

Fundraising and Development Manager Recruitment Pack

Closing date for applications 23:59 on Sunday 3rd March 2024

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Welcome

I am delighted that you are considering joining our Cambridge House team. This recruitment pack includes information about our organisation and this role that I hope you will find useful.

With a dedicated and innovative team, tackling poverty, social inequity and social injustice has been our mission at Cambridge House since 1889. We work to tackle social exclusion and enable people to transition out of crisis and progress towards independence.

Our vision is of a society without poverty where all people are valued, treated equally and lead fulfilling and productive lives. Our activities are split into two areas - frontline services to support people to stabilise their lives and progress; and a research and knowledge exchange to support the development of the most effective social policy and practice.

Law Centre

Free, independent, and expert legal services in housing, employment, discrimination and welfare benefits law alongside crisis mitigation support.

Independent Advocacy

Statutory Care Act, Mental Health Act and Mental Capacity Act advocacy for adults and children.

Safer Renting

Specialist advice, support, and advocacy for vulnerable private rented sector tenants affected by criminal landlords.

Youth Empowerment

Investing in young people so they thrive as adults.

Disabled Peoples' Empowerment

Supporting disabled children and adults to take control of their own lives and futures.

Research and knowledge exchange

Activities that capture local knowledge, insights and lived experience of 'what works' to develop innovative solutions to poverty, social inequity, and social injustice.

We value diversity and warmly welcome applications from disabled people, the LGBTQ+ communities, people from Black, Asian, and ethnic minority backgrounds and candidates who shared lived experience with our service users.

If you would like to be part of this very special organisation and believe that you can contribute to our mission, we welcome an application from you. For more information about us, please visit our website www.ch1889.org.

Yours sincerely

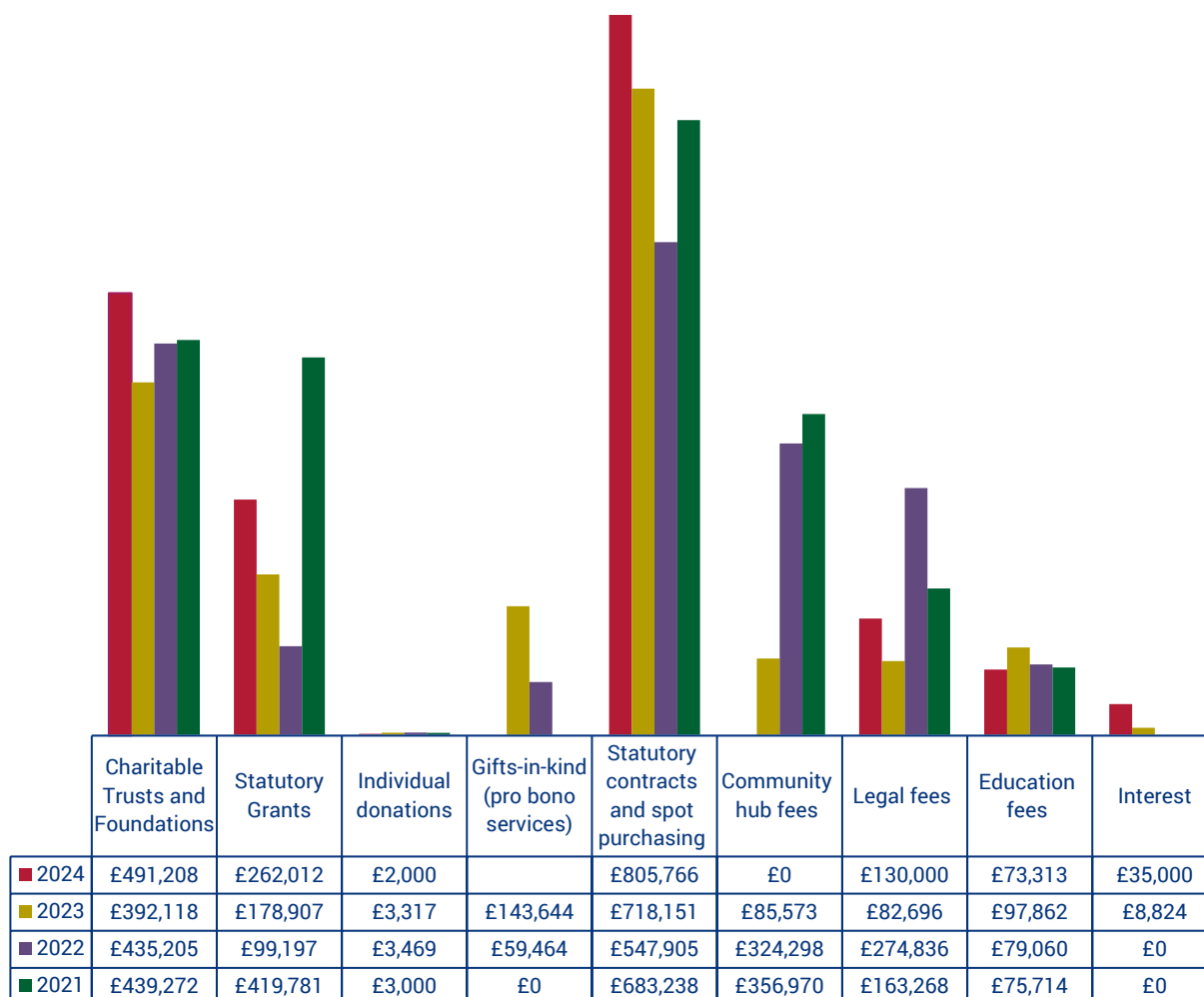


Karin Woodley CBE
Chief Executive

Fundraising and Development Service

Our fundraising and development team is led by the Chief Executive and comprises this role, a Fundraising and Development Officer, and a Fundraising Assistant.

