



**recruitment pack**  
**Fundraising Officer**

## About Us

Unseen is a UK charity with its head office in Bristol. We provide safehouses and support in the community for survivors of trafficking and modern slavery and operate the 24/7 UK wide Modern Slavery & Exploitation Helpline. We also work with individuals, communities, business, governments, other charities and statutory agencies to end slavery for good.

### Our vision

Our vision is simple: a world without slavery. We aim to transform society's response so all can live in a world free from such abuse and exploitation.

### Our mission

We're working to end modern slavery by empowering, equipping and influencing others to bring about positive and transformational change.

By **empowering** and supporting survivors through our specialist services we can enable them to recover safely and develop resilient, independent lives.

We identify key slavery and exploitation issues, and **equip others** with effective solutions through advice and training.

We use our experience, research and survivor stories to **influence** society and push for change in legislation, policy, business practice and consumer choices.

### Our strategy

#### Educate society

Provide tangible solutions for individuals, communities, and organisations to be effective in their personal and professional lives in relation to tackling modern slavery.

#### Business engagement

Positively affect business behaviour by driving up standards to mitigate forced labour/ modern slavery by increasing awareness, engagement, transparency and promoting continuous improvement.

#### Support services

Influence and improve support systems locally, regionally, and nationally, whilst continuing to deliver services that empower and increase resiliency for those who have been exploited.

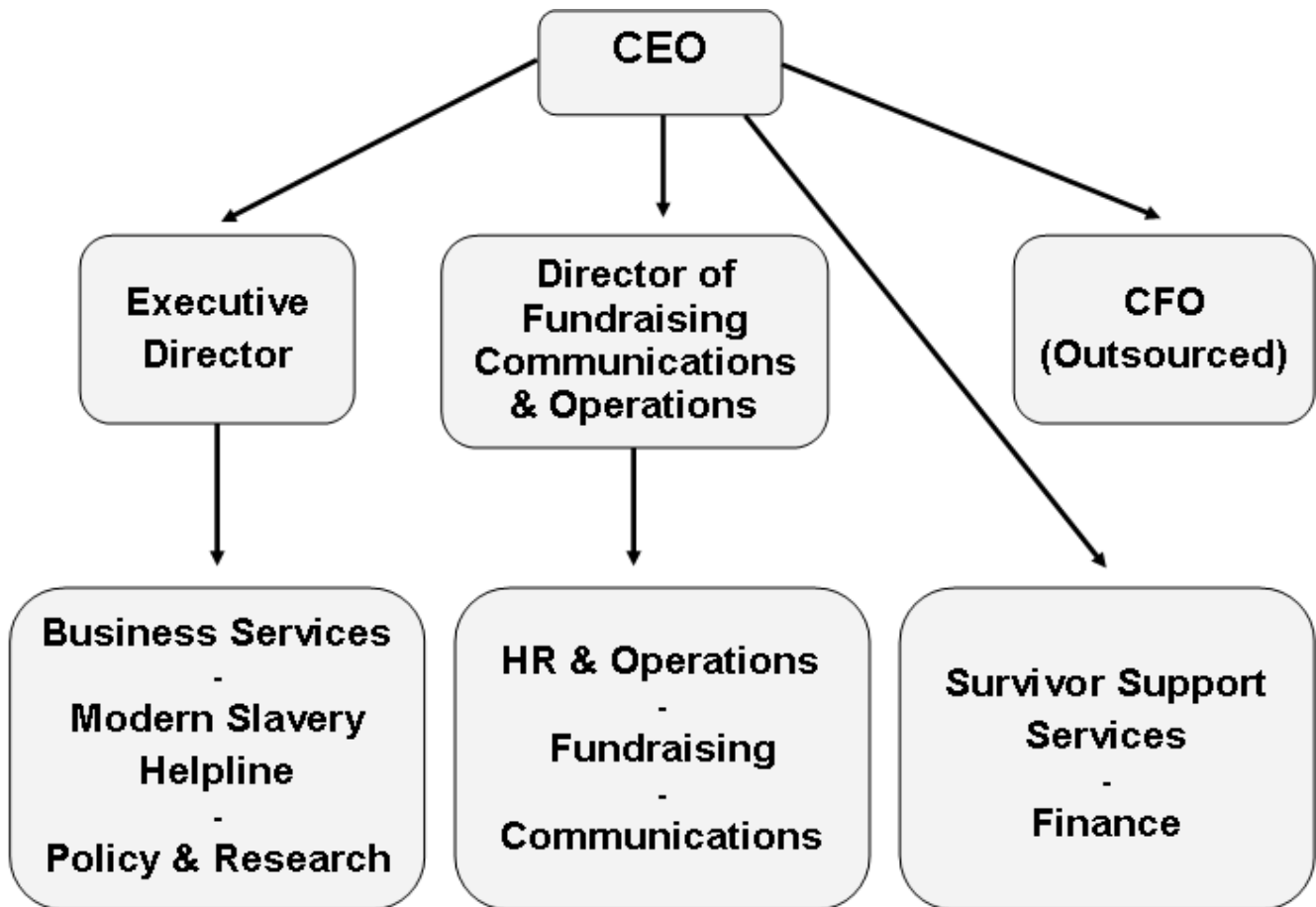
#### Policy, legislation and operational change

