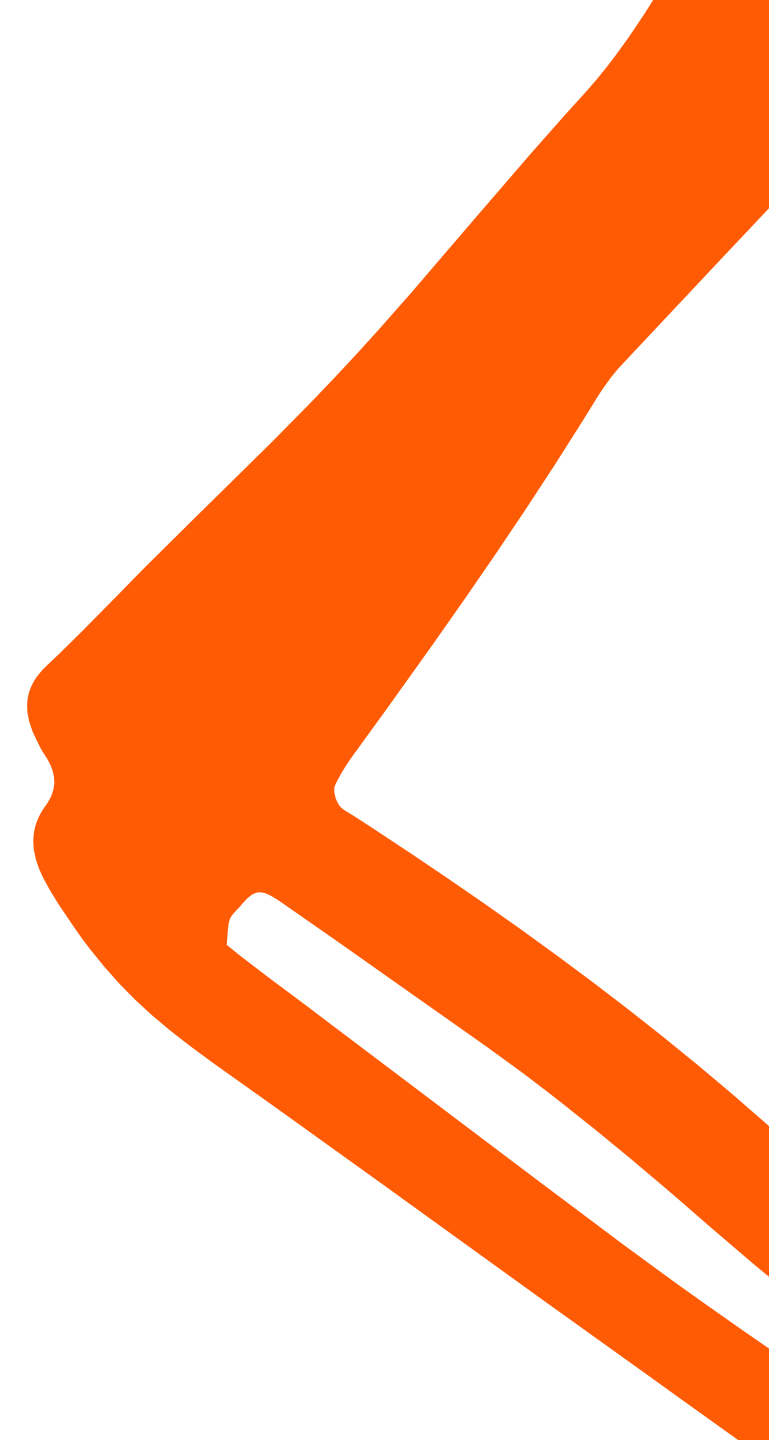




recruitment pack

Trusts and Foundations Senior
Fundraiser

November 2021



Dear Candidate



Thank you for your interest in the role of **Trusts and Foundations Senior Fundraiser**.

Unseen is a leading UK anti-slavery charity with one aim: to end slavery. We seek to do this through supporting, educating and influencing others. We believe modern slavery is a heinous crime against those most vulnerable in our society. It is an issue that seeps into all walks of life and requires a collaborative effort to prevent it from continuing to destroy the lives of women, men and children across the UK and beyond.

