



Director of Fundraising

Job Pack

September 2024





About the role

Job Title:	Director of Fundraising
Reports to:	Deputy CEO / Finance & Resources Director
Department:	Fundraising
Location:	Full time, part time (minimum 32 hours per week over 4 days) and hybrid working opportunities available
Salary:	Up to £65,000 (depending on experience)

This is an exciting opportunity for an experienced, dynamic, and professional fundraiser to lead the team at Treloar's. As the Director of Fundraising, you will develop and implement innovative fundraising strategies, oversee a dedicated and passionate team and support them in generating significant income through a variety of channels, including trusts and foundations, events, corporate partnerships, individual giving, and major donations.

We are looking for someone with a strong track record in senior-level charitable fundraising. You should bring advanced knowledge of a wide variety of fundraising channels, compliance expertise, and exceptional leadership skills. Experience in the education or disability sectors and relevant qualifications in fundraising are advantageous.

In return, we offer a competitive salary and the chance to make a meaningful impact on the lives of young people with disabilities. We also provide a flexible work environment with options for home and office working (minimum 3 days a week in the office), as well as part-time opportunities (minimum 32 hours per week over 4 days).

Informal chats about the role are welcome – get in touch with Sophie Milroy, Recruitment Specialist Lead on 01420 547400 ext. 3574 or email Sophie.milroy@treloar.org.uk.

Treloar's is a charity that provides outstanding education, therapy and care to physically disabled young people, and empowers them to live more independent and fulfilling lives.





We offer:

- **Pension Scheme** – The Trust operates a Group Personal Pension Scheme. The employee's contribution is flexible from 3.2% of basic salary up to the maximum allowed by the Inland Revenue. The employer will pay one and a half times the employee's contribution up to a maximum of 7.5% of basic salary
- **Independent Financial Advice** – available to those who join the Group Personal Pension Scheme
- **Life Insurance** – free life insurance cover equal to 3x basic salary
- **HSF Health Cash Plan** – HSF health plan covers day to day health costs like dental & optical bills, as well as physiotherapy and chiropractor support. Also included within the plan is HSF Assist which provides unlimited access to a variety of assistance helplines and services such as GP Telephone Advice, Counselling service, legal helpline
- **HSF Perkbox** – access to a large variety of discounts
- **Occupational Health Service**
- **Discounted Gym Membership** – at nominated gym club premises close to Treloar
- **Critical Illness** – one year's salary as a lump sum payment to those colleagues who have a critical illness recognised by the policy
- **Generous Holiday**
- **Sabbatical Leave** – after 5 years' service, an employee may apply for a period of unpaid sabbatical leave to a maximum of 4 months. Some of the period must be spent on activities that have relevance to the candidate's work within the Trust

Closing date: Tuesday 8th October 2024

How to apply?

To apply, please complete our online application form:

<https://www.cognitofirms.com/Treloar1/ApplicationForEmployment>

Alternatively, please call our Recruitment Team on 01420 547400, EXT 3574 to discuss further.

Treloar Trust is committed to safeguarding children, young people and vulnerable adults. All successful candidates will be subject to a DBS Check along with other relevant employment checks. Treloar's is removing barriers to disabled people in employment and benefitting from their skills; we are a Disability Confident employer.

Registered charity number 1092857.

About the role



Main purpose of the role:

To lead Treloar's charitable fundraising. To meet targets and establish a highly-performing portfolio of fundraising activity underpinned by a strong case for support.

To contribute to leadership of the organisation through involvement in the Treloar's Leadership Team.

Day-to-day duties:

- Devise and be accountable for delivery of a fundraising strategy and plans, ensuring the meeting of targets
- Manage the Fundraising Team to ensure Treloar's is maximising income and support from the following main fundraising channels:
 - Trusts and Foundations
 - Livery Companies, building on our longstanding links with the City of London
 - Individual giving, including legacies
 - Major giving philanthropy
 - Corporate partnerships
 - Community fundraising
 - Annual programme of events
 - The Treloar's Lottery
 - Relevant merchandising and retail
- Responsibility for the management of the overall fundraising budget
- Ensure that Treloar's is up to date with fundraising practice and research, and that we are innovative in our field
- Ensure donor stewardship systems are in place so that supporters are properly thanked and appreciated, and they maintain a positive relationship with the Charity

