



## Job Description – **Trust and Foundations Officer**

Hours: 4 or 5 days per week (including Friday)

Salary: £36,000 (FTE)

Reports to: Operations and Fundraising Manager

### **Job Overview:**

The Baobab Centre is a non-residential therapeutic community based in North London that supports young asylum seekers and refugees who have experienced human rights abuses and have sought asylum in the UK as unaccompanied minors. Our two focus areas are rehabilitation and justice.

We are seeking a dynamic and experienced Trust and Foundations Fundraising Officer to join our fundraising team. The successful candidate will be responsible for developing and implementing strategies to secure funding from Trusts, Foundations, and other grant-making bodies. This role is crucial in ensuring the financial sustainability and growth of Baobab's operations, services and activities. Far from being solely a desk-based job, this role includes working closely with staff in different teams, forming meaningful relationships with the young people, taking a regular role on reception, receiving support and supervision and actively participating in an array of year-round community activities. Ideally, the post holder should have some experience and/or understanding of the context for young asylum seekers and refugees in the UK and have an adaptable capacity to work with young people from different cultures who have mental health difficulties.

### **JOB DESCRIPTION**

As Trusts and Foundations Officer you will be Baobab's key fundraiser and a self-starter with experience of working in a small or medium sized charity. You will be responsible for carrying out a successful program of fundraising from small, medium and large charitable trusts and foundations to an agreed annual fundraising target. You will also assist in delivering Baobab's individual major donor programme, helping to set up and deliver communications and events related to this relatively new income stream. You will work closely with our operations team to gain an overview of all aspects of Baobab's work. Working in a collaborative team with the Operations and Fundraising Manager and senior fundraising consultant, who will support and advise you with funding applications and reports. You will be a central part of this small team and contribute to discussions on Baobab's fundraising plans and strategy.

**This role is for 4 or 5 days per week depending on your preference, it will include Friday which is when staff meetings are held.**

All members of the Operations Team also have reception duties – this is a way of meeting Baobab's young people and gaining a holistic insight to our work. You will be expected to work reliably and for regular hours and to sometimes attend evening meetings including our regular community meetings which take place every four weeks on a Tuesday or Thursday. For any work over agreed hours, time off in lieu can be agreed with your line manager. This role will be primarily in person with the option of some remote work.

As a human rights and mental health charity, it is important to note that the context of our work means interacting with and supporting troubled young people. We require that all staff members are comfortable

working in this environment. Each team member is supported with weekly supervision with their line manager and three reflective meetings each month which are both facilitated by external clinicians.

**This Job Description is not exhaustive, and the post holder may be required to undertake other appropriate duties and projects from time to time.**

### **Key Responsibilities**

#### **Proposal Development:**

- Write compelling and tailored funding proposals, applications and reports, in line with Baobab's strategic aims so we share the details of our work in open and transparent ways in reports back to funders.
- Develop strong cases for support, ensuring alignment with the funder's priorities and guidelines.

#### **Research and Identification:**

- Conduct thorough grant research to identify potential trusts, foundations and grant-making bodies who have the potential to make donations to Baobab and establish links where appropriate.
- Stay updated on trends and changes in the grant-making landscape.

#### **Grant Management:**

- Maintain accurate records and information about all Trust and Foundation applications and ensure that Baobab's database and records are kept up to date.
- Track and report on the progress of funding applications, awarded grants and achievements towards reaching set fundraising target.
- Monitor grant compliance and ensure timely submission of required reports.

#### **Fundraising strategic planning:**

- Develop and implement strategic plan for fundraising in line with open calls for funding applications.
- Set and achieve ambition fundraising targets in collaborations with the Operations and Fundraising manager, and fundraising consultant.

