



contact *For families
with disabled children*

Trusts Fundraising Officer
£33,172- £36,414
Permanent/Full Time
Flexible Home based or City Road (London HQ)

For an informal and confidential discussion about the role, please contact our recruitment partner:
Vikki Park, Principal Consultant, NFP Consulting

E: vikki.park@nfpconsulting.co.uk

Application is by way of a CV and a Supporting Statement.

How to apply

Apply online at www.nfpconsulting.co.uk/jobs

Closing date: 10th May 2022

Selection and timescales:

First Interviews: TBC

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.

Contact – Our Story

Founded in the 1970s by families of disabled children, who recognised that even if their child's conditions were different, they shared a common experience – of being a family with a disabled child. They understood how important it is to support each other.

A lot has changed since then but some things haven't changed nearly enough. There is a desperate lack of services and support for the 620,000 parents in the UK who care for a disabled child. As a result, families face a huge range of challenges and many feel isolated and alone. Coping with extra financial costs and practical challenges can put an enormous strain on daily life, with families more likely to face emotional issues, stress and anxiety.

We are here for all families with disabled children – supporting families, bringing families together and helping families take action for others.

Our vision is that families with disabled children feel valued and are strong, confident and able to make the decisions that are right for them.



For further information about Contact and their services please click [here](#)

Our Values

Our values are inspired by our families

Every single day we're inspired by the families that we work with and it is our work with families with disabled children that help us live our values.

We put families at the heart of everything we do

Families with disabled children make us who we are. They drive our decisions. They inspire us to get results and create lasting change. They challenge us and make sure the way we work creates the biggest impact.

We are approachable and we never judge

We mean it when we say we're inclusive. Families can always contact us – it's in our name and in our nature. And they don't need to qualify for our support. For every shape and size of family, whatever they need and whatever their child's disability, we're here. We guarantee a warm welcome and we're always positive and respectful.

We are dependable

Families with disabled children can rely on us. They can be certain we will deliver on our promises and work in a transparent, accountable way. They can trust us to be by their side. We work in partnership with others to make sure every family can be confident of getting the right support.

We are determined

In everything we do, we're resolute, fearless and ready to challenge. We listen carefully and support families with disabled children to have a powerful voice. We always want to do better, delivering the best possible support for the families who make us what we are.



Welcome

Thank you for your interest in joining us.

It is an exciting time to join Contact's income generation team. We have an excellent portfolio of existing funders and a growing pipeline of new opportunities.

Income generated from trusts and foundations, the National Lottery Community Fund and statutory sources plays a vital role in supporting families with disabled children throughout the UK.

It is a varied and rewarding role with scope to develop your skills and experience within an established, high performing team.

Contact is an outstanding place to work. We're a friendly, hard-working and driven team who put families with disabled children at the heart of everything we do.

We'd love to have you join us.

Mark Davies
Director of Income Generation
Contact



Job Description

About the role

It is an exciting time to join Contact's income generation team. We have an excellent portfolio of existing funders and a growing pipeline of new opportunities. Income generated from trusts and foundations and the National Lottery Community Fund plays a vital role in supporting families with disabled children throughout the UK. It is a varied and rewarding role with scope to develop your skills and experience within an established, high performing team.

Job Description

Job Title:	Trusts and Fundraising Officer
Responsible To:	Trusts and Statutory Fundraising Manager
Responsible For:	Raising income through grants and donations from trusts, foundations, the National Lottery Community Fund and statutory sources.
Department and location:	Income Generation, City Road, London EC1V.
Job Purpose:	<ul style="list-style-type: none">• To meet income targets from trusts, foundations and lottery funders.• To develop and maintain on-going relationships with existing funders and grow new relationships.• To identify, research and secure new funding opportunities for Contact.
Main Duties:	<p><u>Raising Income</u></p> <ul style="list-style-type: none">• To raise agreed targets from trusts, foundations and lottery funders.• In conjunction with the relevant operations colleagues, develop new proposals and budgets for funders.• Prepare written applications within the pipeline that match the funders giving priorities.• Attend meetings with funders including presenting reports and updates and discussing potential applications.• Develop and maintain excellent on-going relationships with funders. Arrange visits to projects and meetings with funders, attend receptions and events, organise meetings and presentations, submit reports in line with deadlines.• Research funders to determine the priorities, methods and timescales involved in their grant making. <p><u>Strategy Development and Budgeting</u></p> <ul style="list-style-type: none">• To contribute to the team's fundraising strategy development.• Maintain an awareness of philanthropy trends, competitor activity, news, events and legislation to help inform the team's delivery plans.• Co-ordinate budgets for funding applications in collaboration with colleagues in delivery teams.