Main purpose of the role



- Maintain a strong case for support to attract donors, describing what we do accurately and honestly, and in a way which presents a positive profile of our students and disabled people
- Build a high profile for Treloar's as a fundraising charity
- Ensure that fundraising 'asks' and projects are built around the priorities of our charitable activity and are directed to achieving our strategy and maximising impact
- Advocate for our donors and supporters within the Charity, ensuring that charitable funds are used wisely and as agreed. This includes involvement in the allocating of grants from specific funds set up for this purpose
- Ensure that donors' data and related information is stored and processed safely and properly
- Be accountable for Treloar's compliance with legislative and other requirements related to fundraising, including guidance from the Charity Commission, and to be responsible for our registration with the Fundraising Regulator
- Be accountable for the management of small grants schemes (e.g. equipment grants to students)
- Liaise closely with the Marketing and Communications Manager to ensure messaging, tone and content across all internal and external communication channels, is appropriate to different fundraising audiences as necessary

Other Duties:

- Produce reports for the Board of Trustees, the Trustee Fundraising Committee, and other governance committees as appropriate, on matters relating to fundraising
- Work with the Chair of the Trustee Fundraising Committee to ensure effective scrutiny of fundraising performance
- As a senior member of staff, support development and delivery of organisational strategy and effective cross-organisational working
- Demonstrate high standards of leadership in accordance with our Values and agreed behaviours (see attached)

Main purpose of the role



- Be visible within the organisation, seeking and taking advantage of opportunities for contact with students, families and staff across different departments. To support and encourage your own staff to do the same as appropriate. All staff at Treloar's are encouraged to assist on an occasional basis in student facing work, with full support and training where applicable. This is so we all share the common experience of working with students as the guiding principle of all we do.
- Maintain key relationships on behalf of the organisation, supporting and deputising for the CEO where required
- Support Treloar's in safeguarding and protecting the welfare of all students
- Comply with policies and procedures relating to safeguarding, health and safety, equality diversity and inclusion, confidentiality and data protection, reporting concerns where required
- Maintain and develop your own professional knowledge, networks and awareness of the sector
- Occasionally work hours that fall outside of your normal working day, including supporting the wider team at events and work functions in the evening and at weekends

The job description is not intended to be exhaustive and the post holder may be required to take on other duties as directed or agreed. This job description will be reviewed and amended in the light of changing professional demands.



Main purpose of the role



About you

Minimum	Desirable
<p data-bbox="124 365 405 398"><u>Skills and Abilities</u></p> <ul data-bbox="124 427 767 1473" style="list-style-type: none"><li data-bbox="124 427 767 551">• Up to date advanced knowledge of charitable fundraising across a range of fundraising channels<li data-bbox="124 555 767 678">• Knowledge of fundraising regulation and other relevant compliance areas, including GDPR<li data-bbox="124 683 767 716">• Excellent communication skills<li data-bbox="124 721 767 813">• Excellent time management, administration and organisation skills<li data-bbox="124 817 767 940">• Demonstrable management skills at department or team-level and an ability to motivate and support others<li data-bbox="124 945 767 978">• Confident interpersonal skills<li data-bbox="124 983 767 1016">• Public speaking and presentational skills<li data-bbox="124 1021 767 1290">• Financially numerate to a high level, including knowledge of charity accounting relating to management of fundraising, setting and managing a budget and analysis of management accounts<li data-bbox="124 1294 767 1386">• Strategic awareness and an understanding of strategy<li data-bbox="124 1391 767 1473">• A commitment to and record in continuous professional development	<ul data-bbox="810 365 1453 611" style="list-style-type: none"><li data-bbox="810 365 1453 398">• Education sector knowledge<li data-bbox="810 403 1453 436">• Disability sector knowledge<li data-bbox="810 441 1453 533">• Relevant qualifications and professional registrations in fundraising<li data-bbox="810 537 1453 611">• Knowledge of marketing and communications



About you

<p><u>Experience</u></p> <ul style="list-style-type: none">• Demonstrable track record of success in charitable fundraising in a senior role• Experience of working in a charity• A track record in furthering equality, diversity and inclusion within an organisation	<ul style="list-style-type: none">• Working/volunteering with or having experience (including personal experience) of disability• Working/volunteering in education or with children/young people
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none">• Alignment with the organisational values of Treloar's (see attached)• An affinity with supporting disabled people• An ability to relate to our students and to appreciate and value their central role in the success of Treloar's• A commitment to high standards of quality and performance, personally and for others• A pleasure to work for and with	
<p><u>Personal Circumstances</u></p> <ul style="list-style-type: none">• Ability and willingness to work outside of regular working hours to attend events and meetings to promote Treloar's• Ability and willingness to travel across the South and in particular to London to engage with donors	<ul style="list-style-type: none">• Driving licence
<p style="text-align: center;"><u>TRELOAR TRUST IS COMMITTED</u></p> <p style="text-align: center;"><u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u></p> <p style="text-align: center;">All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks</p>	



Our vision

A world where physically disabled young people take control of their lives and achieve their aspirations.