Since its inception in 2008, Unseen has been leading the fight against modern slavery working with stakeholders and partners across the UK, including the UK Government, to bring forward legislation, improve survivor support and strengthen prevention activities.

Our work has never been more important. Despite the ongoing Covid pandemic, Unseen has seen a continuation of vulnerable individuals caught up in a wide range of exploitative situations including young people forced to run and sell drugs, men and women forced to work for little or no pay, and girls, boys, women and men being sexually exploited.

We are looking for an experienced and diligent trust fundraising professional, who can lead Unseen's programme to secure funding from private and statutory grant-making organisations, ensuring a robust multi-year funding base for our important work fighting the scourge of modern slavery. The Trusts and Foundations Senior Fundraiser, working with the Trusts and Foundations Fundraising Assistant, will be an important contributor to the success of our multi-channel fundraising programme. You will leverage our reputation for delivering high-spec care and rehabilitation for survivors of modern slavery and exploitation, along with the unique data from our Modern Slavery and Exploitation Helpline, to generate new sources of funding. With a new 5 year strategy and renewed focus in 2022, and a welcoming and supportive work environment, the opportunity for an individual with an established track record of securing funding to excel in this role is considerable. You will need to demonstrate your ability to fulfil the criteria from the job description.

As an organisation focused on equality and diversity, we welcome applications from survivors of modern slavery, those with diverse backgrounds, cultures, and religion, from black and minority ethnic backgrounds, and those from the LGBTQ+ community.

The deadline for applications is **Monday 6th December** and interviews will take place in **mid December**.

Andrew Wallis OBE

CEO, Unseen

About us



Founded in Bristol in 2008 by CEO Andrew Wallis Unseen has, over the past 13 years, grown into a leading national anti-slavery charity providing Government-funded services under the Home Office Adult Victim Care Contract and operating the 24/7 UK wide Modern Slavery & Exploitation Helpline.

Using our knowledge and expertise, and coupled with our understanding of grass roots issues through the Helpline, Unseen seeks to influence at the highest levels to effect change. Our goal is to raise awareness and develop an evidence base that supports that call for change.

Our vision

Our vision is simple: a world without slavery. Ultimately, we want to put ourselves out of business.

Our mission

To **support** potential victims and survivors of modern slavery to seek help, access services, recover, rebuild their lives and become independent, reducing the risk of re-exploitation.

To **inform** and educate others, including the public, statutory agencies, governments and corporates to understand modern slavery and how we can collaborate to make the UK intolerant to exploitation and modern slavery practises.

To **influence** policy and decision makers in the UK and overseas to protect the vulnerable and target the perpetrators.

