

Refugee Council

job description



bamboo
fundraising recruitment

JOB TITLE: Senior Trust and Statutory Officer

TEAM: Trust and Statutory Team

GROUP: Income Generation Directorate

LOCATION: Stratford, London

REPORTS TO: Trust and Statutory Manager

GRADE: 6

HOURS: 35

SALARY: £34,075

Context and Purpose of the Job

Context

The Refugee Council, now in its 70th anniversary year, exists to support refugees and people seeking asylum, to rebuild their lives in the UK. We work with over 14,000 men, women and children every year – people who have fled war, oppression and violence in their home countries, and are desperately seeking safety and protection. We operate in local communities, providing critical support across our four key programme areas; Children and Young People's Services, Integration, Mental Health and Wellbeing (Therapeutic Services), and Resettlement. We also work across national and local government to campaign, influence policy and advocate for a fairer and more humane refugee protection system.

2021 is a critical year for our future and a very special moment in time to join the team. Refugees from across the globe, including Afghanistan following the tragic events this summer, will need our support to recover and rebuild their lives. But with polarised public opinion, constant media attention on this area and new Government legislation working its way through Parliament - the time to join this sector and the Refugee Council has never been more important. We need your help to empower and support people who have lost everything, alongside helping us to reach new audiences of supporters and campaigners.

Additionally, in September 2021, we will be launching a new five year organisational strategy, which will set the direction of the Refugee Council across Services, Advocacy, Fundraising and Communications. This bold new strategy puts the key foundations of our future in place, including the prioritisation of lived experience embedded in all that we do, investing in Fundraising to deliver our resources for the long term and delivering a new approach to impact measurement.



Our Chief Executive, Enver Solomon, who joined the organisation less than 12 months ago, has bolstered our fantastic existing Senior Management Team, with a wave of new Leadership across Services (Renaë Mann) and Fundraising and Communications (Tamsin Baxter). We are on the brink of a new era here at the Refugee Council, and we need passionate, talented and ambitious team members to join us in order to achieve our vision for the future.

For more information, visit www.bamboofundraising.co.uk/jobs

Fundraising

The Fundraising team is responsible for securing income to support the organisation's charitable objectives. It is also responsible for promoting the organisation to, and communicating with, a range of external stakeholders. Our work includes fundraising from a range of donors including individuals, trusts and foundations, statutory sources and major donors. The Trust and Statutory team is one of four teams within the Fundraising department working alongside a Supporter Acquisition team, a Supporter Retention team and a Key Relationships team. The Trust and Statutory team works closely with colleagues in the Services and Finance teams, and with the National Development Manager for the development of statutory opportunities.

Purpose

The role will manage a variety of trust, foundation and Lottery accounts across the value range, with the main focus on those giving £25k+, and identify, research and develop tailored proposals for new prospects across the range.

The role also includes the research, development and writing of statutory bids which are project managed by the Trust & Statutory Manager in close collaboration with the National Development Manager.

First-class writing skills, an ability to manage multiple competing responsibilities simultaneously, and strong interpersonal skills in order to rapidly build effective and collaborative working relationships both internally and externally are all essential for this role.

The key responsibilities of the role will be to:

- meet and exceed personal income targets by securing donations/ grants/ funding from both existing and new trust and foundation accounts and statutory funders
- write clear, concise and compelling proposals
- deliver exceptional account management, encompassing written progress reports and in-person stewardship, for a portfolio of funders
- Build and maintain excellent relationships with internal and external stakeholders
- Be a collaborative member of the Trust and Statutory team, adapting the workplan as necessary to support the priorities of the team

Main Duties and Responsibilities

1. Income generation

- 1.1 Prepare high-quality written proposals and applications for both existing and new funding prospects, which are tailored to funder criteria and in line with the Refugee Council's strategic objectives
- 1.2 Work collaboratively with staff across the organisation to secure the information needed to produce compelling cases for support including accurate service information, statistics and case studies
- 1.3 Lead on in-person visits and interviews conducted by funders as part of the assessment process as required

2. Account management and stewardship

- 2.1 Ensure all funders are appropriately thanked and grant terms and conditions acknowledged, recorded and met
- 2.2 Prepare and submit accurate, informative written progress reports for funders in line with requirements and deadlines, including liaising with operational staff to collect the required information
- 2.3 Maintain positive and strategic relationships with funders through a relationship-based approach to fundraising, including hosting project visits and meetings

3. Prospect Research

- 3.1 Participate in the delivery of a methodical prospect research programme to create and maintain a pipeline of sufficient value to meet annual income targets
- 3.2 Independently assess medium-to-large/complex grant funding opportunities against organisational requirements to determine fit