Our mission

To enable physically disabled young people to achieve their aspirations by:

- Providing personalised learning, therapy and care
- Supporting transition into adulthood
- Promoting independence and inclusion

Our values

We strive for excellence:

Physically disabled young people and their families deserve outstanding care and support. We work to make sure all our services are excellent and actively challenge each other to ensure continuous quality improvement.

We continually innovate to ensure that our beneficiaries receive the cutting-edge, excellent support they deserve.

We are inclusive:

Everyone - regardless of physical ability, where they live or their means - should have the opportunity to take part in life. We treat our beneficiaries with the same dignity as their non-disabled peers and work to remove barriers in their way.

Our students and beneficiaries are always at the centre of everything we do. Before we make decisions, we ask, "How will our students and beneficiaries benefit from this?"

We act with integrity and respect:

Physically disabled young people should be free to direct their own lives. We listen to young people's views and support them to make age-appropriate choices about their daily life and informed choices about their future.

We celebrate and promote diversity, value and support each other, and treat everyone with mutual respect. We support a culture of openness, honesty and transparency, where the safeguarding of our students and wellbeing of our staff is paramount.

We strive for excellence



We always try our best

We are inclusive



We help everyone join in

We act with integrity and respect



We are friendly and kind



About Treloar's

Treloar's is a charity which runs one of the UK's largest specialist education centres for young disabled people to live and learn. Through our school and college, we offer students the opportunity to fully take part in life and achieve their aspirations.

We support around 180 children and young people, aged 4 to 25 years, who come from across the country. All of our students are physically disabled, many with complex clinical needs and a sensory impairment. Our highly specialist staff deliver outstanding education, therapy and care for our students. But we need your support to do so much more.

It is essential that we raise £2million every year, in addition to the funding we receive from Local Authorities. We must also develop our expert services to support students and disabled people more widely.

Donations help us keep pace with the increasingly complex medical and care needs of our students and provides them with access to specialist staff, accommodation and equipment to unlock their potential and enable them to live a fulfilling life.





How Treloar's students benefit from fundraising

The funding that we receive from local authorities simply doesn't stretch to provide the specialist equipment that our students desperately need in order to access their education and live life to the full.

Thanks to the work of the fundraising team and the support of our generous donors, during the last year we have been able to provide the following specialist equipment for our students:

Acheeva Beds



These are designed to help our students who need extra postural support but are limited to their wheelchair for positioning, or aid those who are recovering from surgery.

Amy (pictured) has limited mobility and has been using the Acheeva Bed regularly as it allows her to change position easily. This is one of only two pieces of equipment she's able to use apart from her wheelchair. It is important Amy and her fellow students can spend time out of their wheelchair to reduce physical discomfort.

Tomcat Trikes

These are lightweight and easily handled. The trikes provide a comfortable, soft, safe seating where our students can engage in physical exercise.

Cycling has so many health and social integration benefits for our students. It can change the future from a life spent in a wheelchair to include cycling as well as improving health, wellbeing and general fitness.

"Thank you for giving us the trike, it looks like a racing bike. It is very fast and comfortable. It's also very fun to be on".





How Treloar's students benefit from fundraising

Treloar's Virtual Tour

You can explore our campus from the comfort of your own surroundings with our online virtual tour: [Virtual Tour | Education For Disabled | Treloar School & College](#)

Click the link to visit our classrooms, learn about our residential houses, view the outdoor learning spaces and all the specialist facilities Treloar's is able to offer our fantastic students. A lot of these spaces have been made possible thanks to the work of the fundraising team and the kindness and generosity of our friends and donors!

Student stories – Natalie and Thomas

Meet **Natalie** and her family and learn about her journey to Treloar's. Natalie has cerebral palsy and has been at Treloar School for over a year. During this time, she has grown in her independence and confidence and really enjoys coming to school.

Learn how Treloar's has been able to meet Natalie's complex needs and increase her independence, [watch Natalie's film on YouTube.](#)



Thomas was diagnosed with Muscular Dystrophy at a young age, making school very difficult for him. Since starting at Treloar College, he is happier, has made friends, and is able to access his education. This has been life-changing for Thomas and his family.

"Treloar's has also helped me with making new friends as there are many students that have similar disabilities as me. I struggled making friends before. I often felt left out. Treloar's has helped me overcome this problem, as I have been able to join clubs and go out on community skills."

[Watch Thomas's film on YouTube.](#)