Influence policy, legislation, and operational practice in the UK and overseas to ensure tackling modern slavery remains a priority, being evidence-led by using our unique helpline data.

#### Organisational sustainability and optimisation

We will routinely review our internal processes and structure to ensure capacity and capability is optimised. We will consistently strive to achieve value for money. We will continue to prioritise funding ensuring our support services benefit the most from our activities.

## Organisational Structure



## Our values

**Collaborative:** We recognise the advantages in combining our expertise with the contributions of others. We seek to build lasting partnerships to support, challenge and deliver the changes we are aiming for.

**Honourable:** We see the best in people and promote an environment of respect for each other and our partners. We are straightforward, trustworthy and truthful in all our work.

**Ambitious:** We want to go as far as possible. We strive for the highest standards in all we do, pushing for change, looking for solutions. Our conduct, treatment of others and provision all aim to exceed expectations.

**Dynamic:** We are motivated to deliver results that change lives. In order to drive solutions forward, we embrace innovation, boldness and positivity.

**Insightful:** We are knowledgeable, informed and up-to-date. Thoroughly researching issues is a priority for us as the best way we can provide targeted, effective solutions.

# Fundraising Officer

<b>Location</b>	Unseen's head office in Bristol (Hybrid approach with some working from home days. A degree of flexibility will be required)
<b>Salary</b>	£26,780.00 - £28,067.50 per annum (pro-rated for part time hours)
<b>Contract type</b>	Permanent
<b>Hours</b>	Full-time – 37.5 hours per week (Part time may be considered)
<b>Reports to</b>	Senior Fundraising Officer
<b>Key relationships for the role</b>	<ul style="list-style-type: none"> <li>• Fundraising colleagues</li> <li>• Frontline teams</li> <li>• Finance team</li> <li>• Operations team</li> </ul>
<b>Entitlements</b>	<ul style="list-style-type: none"> <li>• 33 days holiday per year (pro-rated equivalent for part time), inclusive of bank holidays. An additional day of holiday is awarded at the start of each holiday year up to a maximum of 38 days.</li> <li>• Pension contributions</li> <li>• Enhanced sick pay entitlement (30 days full pay / 30 days half pay upon successful completion of probationary period)</li> <li>• Enhanced Maternity and Adoption leave</li> <li>• Staff Wellbeing Programme and flexible working</li> <li>• Employee Assistance Programme – counselling for individuals (up to 8 sessions) and their families and a range of wellbeing support and resources</li> <li>• Bike to Work Scheme</li> <li>• Speak Up Staff line</li> <li>• Lone Working system in place</li> </ul>

## Purpose of the role

The purpose of the Fundraising Officer role is primarily to secure income from Trusts and Foundations through writing accurate and compelling funding applications. The role will also be involved in other areas of fundraising such as supporting our work with Major Donors, Corporate Funders and Events.

Working with the Senior Fundraising Officer, you will secure funding from private and statutory grant-making organisations, ensuring a robust multi-year funding base for our important work in the fight against modern slavery. The Fundraising Officer, working with the wider Fundraising Team will be an important contributor to the success of our multi-channel fundraising programme.

