who we are.](#)

On the next two pages service manager Gary Besterfield and volunteer Dot Spaulding talk about how we work alongside people to achieve their goals.

# With Cheryl's support, I reduced my drinking on my own terms

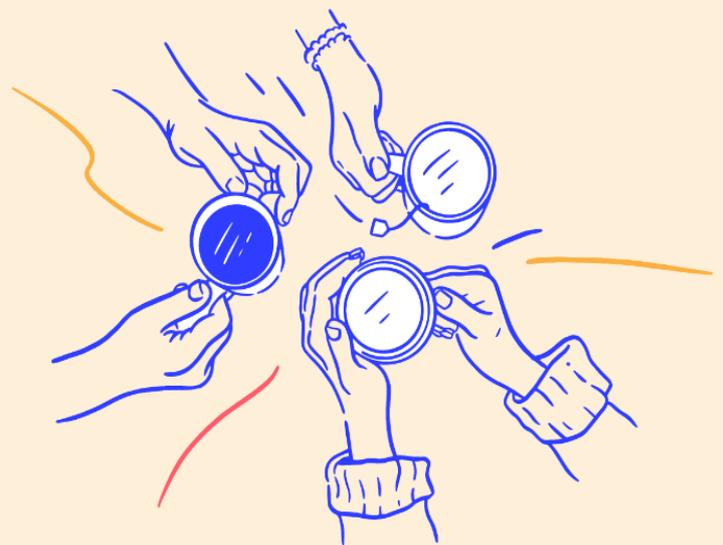
By Dot Spalding, Volunteer at With You in North Somerset

Drug related deaths are at record levels in the The first time I met my recovery worker Cheryl she was able to see what no one else could.

I'd lost sight of who I was and being a mum to two boys had become my whole identity. But I wasn't able to enjoy it and a glass of wine had become my 'me time'. Then that glass turned into several, then bottles at a time.

I tried to stop but only on other people's terms. Going 'cold turkey' didn't work, although that's what my family wanted. I'd end up going a few days, even a week, but then I'd find a way to have a drink and it wouldn't be just one. Instead I talked with Cheryl about a reduction plan and reduced my alcohol intake in my own way and in full view of my family.

In my sessions with Cheryl we worked through some really difficult things happening in my personal life. She listened and told me it was okay to not be okay. She allowed me to see that even though I hadn't been the best person over the course of my drinking, it didn't mean I didn't matter.



Once I'd stopped drinking, I joined a recovery group. Here, Cheryl saw a confidence in me I didn't know I had. She told me I offered good advice and really listened to what others had to say. She saw that I could be a valuable part of the team and encouraged me to volunteer.

These days, I can honestly say that thanks to Cheryl I'm me again. I'm more than my alcohol issues. I'm a great wife, a brilliant friend, a caring sister and daughter, a fantastic mum and a valuable volunteer. I am Dot.

# The story of With You

Our organisation began with an [article published in The Guardian](#) on 24 February 1967 from Mollie Craven.

Mollie had first hand experience of dealing with substance misuse issues in the family: her son had heroin issues by the age of 18. Feeling powerless to help Mollie wrote: “We parents of addicts are a neglected and ignored group.”

She continued: “I would like to appeal to everyone interested in this agonising problem to form an association. We can help each other, we can help with research into the problem and its origin and cure; we can cooperate with the new legislation; in many ways we can help each other's children where we cannot help our own.”

In her search for support, she started APA – Association for Parents of Addicts, also known as Association for the Prevention of Addiction. Initially APA was very small. It delivered a number of drop-in services funded by donations and grants. It offered a safe non-judgemental place to go with tea, empathy and counselling.

That small support group became Addaction, and we grew significantly. In 2017 we celebrated our 50th year. In early 2020 we rebranded and changed our name to With You to better reassure people about reaching out for support.



“ We have an exceptional team with a whole load of recognition and thanks. This keeps us really motivated.”

Investors in people report 2021

“ I feel hugely respected and appreciated for what we do and our expertise.”

