



**Tender  
Application Pack**

**Development Coordinator**

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May 2024



## About Tender

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Thank you for your interest in this role. Tender is an arts charity working with children and young people to prevent domestic abuse and sexual violence through creative projects. Our programmes are safe, enjoyable, age-appropriate spaces where young people can engage with sensitive topics and “rehearse” for real-life scenarios. Participants are encouraged to be both consumers and producers of learning through script-work, role-play and creative media such as films and art. Throughout, we enable young people to explore their choices, rights and expectations in relationships and to recognise the early warning signs of abuse.

Since 2003, Tender’s work has grown and diversified from a single workshop programme delivered to schools, into a broader range of programmes reaching both children and young people, and professionals with a safeguarding responsibility such as teachers, youth workers, social care workers and foster carers. Tender’s programmes include Healthy Relationships projects delivered across London and national hubs, projects delivered using online resources and technology, specialist projects for children and young people who face particular barriers to recognising or accessing support for abuse, whole school and whole setting approaches, and training for professionals.

In primary schools, we build strong foundations through exploring healthy friendships and family relationships. We develop these skills further in secondary schools and youth settings, where we focus on healthy intimate and romantic relationships. We provide training and resources to university student unions, societies and students. Across all settings, we provide training and resources for professionals working with young people to support them in preventing abuse. We also provide training for workplaces to address a range of issues, such as bullying and harassment, and promote healthy workplaces.

Tender’s mission is informed by continued evidence that domestic and sexual violence are highly prevalent issues in young people’s lives. 16-25-year-olds are widely recognised as the age group most likely to experience an abusive relationship (SafeLives, 2019) and estimated 2.4 million people aged 16-74 years in the UK suffered some form of domestic abuse between 2018-2019: 1.6 million female victims and 786,000 male victims (ONS, 2019).

Domestic abuse happens across all socio-economic groups, meaning it can be experienced by anyone. With a mandatory statutory Relationships, Sex and Health Education curriculum only just coming into play, young people aren’t receiving the consistent support they need to navigate this risk. There is therefore a vital need for age-appropriate education around these issues from an early age.

As a result of our programmes: 93% of young people now understand it is never okay to be violent to someone, 99% of young people can name at least one early warning sign of an unhealthy relationship, and 96% have more knowledge about where to seek support for relationship abuse.



## About the role

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We have grown rapidly in recent years, and now have an exciting and varied programme of work which is funded from a wide range of sources. We have long-standing, high-value relationships with organisations such as the Mayor's Office, Esmée Fairbairn and Clifford Chance, and continue to grow our income from a range of supporters from trusts, foundations, corporates, individuals and community fundraisers.

We now have a need for a coordinator to work closely with the whole development team (comprising a Development Director, Development Manager, Development Officer, Major Donor Consultant and the CEO) in coordinating all aspects of our fundraising work, from identifying prospects, creating compelling funding applications through to successfully managing relationships with funders. This role will give you experience of all of our funding streams, as well as exposure to our funders through your work in organising and managing our various events throughout the year, such as our annual awards.



## **JOB DESCRIPTION DEVELOPMENT COORDINATOR**

### **Role Purpose**

The main purposes of the Development Coordinator role are:

- Supporting all members of the Development team to achieve the team's annual fundraising targets
- Preparing and submitting applications in support of fundraising from trusts & foundations, statutory funders, corporates, major donors, and individual givers
- Supporting all members of the Development team to develop relationships with Tender's funders and successfully steward relationships to achieve further funding
- Supporting the Development team in coordinating and delivering events in support of Tender's fundraising activities

### **Main Responsibilities and Duties**

#### *Fundraising support*

- Researching, identifying and qualifying new funding prospects using a combination of desk-research and networking to inform Tender's approach
- Identifying, qualifying and carrying out due diligence on fundraising prospects, using Tender's standard processes
- Preparing and submitting applications and proposals to potential funders and develop opportunities for community fundraising and individual giving
- Ensuring the CRM Salesforce database is kept up to date for both your own and other team members' opportunities and supporting the team by pulling reports, uploading income and managing communications with funders
- Assisting in the production of online and printed marketing materials, content, and press material, including the annual impact report

