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

<table>
<thead>
<tr>
<th><strong>Location</strong></th>
<th>Based at Unseen’s head office in Bristol, with some flexibility for home/remote working.</th>
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</thead>
<tbody>
<tr>
<td><strong>Salary</strong></td>
<td>£26,780 per annum</td>
</tr>
<tr>
<td><strong>Contract type</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Full-time</td>
</tr>
<tr>
<td><strong>Reports to</strong></td>
<td>Head of Fundraising</td>
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</table>
| **Key relationships for the role** | • Fundraising Team  
• Frontline / Helpline Teams  
• Communications Team  
• Admin Team |
| **Entitlements** | • 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  
• Long service awards |
Fundraising Officer

The role within Unseen
We require a fundraising professional to join Unseen to secure funding from trust and grant-making organisations. The Fundraising Officer will help to deliver multi-year funding for our important work fighting modern slavery.

The Fundraising Officer will report to the Head of Fundraising who leads a team of 4 and is responsible for Unseen’s multi-year programme of fundraising and supporter engagement.

Purpose of the role
The successful candidate will be an important contributor to the success of fundraising. You will leverage our reputation for delivering specialist support for survivors of modern slavery and exploitation, along with the unique data from our Modern Slavery and Exploitation Helpline and our national policy work, to generate new sources of funding.

Responsibilities will primarily consist of:
1. Writing and submitting trust and foundation applications, using the calendar workplan for the year.
2. Identifying and developing sustainable income funding opportunities, to grow the existing pipeline.
3. Cultivating new relationships with trusts and foundations and steward relationships with existing funders.
5. Working in line with our 2024 Fundraising Strategy and responding to the evolving UK funding environment.
6. Collating and submitting progress and financial reports for grants.
7. Optional responsibility to include Corporate Fundraising or Major Donors, if desired and appropriate to do so.

Unseen UK actively promotes equality, diversity and inclusion. We match our needs with skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation.
Key responsibilities and tasks

Deliver Unseen UK’s trusts and foundations fundraising programme.
   a) Work with the Head of Fundraising, in line with the trusts and foundations strategy, setting and revising income budgets and workplans as necessary.
   b) Be a key point of contact for trusts and foundations, and lead the planning and organisation of donor meetings.
   c) Monitor the Trusts and Foundations income pipeline and expenditure budget.
   d) Ensure that organisational processes are working effectively to record project monitoring information for reporting to funders, and to monitor the delivery of the trusts and foundations workplan.

Write trust and foundation applications, oversee recording and reporting of relevant information.
   a) Write and submit online funding applications, project proposals and letter applications to medium and large sized trusts.
   b) Produce project reports in line with the requirements detailed in funding agreements.
   c) Ensure all relevant funder information is recorded on Donorfy, the CRM database, in a standardised and accurate way.
   d) Maintain monthly internal reporting to track the progress of trusts fundraising against agreed targets.

Cultivate new relationships with trusts and foundations, and steward relationships with existing funders.
   a) Build closer relationships with trusts, inviting them to in-person and online events, provide updates throughout the grant period, send our impact report, and ensure we recognise them externally where suitable.
   b) Contact funders wherever possible before applying, or to see if we can apply.

Fundraising team duties.
   a) Feed into the overall fundraising strategy, staying abreast of wider developments which may affect fundraising (including digital, technological and political developments).
   b) Participate in the organisation and delivery of fundraising related events (online and in-person) throughout the year.
   c) Participate in fundraising team meetings and other activities as appropriate and in a way which reflects Unseen’s values.

Optional - Support corporate fundraising or Major Donor relationships.
   a) Work with the Head of Fundraising and Director of Fundraising, to research and cultivate new corporate partners - focusing on those with a Corporate Foundation.
   b) Solicit direct donations from corporates and Major Donors for Unseen projects, sponsorship for unrestricted use, or for match funding appeals (e.g. Big Give match pledges).
   c) Produce reports and updates for corporate partners, be the key point of contact for specific partnerships, and lead the organisation and delivery of partnership meetings and events.
General (all staff).

a) 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.

b) Understand and comply with all relevant legislation and adhere to organisational and operational policies and procedures.
## Person Specification

### Essential Knowledge, Skills and Experience

- Experience of **working in a fundraising, partnerships, or related role**, ideally in a Trusts and Foundations or Corporate capacity.

- Experience of building **relationships with external funders** and/or partners, which have helped lead to successful bids.

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

- Experience of **working collaboratively** as part of a team, across teams, and on your own initiative.

- Excellent **project management skills** and the ability to prioritise workload and meet deadlines with competing priorities.

- Experience of assembling and working with **complex budgets**.

- Ability to utilise various research tools and record information accurately on relevant databases.

- **Results-driven, analytical, and passionate** about pursuing new opportunities for funding.

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

### Desirable Knowledge, Skills and Experience

- Experience in **human rights or modern slavery/exploitation** context.

- Knowledge of **digital and technological trends** and how these can be applied in the context 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.

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 Sunday 28th January at midnight.

Interviews will likely be held during the week of Monday 5th February.

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.

References from previous employers will only be contacted after a job offer. If there are valid reasons for this not to be possible, please mention this on your application.

Any questions, please contact jobs@unseenuk.org.