



recruitment pack
Head of Fundraising

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.

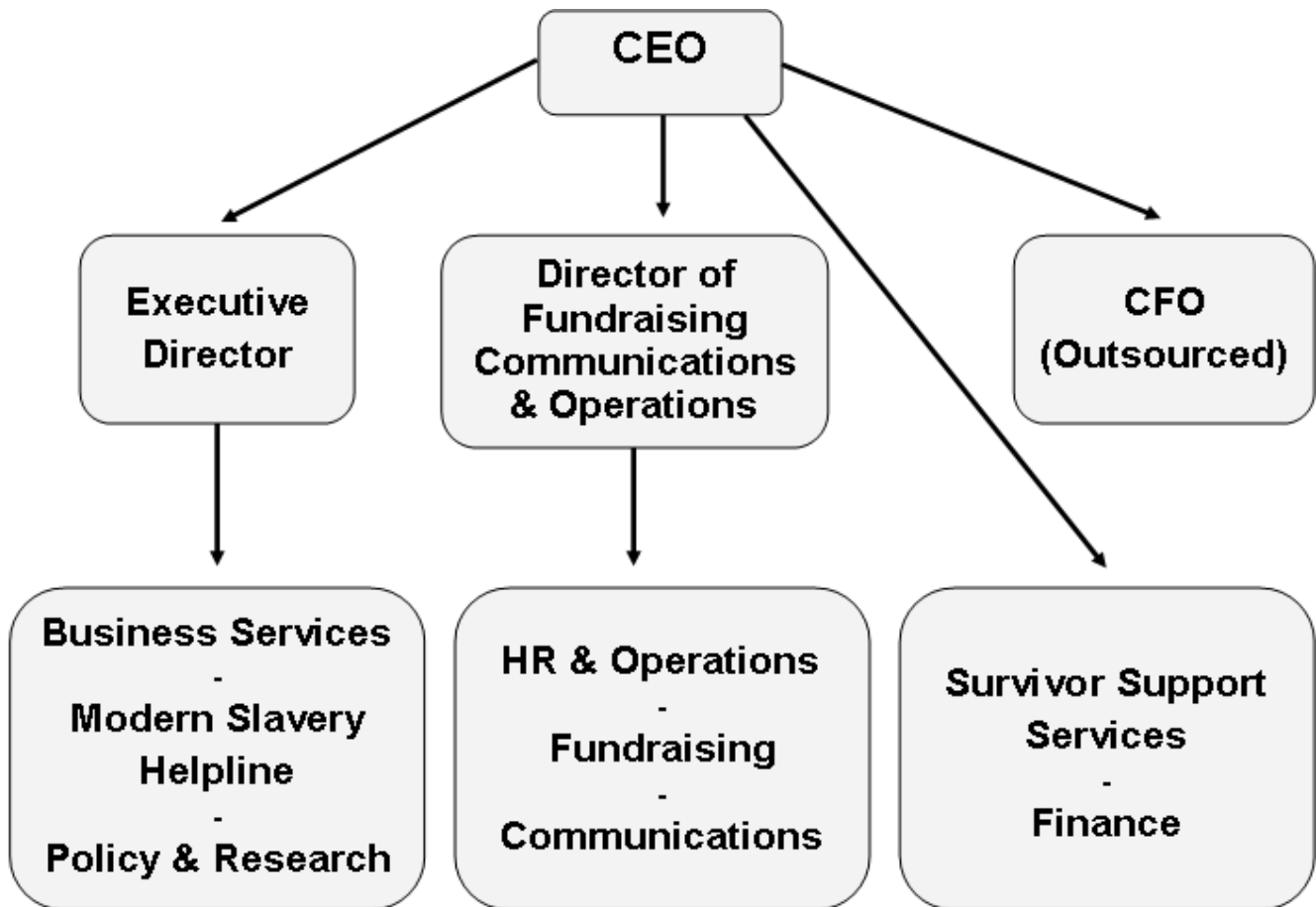
Policy, legislation and operational change

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.

