



**Fundraising & Comms Co-ordinator
Candidate Pack**

A letter from our CEO

I am delighted that you are thinking about joining the team at PiP. I hope this pack helps you understand our work, how we support our students to achieve their goals, and gives you the information you need to apply for the role of Fundraising & Communications Co-ordinator.

PIP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives. We were established in 1983 by parents wanting more challenging and ambitious support for their children and we now celebrate 40 years of impact. Our history is rich & varied and we have grown from 25 students a decade ago to over 75 students today.

From our custom-adapted centre on Kensal Road, where we moved in 2022, we run four key curriculum areas: Creative and performing arts; Employability, Health & wellbeing, and Independent Living Skills. Alongside this work we run services like Gig Buddies which supports adults with learning disabilities to access social events and our SW1 service supporting older adults with learning disabilities.

We challenge ourselves to be innovative and deliver a truly unique level of support and opportunities for people with a learning disability and autism. We work hard to empower our students to become as independent as they can be and live a life of their choice, despite the barriers. Everyone on the team is a vital part of ensuring that we do for the people we support while keeping a strong focus on fun.

Fundraising is vital for our organisation and allows us to deliver so much of what makes PiP a unique service. This role is us hiring for our future, ensuring we have the appropriate people to steward our new funders, secure additional funding primarily for new projects, and to improve our communications to all audiences. Your first targets, which will be agreed with you, will focus on FY25-26 as we want to ensure you have time to learn our organisation, our approach, and to contribute to our development strategy.

I hope our candidate pack provides the information you need to consider applying for what we believe will be an incredibly impactful role at an exciting time at PiP as we provide evermore support to our students, reach new beneficiaries in our community, and start new projects in new boroughs.

Yours sincerely,
Denise Largin
CEO





Who we are:

PIP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives.

With 28 staff and a Board of 10, we work to empower over 75 adults with Learning Disabilities and Autism every year to achieve their potential, move towards independence and live a life of their choice. We believe our staff and volunteers are our greatest asset and we have just completed a 25% expansion of our staff team to meet service demand and ensure our colleagues have the capacity to offer the quality of service we're known for in our community.

Our approach is student-led with our curriculum and each student's timetable the result of a collaborative approach with students, families, and social workers. Student goals can vary widely from learning to cook a meal to securing part-time work, to strengthening friendships or showcasing their creativity. Each student at PiP is referred by our Local Authority partners and with a waiting list of over 40 students we are confident we offer a top-tier service.

Financially we are stable with strong financial reserves and an income mix circa 75% commissioned services and 25% philanthropic partnerships. From this position of strength we plan to invest in the team, new services and projects to expand our provision and secure more impact in our community.

Why we need you:

Our philanthropic income has doubled in the last 16 months and this role is the next investment in our Development & Engagement team to steward our funders, secure new funders to maintain income levels, and better communicate our impact. The role has three main areas of responsibility:

1. Managing funding partners - primarily trusts & foundations but corporate income is growing
2. Identifying and securing new income – primarily partners in the £5-25K p.a. range
3. Manage PiP communications – focused across audiences including non-philanthropic



Who we support and why:

At PiP, our focus is on teaching and learning life skills; PiP students range in age from 18 to 91 and our average student is around 34 years old.

PiP students have a range of learning disabilities including Down's Syndrome, Fragile X, Autism Spectrum Conditions (ASC), dual diagnosis with mental health problems and/or physical health conditions such as Diabetes and Epilepsy.

PiP's team deliver person-centred support to each of our students to identify their strengths, interests and passions. We support them and their families/carers to maximise opportunities in their community through signposting and working in partnership with like-minded organisations.

Structural inequalities in society mean that people with learning disabilities are not always recognised for their skills and talents and given the opportunity to live independent lives. We want to change that. And with your skills and talents, we can make sure that every PiP student has a voice and can make their own choices about their own lives.

We are keen for our students to always have a voice, including at PiP, and so every week our students have a students meeting with their own agenda where they can express their views on PiP and ask about elements like new staff, our leisure programmes, or fundraising. Every year our students elect student representatives to elevate their views to senior management and our board.



Our structure

Our Senior Management Team is formed of our CEO, Service Manager, and Director of Development & Engagement - this body serves to set the strategic direction for PiP alongside our trustee board.

Our operational team is comprised of the service manager, our two deputy service managers for students services & curriculum co-ordination, and four curriculum coordinators for each of our curriculum areas. Working within this structure are our development workers and learning support assistants to deliver sessions and provide key-working for students and their carers.