We rely on fundraising and earned income to support all our work and over the past few years the breakdown of income was as follows:



The fundraising and development team are responsible for securing funds from:

- Grant giving trusts and foundations
- Local, regional and central government
- Statutory contracts (through preparation of competitive tenders)
- Individual donations
- Corporate philanthropy

In 2022 we sold our building and community hub which means income from this source has ceased and we have a good level of designated reserves for Business Continuity and Disaster Recovery.

Why work for Cambridge House?

As a member of our team you join a diverse and inclusive team with a shared commitment to justice and equity. Our current team comprises people who:

- Share lived experiences with our service users
 - 100% of the leadership team
 - 80% of our heads of services
 - 75% of staff
 - 33% of trustees
- Are from Black Asian and ethnically minoritised communities
 - 100% of the leadership team
 - 20% of our heads of services
 - 51% of staff
 - 33% of trustees
- Are women
 - 100% of the leadership team
 - 80% of our heads of services
 - 63% of staff
 - 50% of trustees
- Are disabled, neurodiverse and/or live with a mental or physical health condition
 - 100% of the leadership team
 - 80% of our heads of services
 - 39% of staff
 - 25% of trustees
- Are from LGBTQIA+ communities
 - 20% of our heads of services
 - 27% of staff

From the moment you join Cambridge House, you will be part of an incredible group of people providing pioneering and high-quality services. You'll play a vital role in our life-changing charity and you'll have the opportunity to form special connections and relationships, work in a supportive and flexible environment, and be a part of our highly skilled and motivated team.

Our staff remuneration offer includes:

- Personal learning and development plans
- A generous 30 days leave per annum plus bank holidays and long service increments
- Hybrid working
- Flexible working
- Pension scheme
- Interest free staff loans for:
 - Season tickets
 - Bicycle purchasing
 - Tenancy deposits
 - Nursery deposits
 - Tuition fees
- Tenancy health checks
- Childcare vouchers
- Eye tests
- An employee assistance programme
- Death in service benefits

Job Description

Job title:	Fundraising and Development Manager
Reports to:	Chief Executive
Responsible for:	Fundraising and Development staff
Contract:	Permanent
Location:	Cambridge House offices
Salary:	£35,000 to £38,000 per annum, depending on experience
Working hours:	35 (FT) hours per week (Monday to Friday)
Holiday:	30 days per annum pro rata
Special conditions:	<ul style="list-style-type: none">- Enhanced DBS check- Flexible remote and office working arrangements by agreement- Occasional evening and weekend work

Job Purpose

As a member of Cambridge House's Fundraising and Development Team, led by the Chief Executive, this role:

- i) Works closely with the Chief Executive to develop annual fundraising strategies and ensure funding priorities and funding gaps are identified and addressed.
- ii) Is responsible for:
 - Ensuring fundraising activities comply with the Fundraising Regulator's Fundraising Code of Practice, Cambridge House's fundraising policies and the organisational membership requirements of the Chartered Institute of Fundraising
 - The implementation of Cambridge House's fundraising and development strategies and plans
 - Maintaining confidentiality in all matters relating to business strategy and business sensitive information
 - The direct line management of Fundraising and Development staff

Key Duties

1. Fundraising and Development

- a) Maintain up-to-date knowledge of and ensure compliance with relevant legislation and recommended best practice.
- b) Identify opportunities for forging new relationships with potential funders, commissioners and supporters.
- c) Lead on and/or coordinate the drafting and proofing of bids, tenders, grant applications and fundraising proposals.
- d) Ensure financial information, budgets and related due diligence data required by commissioners and funders is approved by the Chief Executive and Finance Director.
- e) Coordinate effective communication with funders, commissioners, donors and other key stakeholders.
- f) Ensure the Management Team is informed of and engaged in planned fundraising activities and the drafting of bids and funding applications.
- g) Ensure fundraising databases, records and filing systems are effective and maintained.
- h) Ensure Cambridge House's digital fundraising communications are up to date, relevant and engaging.

- i) Prepare reports on fundraising issues, activity and performance for the Chief Executive and trustees.

2. Staff Management

- a) Coordinate the day-to-day activities of fundraising and development officers, interns and volunteers.
- b) To supervise direct reports and communicate organisational and team needs, implement employee performance management, training and development processes, and provide guidance and support.