#### **Collaboration:**

- Engage with the wider multi-disciplinary Baobab team of staff, volunteers and Trustees to gather information and insights for proposals and reports.
- Ensure that the organisation's impact and challenges are effectively communicated to funders.
- Cooperate with finance and operational staff to ensure all grants are correctly used and conditions and targets are met.
- Collaborate with the Operations and Fundraising manager and Financial Administrator to ensure accurate budgeting and financial reporting.
- Undertake any duties that the Director or Operations and Fundraising manager might reasonably require.

#### **Communication:**

- Cultivate and maintain relationships with our funders through grants managers and individuals, ensuring that they clearly understand both what we do and how we make use of their funds in our work. This responsibility is split between the Fundraising Officer and the Operations and Fundraiser manager.
- Ensure timely and effective communication with funders, including acknowledging, reporting and newsletter updates on our work at Baobab.
- Assist with Baobab's individual major donor programme including regular communication, development of newsletters and events organising support.
- Engage with the young people supported by Baobab, building relationships with them, with involved kindness and professionalism.
- Liaise with Trusts and Foundations as appropriate.
- Attend and participate in team meetings (Friday Mornings) and the monthly Baobab Community meeting (Tuesday or Thursday evening).
- Develop and maintain a professional standard in all communications and services.

**Benefits:**

- Competitive salary within the charity sector.
- Opportunities for professional development and growth, including monthly mentoring with a senior fundraising consultant.
- Supportive and inclusive work environment
- Participation in our community-based activities eg. Monthly community meetings, community outings.

**PERSONAL SPECIFICATION****Qualifications:**

- Bachelor's degree in business, communications, public relations or a related field (*Preferred but not essential*)

**Experience:**

- Minimum of 3-5 years of experience in fundraising within a small-medium sized charity, specifically with trusts and foundations.
- Proven track record of securing significant funding from a diverse range of trusts, foundations and other grant-making bodies. *Baobab's average annual fundraising target is £400,000+.*

**Skills:**

- Excellent writing, editing and proofreading skills with an eye for detail.
- Proven successful track record of generating and raising income from Trust and Foundations, Major donors and other grant making bodies.
- Strong research and analytical abilities.
- Highly professional communication and presentation skills, written and oral, with the ability to articulate clearly and persuasively the case to support Baobab and its work to funders and prospective funders.
- Proficient in using excel and fundraising databases.
- Ability to work independently and as part of a team.
- IT skills commensurate to supporting the fundraising function at Baobab.
- Experience of research Trusts and foundations using the charity commission and fundraising databases.
- Ability to build and sustain relationships across all levels and with diverse people including the young people we support, Major Donors, grant managers, and colleagues.

**Personal Attributes:**

- Commitment and ability to engage with the specific work of the Baobab community and to have an empathetic approach to support the young people who are referred to the charity.
- Ability to demonstrate and communicate Baobab's values and ethos.
- Self-motivated, with an ability to work independently and as a team player, positive and proactive approach to work.
- Flexible, motivated, persuasive, warm individual
- Ability to think creatively and to respond quickly to new opportunities and changes in the funding environment.
- Highly organised multi-tasker with excellent attention to detail

**Desirable:**

- Demonstrable knowledge and/or understanding of the experiences of young asylum seekers and refugees in the UK.
- Demonstrable understanding and knowledge of working with young people who are disorientated in the UK as a consequence of mental health difficulties or of growing up in a very different culture.
- Experience of organising fundraising events and/or community fundraising initiatives.

**How to apply:**

Interested candidates should submit their CV and a cover letter outlining their relevant experience and suitability for this job to the Charity Jobs portal by 30<sup>th</sup> June.

**Interviews are expected to take place w/c 15<sup>th</sup> July.**

The Baobab Centre is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We especially welcome applications from candidates with lived experience of seeking asylum and/or displacement. We are committed to creating a diverse and inclusive workplace.

The job description outlines the responsibilities and qualifications needed, providing potential candidates with a clear understanding the role expected of them within the organisation.

Please read the attached Clinical Context document to understand the model of our work.