	<p><u>General</u></p> <ul style="list-style-type: none"> • To develop strong working relationships with staff in various functions at Contact. • Maintain accurate, up to date, database records of funding applications made, grants received, progress reports, meetings attended. • To be aware of and comply with legislation and codes of practice relating to fundraising. <p>Job descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.</p>
<p>General:</p>	<p>a) Contact’s aims and objectives are set out in our Strategic Plan 2020-2023. Operating policies such as Equal Opportunities, Health & Safety and other professional matters are laid out in the Staff Handbook. The post-holder will be expected to work within these aims, policies and procedures and to ensure that they are followed by all staff for whom line management responsibility is held.</p> <p>b) The post-holder will be expected to assist with any reasonable administrative duty at the request of the line manager for the post.</p> <p>c) All members of staff are expected to participate in appropriate team meetings held to discuss particular topics. Staff are also expected to attend training events relevant to their specific responsibilities.</p> <p>d) All staff are offered supervision, support and annual appraisal incorporating their training and personal development needs.</p>

This is a description of the job as it currently stands. It is the practice of the organisation to periodically examine job descriptions (especially during the appraisal process) and to update them to ensure that they relate to the role as it is being performed, or to incorporate whatever changes are being proposed. This process is generally carried out at supervision or appraisal meetings. You will therefore be expected to participate fully in such discussions with your line manager and to help rewrite your job description to bring it up to date if this is considered necessary or desirable. It is the organisation's aim to reach agreement on reasonable changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description after full consultation with you.

Contact – Trusts Fundraising Officer

Person Specification

The person appointed will be expected to have the key essential skills, knowledge and experience listed below. The items under the heading 'desirable attributes' will also be useful for Contact and the post holder. However, candidates who do not have these desirable attributes should not be deterred from submitting an application.

Job Title:	Trusts Fundraising Officer
Essential skills, knowledge, experience and attributes	<p><u>Skills/Abilities</u></p> <ul style="list-style-type: none">• The ability to communicate confidently with individuals at all levels• Excellent written and verbal communication skills, able to inspire through developing compelling cases for support• Excellent critical project proposal evaluation and preparation skills• Excellent planning and project management skills• Excellent time management skills with the ability to prioritise workload, deal with conflicting demands and meet tight deadlines• The ability to work collaboratively across teams <p><u>Knowledge</u></p> <ul style="list-style-type: none">• Knowledge of trust, foundation and lottery fundraising sector <p><u>Experience</u></p> <ul style="list-style-type: none">• Demonstrable experience of trust and/or lottery fundraising• Proven track record of raising income to target
Desirable skills, knowledge, experience and attributes	<p><u>Knowledge</u></p> <ul style="list-style-type: none">• Knowledge of current issues affecting families of children with a disability <p><u>Experience</u></p> <ul style="list-style-type: none">• Experience of statutory fundraising• Experience of devising and maintaining budgets <p><u>Education & certification</u></p> <ul style="list-style-type: none">• Educated to degree level or equivalent experience

Job Benefits

Contract

- Permanent

Salary

- £33,172- £36,414. Incremental progress where appropriate occurs on the yearly anniversary of the start date.

Annual Leave

- 25 days pro rata per annum plus one extra day for each completed year of service up to a maximum of 30 days after five years' service. Holiday year runs January – December.

Concession Leave

- 3 days a year for the period of office closure between Christmas and New Year.

Hours of Work

- 35 hours a week. For office-based roles, Contact may offer flexible working in line with our current hybrid working pilot. Normal office hours are observed but flexibility can be arranged in most areas of work. Family Friendly and Work Life Balance policies are observed.

Pension Scheme

- Auto-enrolment pension scheme. Matched contribution rate for employee and employer of up to 5%.

Employee Assistance Programme

- Covering employees and their families, a full EAP free counselling service is provided through Health Assured.

Season Ticket Loan

- Yearly season ticket purchase available after six months satisfactory service, repayable over a ten-month period.

Cycle to work Scheme

- Available after six months satisfactory service, repayable over 12 months.

How to apply

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Application is by way of CV with a Supporting Statement that should set out your motivations for applying and how your work experience to date meets the scope of the responsibilities. As a general guide, your Supporting Statement should be around two sides of A4.

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