#### *Events*

- Supporting the organisation and delivery of fundraising and engagement events, including leading on identifying and liaising with suitable venues, catering, speakers, workshop leaders, and other relevant stakeholders, and managing the invite and attendance list
- Ensuring relevant accessibility requirements are accounted for in planning and delivering events

#### *Relationships*

- Supporting the Development team to maintain current relationships with funders with the development and execution of stewardship plans
- Supporting the Development team to plan and deliver an appropriate rolling communication schedule to all warm and lapsed funders to ensure they receive regular updates and are kept informed about the charity's progress



- Developing and maintaining relationships with internal and external stakeholders to enable the organisation and delivery of events which support Tender’s fundraising activities

*Administration*

- Supporting the CEO and Major Donor Consultant in the administration of the Corporate Advisory Board and liaising directly with Corporate Advisory Board members
- Working with two other coordinators, coordinating the activities of Tender’s Youth Board, ensuring appropriate Youth Board input into Tender’s fundraising and delivery work
- Undertaking general administrative tasks as required by the Development team, such as minuting meetings
- Completing all mandatory training, and proactively seeking opportunities for ongoing professional development
- Contributing to regular reports internally and to funders on income and expenditure against budgets
- Working as a member of the Tender team and carrying out other duties that may be required to meet the needs of the organisation

**Person specification**

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Tested in application (A), CV (CV), interview (I)</b>
Good understanding of the principles of different fundraising streams, including trusts & foundations and corporate	E	A, I
Knowledge of how to carry out prospect research and qualify potential opportunities	D	I
Knowledge of the violence against women and girls sector	D	I
Good understanding of the principles behind fundraising	D	
Good understanding of how to establish relationships with a variety of stakeholders, particularly funders	D	A, I
Knowledge of organisation and executing events	D	A, I
Proficiency in office software, including Word, Excel, PowerPoint	E	CV
Proficiency in Salesforce	D	CV
<b>Skills</b>		
Project management skills, with the ability to manage	E	A, I



multiple and competing deadlines

Ability to write compelling fundraising communications, and talk about Tender and our work with people from different sectors and backgrounds D A, I

### **Behaviours and ways of working**

Forming sound, evidence-based decisions and taking personal responsibility for actions E I

Thinking ahead, managing time, priorities and risks, and developing structured and efficient approaches to deliver work on time and to a high standard E I

Ability to solve problems, working flexibly and collaboratively E I

Willing to develop and acquire new knowledge, skills and experience E I

Commitment to safeguarding and equal opportunities E A

### **Summary of terms and conditions**

<b>Title</b>	Development Coordinator
<b>Department</b>	Development & Communications
<b>Reporting to</b>	Development Officer
<b>Contract</b>	Permanent
<b>Salary</b>	£27,680 pa
<b>Hours</b>	Full time (37 hours/week)
<b>Place of work</b>	Flexible/hybrid working
<b>Benefits</b>	25 days holiday pa (pro rata) plus public holidays Employer contribution to pension Employee assistance programme Flexible working



## GUIDANCE NOTES FOR APPLICANTS

### Application process and key dates

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Please submit your CV, including education, qualifications, and full employment history and any other relevant experience showing responsibilities and relevant achievements. Please also submit a 1 – 2 page supporting statement that demonstrates how you meet the criteria in the person specification. Both documents can be submitted using our recruitment portal for the [Development Coordinator](#) role.