3. Communications

- a) Work closely with the Leadership and Management teams to ensure effective and unified messaging across the organisation to its various stakeholders and partners.
- b) Support the development and implementation of external communications activities including digital and on-line activities, preparation of annual reports and impact reviews, and drafting of press information, news items and newsletters as approved by the Chief Executive.

General Responsibilities

1. To keep abreast of the overall work of Cambridge House.
2. To be self-servicing and competent in the use of IT software.
3. To participate in regular supervisions and an annual appraisal, and to be committed to one's own professional development.
4. To participate in internal/external meetings as required, to attend conferences and other functions, and to contribute to general management decision making, as necessary.
5. To comply with all of Cambridge House's corporate policies and procedures.
6. To perform any other duties commensurate with the role.
7. To work occasional unsociable hours (evenings and weekends).
8. Travel across, and on occasions, outside of London.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person Specification

Criteria	Essential	Desirable
Qualifications and training	<ol style="list-style-type: none"> Degree at 2.1 or above 	<ol style="list-style-type: none"> Professional fundraising training Master's degree or PhD in a relevant discipline. Professional training in staff supervision and/or performance management
Knowledge and experience	<ol style="list-style-type: none"> A minimum of 3-years' experience in successful fundraising from grant giving trusts and foundations and statutory funders, including: prospect research, cultivation, and the management of funding relationships; the drafting of funding proposals; and compliance with fundraising best practice. A demonstrable track record in generating and securing six figure bids. Experience of staff supervision and performance management. Experience of undertaking in-depth research into funders and donors. Numerically literacy. Excellent working knowledge and comprehension of written English, including grammar, copy writing, editing and proof reading. High level of proficiency in use of Microsoft Office including Excel and Word. Experience of successfully completing tasks in a fast-paced environment and to deadlines. Experience of working pro-actively and with minimal instruction. Experience of maintaining confidentiality and sensitive information. 	<ol style="list-style-type: none"> Working in a charity/not for profit organisation Working in a small team Corporate giving and/or individual giving Knowledge of financial budgeting, reporting and monitoring. Publishing to digital platforms. Knowledge of data management and protection.
Skills, abilities, and competencies	<ol style="list-style-type: none"> Excellent interpersonal skills, including establishing and maintaining strong relationships with colleagues and stakeholders. A creative and versatile approach that demonstrates an ability to generate innovative ideas and approaches to fundraising and adapt to changes in the operating environment. The perseverance to manage fundraising challenges and setbacks. Excellent oral and written communication skills with the ability to construct and complete compelling funding /sponsorship proposals to engage a variety of audiences. Ability to apply intellectual rigor and understanding, analyse, interpret, explain and summarise complex data and issues in a logical manner. Ability to reflect and evaluate impact and performance. Ability to react appropriately to short and long-term issues and to be decisive. Ability to prioritise conflicting tasks and manage a challenging workload. Confident and adept communicator with strong interpersonal and presentation skills. Ability to work flexible hours, including evenings and weekends. 	<ol style="list-style-type: none"> Additional languages Ability to undertake research into service user needs and/or the preparation of needs analyses
Personal Attributes	<ol style="list-style-type: none"> Honesty, reliability, and excellent timekeeping. Loyalty and a commitment to Cambridge House's work. Positive, enthusiastic, and friendly attitude. Problem solving and 'can-do' approach. Listening skills. Flexible, motivated, and adaptable to change. Discretion. Customer-focused. Inclusive team-player. 	

How to Apply

1. Please provide:
 - a) An evidenced-focused **Supporting Statement** of no more than two sides of A4 explaining why this appointment interests you and how you meet the essential criteria in the person specification.
 - b) Your **Curriculum Vitae** with your:
 - i) Full address, email, mobile, work and home telephone numbers.
 - ii) Education and professional qualifications.
 - iii) Full employment history and details of your latest salary and your notice period.
 - c) The names, positions, organisations, and contact details of **two referees**. These referees must include employers and/or academic supervisors covering the last five years. References will only be taken once your express permission has been granted.
2. A completed **Diversity Monitoring Form**

The form will not be treated as part of your application and the information you provide will be treated as confidential and used for statistical purposes only.
3. A completed **Criminal Records Declaration Form**

The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared on Cambridge House's Criminal Record Declaration Form and submitted with your application.
4. As a Disability Confident employer, we will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the person specification. If you have a disability or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition or mental health condition) and want to apply under the Disability Confident Scheme please let us know in the email to which you attach your CV, supporting statement and Equal Opportunities Monitoring Form. If you are invited to interview and require adjustments, don't worry, we will ask you about this within your invitation to interview.

Recruitment Timetable	
Closing Date for applications	23:59 on Sunday 3rd March 2024
Interviews	Week commencing 11th March 2024
The interview dates may change but we will advise you in advance.	
Successful applicants will be asked to take up their appointments as soon as possible.	

Please email completed applications by midnight on 3rd March 2024 to: recruitment@ch1889.org

All applications MUST include the following:

1. Supporting Statement
2. CV
3. Contact details for 2 professional and/or academic referees
4. Diversity Monitoring Form
5. Criminal Records Declaration Form

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion.

Please note that we only provide feedback to shortlisted candidates.