

FUNDRAISING OFFICER

January 2024



Thank you for your interest in working for Right to Succeed. We are excited to be recruiting for a Fundraising Officer to build on the great work the charity is already doing, and to help us achieve more.

Right to Succeed supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.



Working for Right to Succeed

We're looking for people to join our team who are committed to supporting communities to improve outcomes for their children and young people. We offer the following benefits to all employees:

Recognition for the work you do

We offer a competitive salary and benefits package that is benchmarked against similar roles in the industry. This includes access to healthcare and enrolment into a pension scheme with employer contribution.

A work-life balance that works for you

We offer flexible working arrangements and offer a hybrid working arrangement to all employees to ensure we can attract the best people to the job, whatever their situation and wherever they live.

Commitment to professional development

We invest in our people by offering learning and development opportunities and career progression through the organisation.

Opportunities to impact the lives of children and young people

We believe that all roles at Right to Succeed contribute to improving the lives of children and young people, whether you work in direct programme delivery or part of a central team.

Join us and harness the power of the collective to improve the future for children and young people.



Graeme Duncan, Chief Executive

Job Details

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| Title: | Fundraising Officer |
| Reports to: | Head of Fundraising |
| Contract type: | Permanent - Hybrid |
| Hours: | 37.5 hours per week Monday- Friday (or part-time/4 days week) |
| Location: | Liverpool (3 days a week in the Liverpool Office with 2 days a week at home) |
| Salary: | Grade 5, £26,104 (5% pension, Medicash and group life assurance, 27 days annual leave per annum for FTE) |

Role Summary:

Working as part of a small but ambitious team to support the fundraising for Right to Succeed, a fast-growing national charity, working to deliver place-based and educational change in the most disadvantaged communities.

Key Responsibilities:

- Undertake in-depth prospect donor research.
 - Using funder databases, such as Funds Online and GrantNav 360 Giving, along with online search functions including Google, to research potential funders for Right to Succeed.
 - Recording the results of the research in our research spreadsheet and/or CRM database.
 - Creating research briefings on funders of potential interest to Right to Succeed and storing them in the relevant folders/area of our CRM database.
 - Presenting the findings of funder research to the Fundraising team to support decisions on next steps in approaching the funder(s).
- Provide high quality administrative support.
 - Supporting with the creation of Fundraising meeting agendas and leading on recording and sharing minutes from all fundraising meetings.
 - Support in the organisation of the Fundraising team's files and folders on RtS's shared drive.
 - Creation of funder thank you letters.
 - Supporting the Fundraising Team to set up both internal and external meetings including recording the meeting time/date in Google Calendar and setting up/running the meeting via Zoom, Slack, Google meets etc as appropriate.
 - Oversight of the development email address and monitoring messages received in that inbox.
 - Helping the team to keep our application and reporting tracker up to date

- Contributing to the management of the internal database (CRM) to ensure that all funder activities and engagement are captured.
 - Supporting the arranging of funder events, including 'Frontline' visits for funders, roundtable events and other external-facing events in the calendar.
 - Keeping up-to-date records of donor reporting requirements
 - Maintaining the system that ensures regular communication with all donors and inputting into the management of the internal database to ensure that all donor funder reporting activities and engagement are captured.
- Provide support on our individual giving funding stream
 - Leading on the administrative support of our Individual Givers unrestricted income funding stream.
 - Work collaboratively on funding applications and reporting
 - Supporting the team in the writing of high quality fundraising applications, bids and monitoring reports for funders (focused on Trusts, Foundations, Institutional and Statutory funders, with some work with our 'institutional' style corporate funders).
 - Take on other responsibilities where appropriate
 - The responsibilities identified above are not exhaustive and the successful candidate is required to be flexible in line with the business needs of a fast-growing charity environment, taking on other responsibilities where appropriate.

Please note the critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business needs.

Person Specification:

Experience required (essential)

- Experience of writing for a range of audiences.
- Experience in maintaining relationships with a range of stakeholders.
- A flexible and hands-on approach to work
- Professional and resourceful self-starter, with the ability to work independently and as part of a team
- Experience of working with CRM databases/funding databases

Experience required (desirable)

- Recent experience of working in the voluntary/charity sector
- Experience of understanding complex information and turning it into concise and compelling written communications
- Fundraising from regional sources

Skills (essential)

- Strong organisational, planning and time management skills
- Effective communication skills, both written and oral, including
- Strong research skills
- Strong IT skills
- Strong interpersonal skills

Knowledge & Qualifications (desirable)

- Understanding of bid writing and/or monitoring for Trusts, Foundations, Statutory and/or Institutional donors
- An understanding of fundraising across different revenue streams

Key Behaviours for the role

| Our Values | Key Competency 1 | Key Competency 2 |
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| Commitment | <i>Provide excellent client care by being attentive to the needs of managers and staff in a timely and responsive manner and remaining calm and measured while juggling multiple tasks</i> | <i>Maintain attention to detail by being conscious of the need that financial information is accurate and clear</i> |
| Integrity | <i>Demonstrate understanding of appropriate use of charitable funds</i> | Follow through on responsibilities |
| Humility | Show flexibility and adaptability by dealing with a range of activities as necessary and effectively deal with change | Demonstrate learning and the application of your learning |
| Curiosity | <i>Self-motivated, demonstrating positive energy and enthusiasm, with a can-do approach</i> | Take the initiative in learning about how our programmes create impact and the evidence behind our work |

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| Collaboration | <i>Ability to work with a range of people inside and outside the organisation, using appropriate methods of communication</i> | <i>Willingness to be hands-on in a growing organisation</i> |
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Equal Opportunities

Right to Succeed is an Equal Opportunities Employer and is committed to ensuring no candidate or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation.

