



FUNDRAISING MANAGER

RECRUITMENT PACK

Help us support families to get the right education for children and young people with special educational needs and disabilities (SEND)

Thank you for your interest in joining the IPSEA team

This recruitment pack provides the information you need to apply for the Fundraising Manager role. It includes:

- Details of our vision, mission, values and strategic goals
- Information about the work we do, our impact and our future plans
- An overview of our organisational structure
- Information about the role, the job description and person specification
- An overview of our employee benefits.

If you wish to apply for the Fundraising Manager role, please [complete an application form](#).

The closing date for applications is **5pm on Friday 26 July**. Interviews will take place on 31 July and 1 August.

If you feel you have the qualities and experience needed to join our friendly team doing vital work to ensure children and young people with SEND receive the education they are legally entitled to, we'd love to hear from you.

If you would like an informal chat about the role before applying, I would be delighted to speak with you. Please email lrackind@ipsea.org.uk to arrange a call.

I look forward to receiving your application.

Yours faithfully

Laurie Rackind
Chief Executive

ABOUT IPSEA

OUR VISION, MISSION, VALUES AND STRATEGIC GOALS

Our vision

Every child and young person with special educational needs and disabilities has the right education and support to thrive and achieve their potential.

Our mission

We use the law to help children and young people with special educational needs and disabilities get the education and support they are legally entitled to.

Our values

Focused: we are always focused on the child or young person in all that we do.

Inclusive: we welcome, respect, support and value our staff, our volunteers, our beneficiaries, and the communities accessing our services.

Listening: we actively listen without judgement; we are collaborative and manage expectations.

Learning: we constantly learn from our employees, volunteers, beneficiaries and the world around us. We use this to create a culture of continuous improvement.

Compassionate: we care about people; we appreciate other people's perspectives and we are open to all. We understand our beneficiaries have different needs.

Accountable: we hold ourselves and others accountable for meeting our objectives and living our values.

Our strategic goals 2020-4

1. Provide legally-based information, advice and casework support for children and young people with SEND and their parents and carers in England.
2. Inform, educate and train professionals and practitioners working within education, local authority, health, advice and charity sector settings to ensure all children and young people with SEND receive the education and support that they are entitled to under the law. Ensure parents, carers and young people are aware of their legal rights and empowered to challenge unlawful decisions and inadequate provision.
3. Ensure compliance with the SEND law framework by identifying and challenging unlawful practice and being at the forefront of influencing SEND policy development and legislative change.
4. Ensure IPSEA continues to be sustainable, forward-looking and provides high quality services that are responsive to the needs of children and young people with SEND and their families.
5. In order to deliver the planned outcomes and outputs for strategic objectives 1-4, IPSEA has in place a database capable of meeting IPSEA's case management, volunteer management and donor management needs.

WHAT WE DO

Children and young people with SEND are legally entitled to educational support that meets their individual needs, but they frequently fail to receive what the law says they should. Through our advice services, policy work and training, IPSEA is determined to change this.

Since IPSEA was formed in 1983, we have helped to improve educational support for thousands of children and young people with all kinds of SEND.

The impact of this can be life-changing.

If the needs of children and young people with SEND are properly understood as a result of a thorough assessment, if the necessary provision is put in place to support them, and if that support is delivered in a suitable school, college or other setting, they are significantly less likely to experience multiple fixed term and/or permanent exclusions, end up out of education for long periods, experience mental health problems, end up “NEET” (not in Education, Employment or Training) or enter the criminal justice system.

Advice services

Supporting families to ensure that local authorities meet their legal obligations is the prime focus of IPSEA’s work. We deliver our services across England, providing free one-off telephone advice and ongoing casework support to parents, carers and young people.

We run two helplines which operate on a call-back basis and a call-in helpline service. Our Advice Line provides one-off next step advice on any educational issue that relates to a child or young person’s SEND, including exclusion from school, home to school transport, disability discrimination and the process for obtaining additional support for a child or young person.

On our Tribunal Helpline we give next step advice on appeals and disability discrimination claims to the SEND Tribunal. The Tribunal’s role is to resolve disputes between parents/young people and local authorities where they are unable to agree on the support that a child or young person with SEND requires.

Our call-in service is designed for people to access on the spot advice if they haven’t been able to book an appointment on our Advice Line or Tribunal Helpline.

Through our Tribunal Support Service we provide families with in-depth casework support. This includes assistance with drafting appeal grounds, compiling evidence, assisting with the case management process, negotiating with local authority representatives, helping with paperwork and providing representation at the hearing. We prioritise cases that are complex or where the parent's ability to advocate is limited – e.g. those who have literacy difficulties, for whom English is a second language, who have significant caring responsibilities or are themselves disabled.

Our advice services are enhanced by our easy to navigate website which is constantly reviewed and updated to ensure it reflects current law and policy, and includes a series of template letters for parents and carers to use in securing the education their child is legally entitled to.

Policy work

In addition to the support we provide to families, we use the evidence gathered from our helplines and casework to influence SEND policy and practice, and to achieve systemic change at a local and national level. We are regarded as thought leaders in the field and we have been instrumental in shaping SEND law and policy over the past four decades through strategic litigation, influencing government and collaborating with other organisations in the SEND sector.

Training

As well as training and supervising our volunteers, IPSEA's legal team devises and delivers a range of SEND law training to parents/carers, SENCOs, local authorities and other professionals working within the SEND system. Over the past year we have trained over 1400 parents and carers, ensuring they understand their children's legal rights and entitlements and that they feel empowered to enforce them.