Working as part of a small team spanning a number of other areas of fundraising activity such as Individual Giving, Campaigns and Appeals and Community Fundraising, the ideal candidate will be creative and collaborative in their approach to work. You will be driven by a desire to make a positive impact and create lasting change for some of the most underrepresented people in society.

# Key responsibilities and tasks

## **1. Write applications to Trust and Foundations funders and develop relationships with existing contacts**

- Working with the Senior Fundraising Officer and Head of Fundraising, develop a Trusts and Foundations strategy, setting and revising income budgets and workplans
- Be the key point of contact for Trust and Foundation contacts, nurture the relationship and ensure they are communicated with regularly and invited to relevant events
- 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
- Prepare and present our case for support to Trusts and Foundation contacts, tailoring the approach to suit funding criteria and the needs of the organisation
- Working with the Senior Fundraising Officer and other colleagues across the organisation, complete online funding applications, project proposals and letter applications to Trusts and Foundations.
- Lead the organisation and delivery of engaging donor meetings and events
- Attend external funder events and build face to face relationships with funders

## **2. Administration and Reporting**

- Work with the Senior Fundraising Officer to ensure all relevant trust information is recorded on the database in a standardized, accurate and GDPR compliant way
- Ensure that queries and reports are set-up and working well to monitor the delivery of the trusts and foundations workplan
- Work collaboratively with the Senior Fundraising Officer and Head of Fundraising to ensure all thanking, filing, collection of invoices/ receipts and any other administration responsibilities are carried out successfully
- Produce project reports in-line with the requirements detailed in funding agreements
- Set-up KPI reports to track the progress of trusts fundraising against agreed targets

## **3. Fundraising Team Duties**

- Feed into the overall fundraising strategy
- Participate in and contribute to fundraising team meetings and other team activities
- Attend and support in-person and online events with funders and supporters, sometimes during evenings and weekends
- Support the wider fundraising team with their activities such as attending community events and meetings, sometimes during evenings and weekends

#### **4. General (all staff)**

- 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
- Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures
- Identify training needs and undertake appropriate training as needed

## Essential Knowledge, Skills and Experience

Excellent verbal and written communication skills, including the ability to produce reports and other materials for targeted audiences.

The ability to write compelling copy to engender the desire to provide funding and support for Unseen's cause.

Experience of working with colleagues across diverse teams, ideally within a complex organisation

Highly organised with the ability to prioritise your workload, work to tight deadlines, adapt to changes in direction and identify new opportunities to gain support

The ability to work collaboratively as part of a team as well as being self-motivated and able to work on your own initiative

Experience of working with a CRM database or software to capture, store and report information and insights such as Donorfy or Salesforce

The ability to build successful relationships with people at all levels

Willing to work flexibly and occasionally to work outside core office hours (occasionally evenings and weekends at fundraising/donor events)

## Desirable Knowledge, Skills and Experience

At least 2 year's experience of working in fundraising, ideally in Trusts and Foundations and having secured funding from a single source in excess of £30,000

Experience in human rights or modern slavery/exploitation context

Member of the Institute of Fundraising

## Values

Commitment to social justice issues and the restoration of vulnerable people.

Proven understanding of and empathy with the needs of those impacted by having been exploited, trafficked and enslaved.



## How to apply

This recruitment pack contains a job description, person specification and other information relevant to this role and its position within Unseen.

### To apply:

1. Please complete [Unseen's application form for the role](#), which includes a personal statement of 500 words outlining your suitability for the role, some personal details and equal opportunities questions, and;
2. Please also send a copy of your CV to [jobs@unseenuk.org](mailto:jobs@unseenuk.org).

**Please note:** The only information from your application that will be shared with the hiring manager is your personal statement and CV.

**The deadline for applications is midnight on Sunday 11 June and interviews will be held on the week commencing 19 June.**

As an organisation focused on equality and diversity, we welcome applications from all sections of the community we serve including those with lived experience of modern slavery, those with diverse backgrounds, cultures, and religion, people of colour, those with disabilities and those from the LGBTQ+ community.

Any questions, please contact [jobs@unseenuk.org](mailto:jobs@unseenuk.org).



Thank you for your interest in working  
with Unseen to achieve our vision of a  
world without slavery.