Diversity and Inclusion is critical to our success and we actively seek to recruit, develop and retain talented people from a diverse candidate pool.

We particularly encourage applications from those candidates with lived experience of the issues our programmes seek to address as we recognise the value this adds to the delivery of our services.

As a Disability Confident employer we would encourage any applicants who need assistance or alternative versions of our recruitment pack to get in touch so that we can help.

We're proud to be an organisation that is aligned to the 'happy to talk flexible working' campaign and will positively consider all applicants who wish to discuss flexible working arrangements.



Background checks

Due to the nature of the role and the work Right to Succeed carries out we will ask the successful candidate to complete an Enhanced DBS check and any offer of employment will be subject to this background check, along with references from previous employers and checks on their right to work in the UK.

As an equal opportunity employer Right to Succeed does not discriminate against those with criminal records and any information disclosed on the background check will only be considered against the risk that could be posed to our staff members or the recipients of our work, and we comply in principle with the DBS Code of Practice.

How to Apply

To apply for this position, please send a CV and a supporting statement to recruit@righttosucceed.org.uk by Midnight on **Monday 12th February 2024**

Unfortunately, we can't consider any candidates who do not submit a supporting statement.

Your supporting statement must not exceed two pages and should cover your motivation for applying for the role and how your skills and experience meet the criteria outlined in the Person Specification. This is also your opportunity to evidence the written communication skills that will be necessary for the role.

If you need any advice or guidance on what to include in the supporting statement, please contact recruit@righttosucceed.org.uk.

Please note we will be interviewing candidates as applications are received and may close the vacancy earlier if a suitable candidate is identified. Candidates are advised to apply as early as possible.

Timetable

Applications invited by midnight on **Monday 12th February 2024**

Interviews: ongoing and as applications are received

These dates may be subject to change.

Queries

For queries about the role or, for additional information, please contact:

recruit@righttosucceed.org.uk

About Right to Succeed

How we work

We bring together residents, professionals and decision-makers to co-design a development programme that is bespoke to the needs of the local community. We call this way of working “place-based change”.

Why we exist

The wealth of your parents still determines how well you do in education and in your career – we don’t think that’s right. Too many children in the UK are not getting the right start in life, leaving them unable to realise their full potential. We believe that no single organisation can solve this problem on their own, but together we can.

Our Vision

Strong communities where every child is supported to succeed.

Our Mission

We work collectively to strengthen communities and systems that enable children and young people to succeed.

Our Values

Our culture and values underpin the way we work, how we see our relationships and the decisions we make. Our organisational values are:

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| Collaboration | We drive collaboration in everything we do, supporting our colleagues and partners to work better together by pooling resources, learning and expertise. |
| Commitment | We are committed to achieving only the best in the long-term for the children, young people and communities that we serve, and we place sustainability at the heart of our work. |
| Curiosity | We ask questions, listen without bias, and strive to keep an open mind. |
| Integrity | All our work is guided by our values and mission; we are willing to have difficult conversations to ensure this, and use clear processes and decision-making mechanisms to hold ourselves accountable. |
| Humility | We understand that the people in the communities we work with are the experts on their own lives, and we are constantly learning from them. |

Where we work

Blackpool

We have supported Blackpool's implementation of their 10-year education strategy, building on the legacy of the Blackpool Opportunity Area, and focused on enabling children to thrive and achieve their potential in adulthood.

The town-wide priorities are to:

- Improve literacy
- Promote inclusion
- Support development of employability and skills

We have been working in the town for 8 years and alongside our support for the 10-year education strategy, we are currently working with leaders and schools on two programmes:

- [Pathways for All](#) - supporting the town's most vulnerable school leavers into post-16 education, employment or training
- [Youth Futures Foundation Discovery project](#) - focused on developing a collective, locally-led, evidence-informed approach to NEET systems change across the town

Liverpool City Region

We work in North Birkenhead, Wirral on a place-based change programme called [Cradle to Career](#), which puts the community at the heart of decision making for its children and young people. Cradle to Career is now into its 4th year of delivery and due to its success, the Combined Authority has pledged funding to help us launch five new place-based change programmes across the region.

Delivery started in [Knowsley](#) and [Halton](#) in 2023, with further Discovery also starting in [Sefton](#) and [St Helens](#). The Discovery in [Liverpool](#) is due to start in 2024.

Great Yarmouth

We are currently delivering a place-based change programme in [Central Great Yarmouth](#), Norfolk that aims to reduce youth violence and crime among children and young people by focusing on preventative measures including:

- Youth Offer
- Literacy
- Education Employment and Training

Rochdale

In September 2023, following a year-long Discovery process for a [new collaborative project to improve inclusion](#), working collaboratively with the Council, DfE, EEF, local primary, secondary and special schools we started a Delivery Project focusing on Literacy and Inclusion across the borough.

Tameside

In September 2023, we began a Discovery process working collectively with the Council, DfE, EEF, local secondary school sector focusing on raising Literacy standards across the area.