



BEfriend

RECRUITMENT PACK FUNDRAISING LEAD

**£18,000-£20,400 (£30,000-
34,000 FTE)**

**21 HOURS PER WEEK
REMOTE WORKING**

Closing Date

Sunday 14th April
2024

Interview Date

Week beginning 22nd April

Job Description

PART-TIME (21 HOURS PER WEEK)

ACTUAL SALARY £18,000-£20,400(£30-£34,000 FTE)

We are looking for a dynamic and engaging storyteller with a proven track record of securing 5-6 figure grants and multi-year commitments.

Aim of role:

To take responsibility for BEfriend's Trust and Foundation applications and provide support across other fundraising functions to ensure the charity continues to have the funding needed to meet it's charitable aims.

Main Duties:

Trusts and foundations

- Lead on the Trust and Foundation funding applications which deliver BEfriend's strategy.
- Work with the staff team to ensure that BEfriend's work is accurately represented in funding applications.
- Research funding prospects and ensure a strong pipeline of applications at all times.
- Develop and maintain good working relationships with current and potential funders.
- Lead on reports to funders and work with colleagues to ensure reports are completed on time, meeting funder reporting requirements.
- Evaluate bids.

Other fundraising duties

- Work with the CEO to develop a fundraising strategy for the next 3 years and agree fundraising targets and key performance indicators.
- Build and develop our Individual Giving Campaign.
- Work with the CEO to develop relationships with statutory bodies.
- Develop relationships with local businesses to engage supporters.
- Manage engagement and fundraising events as required.

Job Description cont...

Organisational

- To ensure that Equal Opportunities, Safeguarding, the GDPR and other organisational policies and procedures are actively upheld throughout the work.
- To work with the staff and volunteer team to develop and maintain good working relationships, attending monthly team meetings (virtually) and other events as required.
- To update records consistently on BEfriend's CRM (CharityLog).

This job description is not exhaustive. The post-holder may be required to undertake additional tasks and responsibilities at times.

Management and Support

- The day-to-day supervision and management will be provided by the Chief Executive Officer.
- The role is for a permanent contract and there will be a probationary period of 6 months.
- The working hours are 21 per work.
- The holiday entitlement is 5 weeks plus pro rata bank holidays allowance.
- 5% employer pension contribution through auto-enrolment scheme
- Access to 'Health Assured' Employee Assistance Programme
- This is a remote working role, however there may be occasional opportunities to attend on sight events, in which case the cost of travel will be covered.

Person Specification

Essential

- A track record of successfully securing 5 and 6 figure grants from Trusts and Foundations.
- A creative story-teller, able to communicate the need for our work to potential funders.
- At least two years experience working in a similar setting.
- Excellent research skills with the ability to identify strong evidence and key points with an eye for detail and accuracy.
- Excellent written and verbal communication skills and ability to work to tight deadlines.
- Confident in monitoring and evaluation for reporting to funders.
- A confident networker.
- Strong time management skills and ability to use own initiative.
- Able to maintain transparency and motivation whilst working from home.
- A strong commitment to achieving positive outcomes for vulnerable adults.
- A good understanding of cultural differences and experience of working with people from different backgrounds.

Desirable

- Live in or be familiar with the London area or other city areas.
- Experience of fundraising for a charity working with older adults or adults with mental health problems.
- Experience of using a CRM.
- Personal experience of volunteering.

How to apply

Please apply in writing to Rachel Hill, Chief Executive Officer, explaining what you will bring to the charity from your experience and how you meet the Person Specification. Please also attach your CV.

Applications should be submitted through Charity Jobs, however, if you would like an informal chat before applying, please call on 07425 646560 or email rachel@befriend.london

Closing date: Sunday 14th April, 23:59

Interviews: Week beginning 22nd April

About BEfriend

What we do

BEfriend was set up in 1994 in the London Borough of Ealing to support adults experiencing chronic loneliness through volunteer befriending. Over the years we have developed our charity to be able to support more people with different needs. In 2023 we successfully launched our projects in the neighbouring borough of Hounslow, after securing funding for a 2-year pilot project.

Our Projects in Ealing and Hounslow

Befriending Project: This project supports people who are experiencing loneliness and have become isolated due to either a physical disability, old age, frailty or mild dementia. Volunteers are recruited to provide weekly visits, supporting them to go out whenever possible and join in other local groups.

Telephone Befriending: For people who would prefer a weekly phone call rather than a visit.

Linked Minds: This is our specialist mental health befriending project which is for people who have become isolated because of a mental health problem. Volunteers are recruited to provide weekly visits and outings with a focus on developing confidence and opportunities for connecting with the local community. This project usually supports people for one year.

Linked Minds Transition Group: When people are coming toward the end of their year with Linked Minds, they are offered the opportunity to join this monthly peer support group where they can continue to grow in confidence and develop relationships with others.

Events and Trips: We want to support all our clients to increase their connections in order to feel less lonely. We arrange regular tea parties and small trips to enable clients to connect with each other.

Finances

Our financial need

BEfriend has grown substantially over the past 10 years, and the budget for Ealing and Hounslow together in 2024-25 is £460,000. We have already secured 70% of this budget and have other strong applications already submitted.

We now need to secure the rest of the funds needed for 2024-25 and work on identifying new funders for the future years, particularly identifying opportunities for multi-year funding.

Our biggest cost is staff salaries, and after that volunteer related costs (training costs, DBS, expenses).

Staff Structure

BEfriend is led by a strong and experienced Board of Trustees who meet every 8 weeks. They employ the following staff to deliver the charitable aims:

Management

Chief Executive Officer

Operations Director

Operational Staff

Ealing:

Lead Befriending Coordinator

Befriending Coordinator

Lead Linked Minds Coordinator

Linked Minds Coordinator

Hounslow:

Lead Befriending Coordinator

Lead Linked Minds Coordinator

Central Team:

Volunteer Training and Development Coordinator

Volunteer Administrator

Administrator

Fundraising Lead

What it's like to work with us?

At BEfriend we are a small and friendly team. A big part of our work is supporting people with mental health problems, and so mental health and wellbeing of staff is naturally also very important at BEfriend. We speak about mental health openly as a staff team, and all look out for each other. All staff have access to 24/7 support and counselling through our Employee Assistance Programme, and are encouraged to make use of this.

All of the team are encouraged to contribute to the development of BEfriend through sharing ideas and thoughts at regular one-to-ones, our monthly team meetings, and at annual team days.

We hope you will consider applying to join us!

You can find out more about BEfriend on our website;
www.befriend.london

Also, follow us on social media!



BEfriendCharity



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