Our strategy

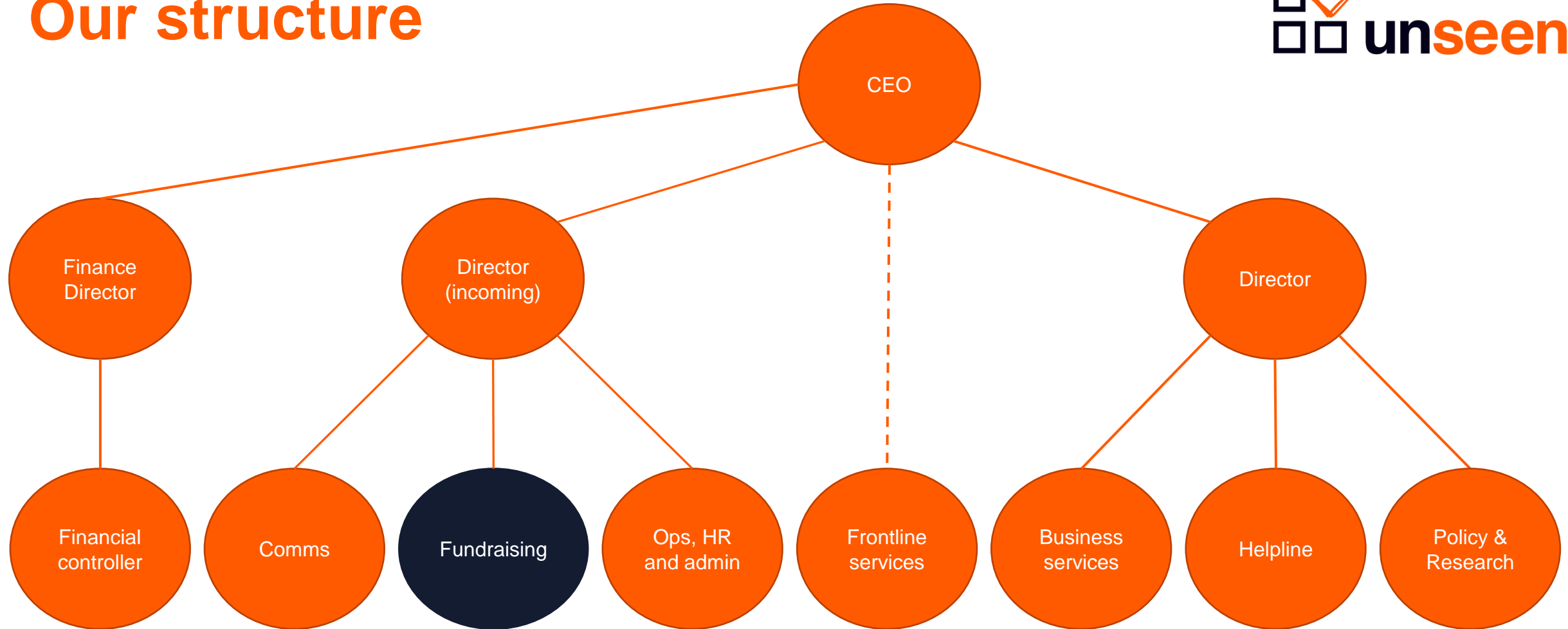


Recognising the difficulties a pandemic would create around the work of Unseen, the senior leadership team introduced a recovery plan in May 2020, which is currently in effect and will run until the end of 2021. The aim of the recovery plan is twofold: to ensure we can maintain our existing services; and to build back strongly from the financial and operational impacts of the pandemic.

Our new five-year strategy will come into effect from January 2022, with five core strands:

- 1 Educate others** More people know about modern slavery and the impact of their buying decisions on the lives of others. By 2027, we want to have trained and raised awareness of more than 1 million individuals.
- 2 Support services** Continue to provide helpline and direct support services that meet the needs of individuals. By 2027, we want to have answered more than 50,000 calls and contacts into the Helpline, indicating more than 20,000 potential victims.
- 3 Business Services** Support businesses to effect behaviour change, increase understanding and change practice so that fewer workers are at risk of exploitation. By 2027, we want to be reaching 20,000 businesses and partnering with more than 500.
- 4 Policy development** By 2027, we aim to have in place a strengthened policy arm of the charity to influence evidence-based change, utilising data from the Helpline and our work with businesses.
- 5 Optimise operations** To achieve all of our aims and aspirations we will optimise and streamline our internal operations to deliver quality outputs for survivors and value for money for those who financially support us.

Our structure



The Trusts and Foundations Senior Fundraiser will report to the Head of Fundraising who is responsible for Unseen's multi-year programme of fundraising and supporter engagement.

Trusts and Foundations Senior Fundraiser



Location	Flexible / home-working with some travel to Unseen's head office in Bristol as required
Salary	£26,835.75 FTE (pro-rata for part time staff)
Hours	Part time: 22.5 hours per week
Reports to	Head of Fundraising
Holiday	33 days holiday per year (or pro-rata equivalent for part time), inclusive of bank holidays. An additional two days holiday is awarded after two years of service.
Entitlements	Employer contribution to opt-out pension scheme Enhanced sick pay entitlement Bike to Work Scheme Staff Wellbeing Programme and flexible working Employee Assistance Advice Line

Purpose

To lead Unseen's programme to secure funding from private and statutory grant-making organisations, ensuring a robust multi-year funding base for our important work fighting the scourge of modern slavery. The Trusts and Foundations Senior Fundraiser, working with the Trusts and Foundations Fundraising Assistant, will be an important contributor to the success of our multi-channel fundraising programme.