If you need this information or any of our job application forms in an alternative format, please contact us by email at [home@tender.org.uk](mailto:home@tender.org.uk) or by phone, on 0207 697 4277. We are happy to receive applications in alternative formats. If you would like to have an informal conversation about the role before applying, Anna Rattray (Development Officer) would be happy to speak to you. You can contact Anna at [Anna@tender.org.uk](mailto:Anna@tender.org.uk).

<b>Closing date for applications:</b>	6 June 2024, 11.59pm
<b>Shortlisting:</b>	W/c 10 June 2024
<b>Interviews:</b>	W/c 17 June 2024
<b>Start date:</b>	ASAP

Tender does not pay for interview travel expenses. However, we may reimburse candidates on job seeker allowance for reasonable travel expenses up to a maximum of £15 to attend an interview if prior authorisation has been obtained.

Due to the volume of applications we receive, we are unable to provide candidates with feedback about their applications. We will provide feedback to any candidates shortlisted for interview.

### Writing your supporting statement

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The supporting statement plays a key part of our recruitment and selection process. We use the information you provide to decide whether or not to invite you for an interview. It is important that you complete the supporting statement as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying. Incomplete applications are unlikely to pass shortlisting.

The supporting statement is intended to allow you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on the evidence you provide against the requirements of the role as set out in the person specification. It is important that you tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.



Please provide examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or results of your actions. A useful guide is the STAR method:

- **Specific:** give a specific example
- **Task:** briefly describe the task/objective/problem
- **Action:** tell us what you did
- **Results:** describe what results were achieved

Please provide examples from work experience, or from other aspects of your life such as voluntary work, school or college work, or family/home responsibilities.

### **Equality opportunities**

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We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Tender's performance and to develop a culture that positively values diversity. We are committed to achieving and maintaining a workforce that broadly reflects the local communities in which we operate.

We welcome applications from people from all backgrounds and with all different kinds of life experiences, including those who have had breaks in their careers for any reason. We encourage you to apply even if you don't meet all the criteria (particularly the "desirable" criteria), as we will provide an onboarding and training process to ensure you are supported to develop the skills you need for the role.

We particularly welcome applications from male-identifying candidates and candidates from a Black, Asian or other minority ethnic background as they are currently under-represented within Tender. We have made a positive commitment to employ disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role profile and person specification. If you wish you apply for consideration under the guaranteed interview scheme, please note this in your supporting statement.

We ask applicants to complete an [equal opportunities monitoring form](#). This is voluntary, but the information we ask for goes towards helping us ensure we are an inclusive employer by monitoring diversity in the workplace. This form will not be seen by anyone involved in reviewing applications or interviewing candidates. We will only use your information for the purposes specified on the form and detailed in our Privacy Notice (available on our website).

Our roles are open to discussion about flexible working, which would include arrangements such as part-time working, formalised flexi time, fixed working hours, working from home and job-sharing subject to business needs.

Please let us know if you require any adjustments to be made to the shortlisting process or to provide any information you wish us to take into account when considering your application.





If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment at that stage. Please be assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and, should you be appointed, as part of your employment with us.

## **Safeguarding**

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This role is subject to an enhanced disclosure being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service. If you already have a DBS certificate, and are registered with the DBS Update Service, please include this information in your application. If you are the successful candidate, we will ask for your permission to access the DBS Update Service and we would also need to view your disclosure certificate.

The successful candidate will be required to provide evidence of entitlement to work in the UK. All job offers are subject to the receipt of two satisfactory references: one of these should be your present or most recent employer, the other could be someone who knows you in a work-related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.

## **Data protection**

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Tender is committed to complying with data protection regulations. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so.

Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after 6 months, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further 18 months.

## **Complaints procedure**

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Any applicant who considers that they have been unfairly treated or discriminated against can contact Trupti Reddy ([trupti@tender.org.uk](mailto:trupti@tender.org.uk)) in writing or by email. Complaints received within one month will be taken seriously and investigated promptly and sensitively by the CEO and COO, who will advise of the outcome. This does not affect your legal rights.