Investors in people report 2021

## Job Description

### Trust and Foundations Manager

#### Permanent contract

Title	Trust and Foundations Manager
Directorate	Business Development (Fundraising)
Reports to	Head of Fundraising
Responsible for	
Key relationships	Internal: New Business Development and Partnerships, Service Teams, Finance, Communications, Senior Leadership Team, External: Trust and Foundation Funders
Level of employment safeguarding check	Enhanced DBS (Adults & Child Barred)
Pay Grade Date evaluated/ref	

## Job Purpose

- To grow the Trust and Foundations income stream through prospecting, pre-bid research, preparation of compelling funding applications and partnership development. To manage all aspects of donor stewardship including narrative and financial reporting and other stewardship activities in order to retain excellent relationships with current funders.
- Through the role, to safeguard and protect the children, young people and adults that we work with by adhering closely to We Are With You's policies and procedures at all times and sharing any concerns immediately.

## Main responsibilities / duties

### Prospect Research

- Research potential new funding opportunities maintaining a qualified prospect list of grant makers that can be matched to emerging national or local funding priorities.
- Schedule a forward pipeline of planned applications to grant makers to grow income and ensure sustainability of Trust income.
- Keep abreast of funding trends in the sector through research, networking and training.

### Soliciting gifts

- Submit funding applications including narrative proposals and budgets to a range of Trust and Foundations.
- Achieve or exceed agreed Trust income targets.
- Build strong relationships with other teams within the organisation to understand service areas that can be fundraised for and prepare case for support material.
- Make approaches to potential donors via phone calls, meetings, presentations and cultivation events.

### Donor Stewardship and Grant Management

- Manage all aspects of donor stewardship including preparing high quality donor reports to funders and implementing all donor requirements. Work with the Finance Team in the preparation of financial reports.
- Ensure stewardship engagement plans are in place for high value funders to maximise support and secure repeat funding.
- Work effectively within the Fundraising Team to identify crossover activities with other Fundraising activity including events, community and individual giving.

### Management

- Develop the Trust fundraising strategy in collaboration with the Head of Fundraising.
- Develop operational plans and monitor key performance indicators through quarterly reporting.
- Maintain oversight of all Trust and Foundation funding using team data management systems.

- Monitor and record income against budget and prepare regular variance reports.
- Collate and document all case for support material in a systematic manner for use in wider fundraising.
- Contribute to the development of Trust Fundraising systems and procedures.

## Information Governance

- Maintain effective record management across the team, on google drive and Raiser's Edge (or other case record management software should this change).
- Ensure compliance with GDPR and adherence to the Code of Fundraising Practice.
- Work within Fundraising Regulations and organisational policies, ensuring due diligence is followed, all funding is coded and accounted for and any incidents are reported as required.

## General responsibilities

- Confidentiality: Ensure confidentiality at all times, only releasing confidential or personalised information externally with consent from a line manager.
- Data Protection Act: Comply with the requirements of the Data Protection Act and amendments to ensure integrity and security of our information.
- Safeguarding: Remain vigilant at all times to any safeguarding concerns within the day to day performance of your job role, sharing and learning from these experiences to ensure our statutory and organisational responsibilities are met in respect of safeguarding children & vulnerable adults.
- Conflict of interest: Declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with We Are With You.
- Equal Opportunities and Diversity: Ensure that all service users, partners, carers, and colleagues in We Are With You and partner organisations are treated as individuals within our Diversity and Equality framework.
- Health and Safety: Compliance at all times with the requirements of the Health and Safety regulations and We Are With You's Health and Safety Policy and Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, service user or visitor who might be affected by an act or failure to act by yourself.
- Any other duties: To undertake any other duties that are reasonable and are commensurate with the role as directed by the relevant Director in line with the changing needs of the service and/or legal requirements.
- Self-development: Ensure you take responsibility for development and keep learning in your role.