At other organisations, this role may be known as **Trusts Fundraiser, Trusts and Grants Officer.**

Key responsibilities and tasks



1. Lead Unseen UK's trusts and foundations fundraising programme

- 1.1. Develop an ongoing trusts and foundations strategy, setting and revising income budgets and workplans with the Head of Fundraising
- 1.2. Be the key point of contact for trusts and foundations who give over £10,000
- 1.3. Task manage the Trusts and Foundations Assistant, to ensure a joined-up approach to trusts fundraising
- 1.4. Take a lead on ensuring that organisational processes are working effectively to record project monitoring information for reporting to funders, as well as identifying funding gaps internally

2. Write trust and foundation applications and develop relationships with existing funders

- 2.1. With assistance from the Head of Fundraising, Project Lead/relevant Senior Manager or SLT member, complete online funding applications, project proposals and letter applications to medium and large sized trusts who make grants over £10,000
- 2.2. Present our case for support to Trusts and Foundation contacts as needed
- 2.3. Lead the organisation and delivery of engaging donor meetings and events
- 2.4. Produce project reports in-line with the requirements detailed in funding agreements
- 2.5. Attend externally-organised funder events and build face to face relationships with funders

3. Manage trusts and foundations recording and reporting on the database

- 3.1. Work with the Trusts and Foundations Assistant to ensure all relevant trust information is recorded on the database in a standardised and accurate way
- 3.2. Ensure that queries and reports are set-up and working well to monitor the delivery of the trusts and foundations workplan
- 3.3. Set-up KPI reports to track the progress of trusts fundraising against agreed targets

Key responsibilities and tasks



4. Other Trusts and Foundations administration duties

- 4.1. Work collaboratively with the Trusts and Foundations Assistant to ensure all thanking, filing, collection of invoices/ receipts and any other administration responsibilities are carried out successfully
- 4.2. Ensure timely recording of transactional and personal information in our contacts database, complying with relevant legislation including the GDPR

5. Fundraising team duties

- 5.1. Report on fundraising key performance indicators (KPI's)
- 5.2. Feed into the overall fundraising strategy
- 5.3. Participate in fundraising team meetings and other team activities as appropriate

6. General (all staff)

- 6.1. Promote the vision, aims and objectives of Unseen and ensure that all contacts with external people and organisations fully reflect the professional approach of Unseen
- 6.2. Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures
- 6.3. Identify training needs and undertake appropriate training as needed

Person specification



Essential Knowledge, Skills and Experience	
1	At least 2 years' experience of working in Trusts and Foundations fundraising, including having secured funding from a single source in excess of £100,000.
2	Experience of cross-team working, ideally within a complex organisation
3	Experience of building relationships with external funders, including government and the private sector, which have helped lead to successful bids
4	Experience of using the internet and/or funder database as a research tool
5	Experience of working to tight deadlines
6	Experience of assembling and working with complex budgets
Skills and Behaviours	
7	Excellent verbal and written communication skills, including the ability to produce reports and other materials for targeted audiences
8	Excellent project management skills and the ability to prioritise workload and meet deadlines
9	Detail focused, analytical and process driven
10	Excellent communication skills with ability to share information effectively internally and externally
11	A focus on results and a passion for pursuing new opportunities for funding
12	Willing to work flexibly and occasionally to work outside core office hours (occasionally evenings and weekends at fundraising/donor events)
13	Ability to work as part of a team and on own initiative

Person specification



Values	
14	Commitment to social justice issues and the restoration of vulnerable people
15	Proven understanding of and empathy with the needs and rights of those impacted by having been exploited, trafficked and enslaved
Desirable	
16	Experience of working with Big Lottery/ the EU/ Home Office/ Comic Relief/ Children in Need
17	Experience in human rights or modern slavery/exploitation context
18	Member of the Chartered Institute of Fundraising or other professional body

How to apply

The deadline for applications is 6 December 2021. Interviews will be held in mid December 2021.

To apply, please complete Unseen's application form, demonstrating your suitability for the role against the job description, person specification and highlighting any relevant experiences and skillsets that demonstrate why you would make a great candidate to join the Unseen team. Please also submit a covering letter with your application (**CVs will not be not accepted**).

Please also complete an equal opportunities monitoring form, which will be treated separately from your application and not used in shortlisting.

The application form and equal opportunities form can be downloaded from the [Unseen website](#).

Once completed, please return your forms and cover letter to jobs@unseenuk.org.



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