HEAD OF FUNDRAISING

Location	Unseen's head office in Bristol. A flexible approach to hybrid working will be taken with a minimum of 2 days per week in the office.
Salary	£38,000 - £44,000 per annum (pro-rated for part time hours)
Contract type	Permanent
Hours	Full-time / Part time - 40 hours per week (Part time may be considered)
Reports to	Director of Fundraising, Communications & Operations
Key relationships for the role	<ul style="list-style-type: none"> • Fundraising and Communications Team colleagues • Unseen's Senior Leadership Team and Board of Trustees • Senior Management Team colleagues • Operations and HR Teams • Major Donors • Key Corporate contacts • Grant Managers and Trustees
Entitlements	<ul style="list-style-type: none"> • 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. • Pension contributions • Enhanced sick pay entitlement (30 days full pay / 30 days half pay upon successful completion of probationary period) • Enhanced Maternity and Adoption leave • Staff Wellbeing Programme and flexible working • Employee Assistance Programme – counselling for individuals (up to 8 sessions) and their families and a range of wellbeing support and resources • Bike to Work Scheme • Speak Up Staff line • Lone Working system in place

Purpose of the role

The primary purpose of the Head of Fundraising role is to generate income from a variety of sources to support Unseen's work. The postholder will be an inspirational and motivating leader to a team of fundraisers, responsible for generating income from many sources including Trusts & Foundations, Community Fundraising, Individual Giving and Major Donors.

You will be responsible for delivering the current fundraising strategy and activity plan for 2023 to meet and, where possible, exceed Unseen's income generation targets. You will also be expected to shape and lead the plan for 2024 onwards, taking emerging trends in the fundraising landscape into account. Using your experience of managing a diverse team and delivering funding from a variety of income streams, you will also be required to work closely with the Senior Leadership Team and other colleagues and to be creative and flexible to achieve the aims set out in our five-year strategy.

Key responsibilities and tasks

- Lead and deliver on the current 2023 fundraising strategy for the organisation working effectively with the Senior Leadership Team (SLT) and others. To develop a strong and tangible fundraising strategy for 2024 and beyond, aligned with the organisation's five-year strategy.
- Manage a multi-disciplinary fundraising team providing direction and support to achieve, and where possible exceed, the income generation targets for the organisation.
- Support the development, growth and wellbeing of the fundraising team to help them achieve their full potential.
- Influence external organisations, potential funders and others to support Unseen to achieve its mission.
- Be a full member of the senior management team, contributing to the aims of the organisation and demonstrating Unseen's values.
- Put in place processes and control measures to ensure all activity, applications and bids are made in a timely and organised manner, ensuring all stakeholders are aware of their responsibilities on specific projects.
- Effectively manage income and expenditure budgets, working closely with Finance colleagues to ensure accuracy of reporting.
- Ensure all fundraising activities are compliant with the Fundraising Code of Practice.
- Analyse and evaluate all fundraising activities to ensure maximum impact and return on investment and identify opportunities to pivot activity where there is the greatest opportunity to generate income.
- Identifying new funding opportunities to generate additional income, working closely with the SLT to deliver on agreed outcomes.
- Embody Unseen's values working collaboratively with colleagues across the organisation, ensuring fundraising activities and tasks accurately reflect and highlight the unique work of Unseen.
- Ensure regular engagement with supporters and sponsors is maintained, to build and maintain strong relations with all stakeholders.
- Attend events aligned with Unseen's work to build the profile of the charity and identify potential opportunities to generate income.
- Seek timely contributions and feedback from managers and the SLT on fundraising bids, communications and events to ensure strong applications to maximise potential funding opportunities.

- Provide clear and consistent feedback and reporting to the SLT, Trustees and organisation around fundraising activities and performance.

Person Specification

Essential Knowledge, Skills and Experience

Strong track record of leading a team to deliver against fundraising income targets

Excellent leadership skills with the ability to inspire a diverse team, delegate effectively and support individuals to reach their potential.

Extensive knowledge of the fundraising landscape and the diverse income streams within it.

Significant experience of leading successful multi-year funding activity, coordinating and writing bids, creating compelling cases to support our work.

Excellent organisational skills with the ability to work across teams to coordinate work and activity.

Ability to represent Unseen and articulate its values with confidence and professionalism to a range of stakeholders, funders and partners in person, online and in written communications.

Excellent project management skills and the ability to prioritise workloads and meet deadlines.

Experience of managing income and expenditure budgets and producing accurate reports.

Experience of utilising a CRM system and ensuring it is used to its full potential to manage donors and accurately record and report data related to fundraising.

Experience of developing donor journeys to illicit regular/large donations.

Experience of networking and building contacts externally.

Desirable Knowledge, Skills and Experience

Experience of planning and introducing new funding areas to an organisation for example, a Philanthropy programme.

Member of the Chartered Institute of Fundraising.

Other



Willing to work flexibly, occasionally at evenings and weekends, to travel and to cover projects and events.

Comfortable working to targets and deadlines.

A creative approach to work and a solutions focused outlook.

Committed to professional learning and development.

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.

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 2nd July.

Interviews will likely be held on 12th and 13th July.

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.



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