Our Development & Engagement team, with this role will be five staff. The team is led by our Head of Development & Engagement and includes:

- Impact & Evaluation Manager, in partnership with the University of Essex creating a first-of-type impact framework for services like PiP
- Events Co-ordinator, running our social enterprises, leisure programmes, and ambitious community activity programme
- Gig Buddies Co-ordinator, managing our Gig Buddies project which aims to support our students and members of our community with Learning Disabilities access their community & friendship, addressing social isolation

What we're looking for



Below outlines the broad criteria that PiP desires from the person who fills this post. We expect that the individual appointed may not meet all the criteria below, and that experience, skills, and understanding of our work may come from many areas including voluntary or lived/caring experience.

The roles duties & responsibilities include:

1. Managing funding partners

- Effectively manage and steward allocated funding partners
- Provide high quality monitoring, impact or evaluation reports
- Work closely with the operational team to ensure project outcomes are met
- Delivery of volunteering opportunities and support on project delivery

2. Identifying and securing new income – primarily partners in the £5-25K p.a. range

- Pursue opportunities to secure renewed or increased funding from PiP's existing partners
- Identify new opportunities to obtain funding
- Work closely with management to design projects or initiatives for funding





3. Manage PiP communications

- Manage PiP's external communications alongside the Director of Development and Engagement including PiP's website, social media presence, and planned print publications
- Work closely with the CEO and Service Manager to create internal templates and unify documentation into a standard PiP style

Person specification

Experience and knowledge - (E) = essential and (D) = desirable

- (E) Experience of trusts and foundation fundraising
- (E) Experience of corporate fundraising
- (E) Knowledge of stewardship activities and methods
- (E) Communication styles, strategy, and goals
- (D) Have previously managed communications for an organisation
- (D) Have previously worked in a multi-person fundraising team
- (D) Prior experience of working in a front-line charity organisation
- (D) Knowledge of trends within the charity sector, fundraising, and giving
- (D) Working with people with learning disabilities, or a similar client group

Skills and abilities - (E) = essential and (D) = desirable

- (E) Able to establish, develop and maintain constructive and professional relationships, both internal and external, with a wide variety of stakeholders
- (E) Able to communicate effectively, both verbally and in writing, including producing bids for funding and impact reports
- (E) Demonstrable problem-solving skills and experience
- (E) Be willing and able to travel easily within London
- (E) Able to work independently and manage a large and varied workload
- (D) Effective communication with people who have complex communication needs
- (D) Managing and completing projects, including delegation of tasks and monitoring and evaluation of general progress.



What's in it for you?

- The salary for this role is between £29,500 - £33,500 dependent on experience with incremental pay progression.
- You'll get 25 days holidays + bank holidays ever year. We're closed for Christmas but the rest of the year you may take leave whenever you wish.
- An extra day of annual leave for each year you've worked with us up to another 5 (30 in total)
- We offer a travel subsidy of £7.50 per day to help with commuting costs.
- We provide a 4% pension contribution
- It's an early finish on Fridays - we close once all students leave around 4pm.
- Free Employee Assistance programme 24/7 with access to counselling
- We offer regular team meals and socials - generally during work hours and they are optional.
- We offer a cycle-to-work scheme and as we're a charity you'll get access to savings like charityworkerdiscounts.com

Working patterns

- This role is based at our 306 Kensal Road centre.
- The contractual hours are 37.5 hours per week. Our core hours are 9-4:30pm
- We expect this role will be hybrid with circa 3 days per week in our centre, meeting funders, or at events with flexibility for funders.
- With our focus on supporting adults with disabilities we believe it is vital to support our staff with neurodiverse thinking or mobility issues. Many members of our team have reasonable adjustments, including members of our senior management team, and we are happy to discuss these.



Next steps

We ask you to apply by sending us your CV and a cover letter to:
jobs@piponline.org.uk

We recognise that your experience may be from unpaid roles as well as paid employment. Please include any voluntary work if it helps to show why you are the right candidate for the job.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact me on the e-mail below if you require any assistance or adjustment so that we can help with making the application process work for you.

If you would like an informal discussion about the role and our fundraising work, please email JackT@piponline.org.uk

The closing date for applications is Sunday 11th August 2024. Applications will be reviewed as soon as they are received and we reserve the right to close the advert sooner subject to finding suitable candidates.

This post will require an enhanced DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