4. External Relationships

- 4.1 Develop and manage positive and strategic relationships with funders through a combination of regular telephone contact, face-to-face meetings, motivational proposals, informative reports and cultivation events
- 4.2 Maintain an up-to-date knowledge of developments in the sector and funding opportunities that relate to charitable trusts and statutory sources

5. Internal Relationships

- 5.1 Develop collaborative, effective and supportive relationships with staff at all levels of seniority across the charity in order to develop compelling funding propositions and accurate, informative reports
- 5.2 Facilitate colleagues to come to appropriate decisions about funding opportunities through the provision of accurate and timely information about benefits and risks
- 5.3 Keep up to date with the Refugee Council's current and future work to identify and package up the most appropriate areas of the charity's work, translating them into relevant, professional and compelling funding proposals to trusts and foundations and statutory funders

6. Teamwork and Database

- 6.1 Produce accurate and timely reporting on progress against personal workplan and target to the Manager, identifying challenges and communicating potential solutions in a proactive and timely manner
- 6.2 Maintain accurate and up-to-date database, electronic and paper records on donors and grants including contact history, forthcoming actions and accurate financial recording
- 6.3 Support the development of a high performing team through informative communication and flexibly taking on appropriate tasks as needed.
- 6.4 Support the Manager to deliver strategic initiatives and to improve team performance |

Additional Information

Health & Safety

The post holder is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues', volunteers', clients' and others' health and safety whilst at work.

Becoming familiar with the Refugee Council's Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however, fall within the scope of the job, at the appropriate grade. The job description will be subject to periodic review with the postholder to ensure it accurately reflects the duties of the job.

We are open to consider a hybrid three days office-based/two days home-based working model for this role, subject to confirmation from the line manager.

Equal Opportunities Statement

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

Working at the Refugee Council

A commitment to the work of the Refugee Council.

Refugee Council

person specification



JOB TITLE: [Senior Trust and Statutory Officer]

Experience

Essential

1. [Demonstrable experience of securing five to six figure funding from trust, Lottery and statutory sources
2. Experience in developing compelling cases for support that meet the requirements of complex funders
3. Experience of statutory tendering and the development of statutory service models in collaboration with Services colleagues that meet funders' requirements
4. Experience of developing budgets for proposals (with Finance and Services colleagues)
5. Experience of managing a large portfolio of active grants and producing timely, high-quality reports that meet funder deadlines and requirements
6. Experience of developing and maintaining professional and effective relationships with external contacts at grant giving bodies and/or statutory funders to maintain and grow long-term funding relationships
7. Experience of delivering a methodical prospect research programme to identify new funding opportunities and cultivate new relationships
8. Experience of using a fundraising database to record and monitor data for the purposes of delivering and evaluating fundraising activities
9. A proven track record in meeting income targets within a defined timescale including the ability to independently monitor progress against personal income targets, identifying challenges and solutions for timely communication to senior staff]

Desirable

10. [Experience of convening and co-ordinating proposal development project teams and securing the input of colleagues from a range of roles, to create strong, robust proposals for funders, including in response to complex, detailed calls for proposals and statutory tenders
11. Experience of overseeing the work of junior colleagues and/or volunteers, supporting them to overcome day-to-day challenges with tasks and monitoring progress against achieving key objectives and deadlines]

Knowledge, Skills and Abilities

Essential

1. Excellent written communication skills, including the ability to present complex information in a concise, creative and compelling manner to non-specialists
2. Ability to identify key messages from large amounts of complex information
3. Excellent organisation skills with the ability to effectively manage a demanding workload with multiple deadlines and competing priorities
4. High level of numerical and analytical skills to contribute to and engage with project and team budgets and funding targets
5. Excellent account management and interpersonal skills, with the ability to build positive and productive external and internal relationships at all levels
6. Ability to work independently with minimal supervision as well as work productively as part of a team
7. Ability to use Microsoft Office and Customer Relationship management (CRM) databases to maintain accurate records
8. Ability to produce compelling applications, reports and presentations
9. Commitment to the Refugee Council's values, work and support of refugees and people seeking asylum
10. A commitment to equal opportunities and human rights

Desirable

11. A knowledge of and interest in issues affecting refugees and people seeking asylum
12. An understanding of the issues impacting trust and statutory funding and giving decisions, as well as an understanding of the wider charity sector and funding climate
13. An understanding of the statutory funding environment, in particular in the context of Local Authority, CCG/NHS and central government funding

How To Apply

Contact our recruitment partners at Bamboo Fundraising:

T: 0203 750 3111

E: graham@bamboofundraising.co.uk

You can apply for this job via Bamboo Fundraising Recruitment

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