- Commitment to the organisation's Guiding Principles and Behaviours

## Person specification

	<b>Essential criteria</b>	<b>Desirable criteria</b>
<b>Education / qualifications</b>	<p>Maths and English GCSE A-C or equivalent.</p> <p>Evidence of continued professional development</p>	Educated to degree level or equivalent
<b>Experience/ Knowledge</b>	A demonstrable track record of securing large, multi-year trust funding	Experience of winning large, multiyear National Lottery grants.
	Experience of successfully designing and developing funding bids for new programmes or projects to support organisational aims	Experience fundraising in an organisation that bids/competes for government contracts.
	Excellent written skills and the ability to write compelling applications to funders	
	Experience of preparing narrative and financial reports to donors and of meeting donor compliance requirements.	
	Experience of achieving /exceeding income targets	Appreciation of substance misuse, treatment and recovery
	<p>Experience in preparing and monitoring budgets.</p> <p>Experienced in using CRM systems.</p>	Experience using Raisers Edge

<p><b>Skills and abilities</b></p>	<p>Strong networking and relationship building skills with internal and external contacts.</p> <p>Excellent persuasive writing skills and creative skills in turning initial concepts into innovative funding applications.</p> <p>Strong presentation skills with ability to present bids to donors effectively.</p> <p>Excellent IT skills including Google, Raisers Edge, digital.</p>	
<p>Personal Circumstances</p>	<p>Ability to work flexible and unsocial hours on occasion; including UK wide travel when required.</p>	<p>Ability to be based from our London office, once open, 3 days a week</p>
<p>Any other duties</p>	<p>To undertake any other duties that are reasonable and are commensurate with the role as directed in line with the changing needs of the organisation/and or legal requirements</p>	

## Terms and Conditions

We have a range of staff benefits, including:

- 28 days holiday each year, plus bank holiday allowance
- Flexi working as agreed but in principle the role can be home based with some travel when needed, or office based if preferred
- Enhanced employer pension contributions: employer pays 6%, employees pay a minimum of 2%
- Enhanced maternity pay - 12 weeks at 90% of salary, followed by statutory pay (following one year service)
- Learning and development opportunities including development time each week
- Life assurance scheme - a one-off lump sum payment (3 times your salary)
- 2 days paid volunteering leave each year
- Paid time off for care and dependent responsibilities, and bereavement leave
- Paid time off for military duties training
- Salary finance scheme to help improve financial wellbeing
- 24/7 access to an employee assistance programme, free counselling and access to the Headspace app
- Cycle to Work Scheme

## Terms of Appointment

Salary will reflect the seniority of the role.

The role will be based at home until covid restrictions are lifted. The hope is that you will be in the office 2 days per week but this is flexible and up for discussion.

## How to apply

Apply online at <https://nfpconsulting.co.uk/executive/job/21071>

**Closing date:** Early applications encouraged as the intention is to interview 'as and when' so an offer of appointment can be made as soon as possible

## Selection and timescales

There will be a two stage selection process.

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

## Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.

## Equal opportunities

With You values inclusion and diversity. We actively promote equality of opportunity to achieve the right mix of talent, skills and potential.

We carry out all shortlisting, interviewing and other selection methods without discriminating on the grounds of any protected characteristic.

We welcome applications from a wide range of people, including those with criminal records and those with lived experience of the issues we work with. We select applicants for interview based on their skills, qualifications and experience in relation to the role they have applied for.

To make sure we are treating candidates fairly, we monitor diversity at all stages of the selection process. When submitting your application you are also invited to complete our equality and diversity monitoring form. You do not have to provide this information but we would be grateful if you would do so. This information is not used for selection purposes.

## Useful links

Visit our help and advice website at [wearewithyou.org.uk](https://wearewithyou.org.uk)

[Visit our online publication](#) which brings together voices from across With You to explore what we're working on and thinking about as an organisation

Read [our 2019-2022 organisational strategy](#)

Read [our 2019/2020 annual report](#)

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It's been a life saver. The support and online access has motivated me to keep chipping away. I don't feel so alone now.”

Service user covid survey 2020