FUTURE AMBITIONS

We are in the process of reviewing and finessing our strategy and we have ambitious plans for the future. The next few years will pose significant challenges for children and young people with SEND. The previous government published its SEND Improvement Plan in March 2023, which set out a range of planned changes to the SEND system to be "tested" over a two year period. This testing period will therefore come to an end during the early tenure of the new government. Whatever the outcome of the SEND Improvement Plan testing, we must be appropriately positioned to make sure that children and young people with SEND don't get forgotten as education policies are developed, and that their legal rights and entitlements are protected, promoted and upheld. As a recent example of our external communications, a recent online BBC News article highlighted the pressures the SEND system currently experiences and IPSEA's central role both in calling challenges out and advising on obligations and needs in these conditions.

We are also determined to ensure that we can better meet the increasing demand for our advice services, and that we are delivering support in a way that meets people's individual needs. We want to make greater use of technology, and reach more of the families and young people who don't traditionally reach out to us, but who may need us the most, including those in the care system, in penal detention and with an unsettled immigration status.

We need the funding in place to ensure we can make these plans a reality.

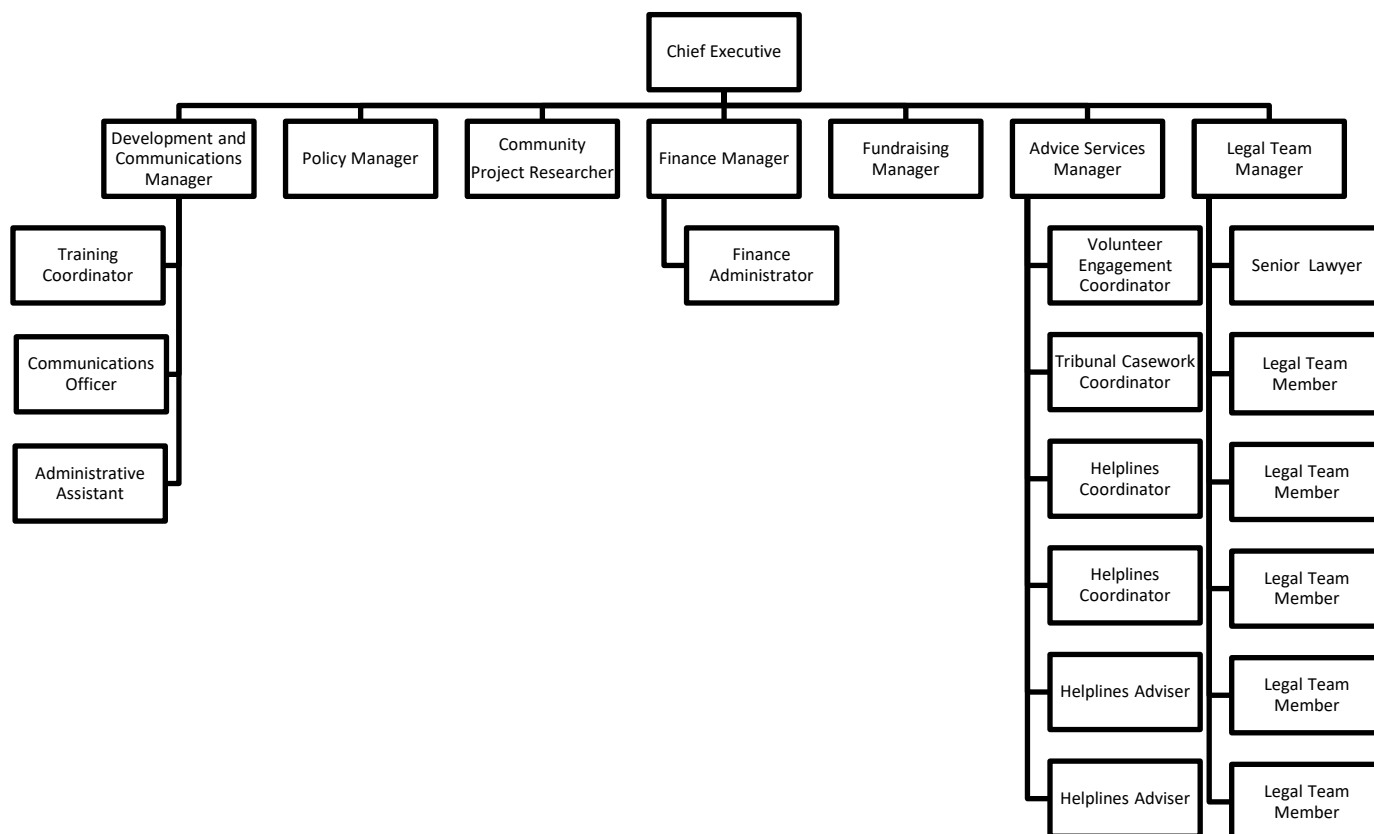


"The County Council were unhelpful through the latter stages of the process, but Sarah's [IPSEA volunteer] voice had a weight at this time that mine simply no longer had. She was able to get responses from the local authority when I continued to be ignored. She was able to lend much-needed authority to our responses, and again for that, I am also very grateful."

~ Parent helped through our Tribunal Support Service

ORGANISATIONAL STRUCTURE

We are a small charity with a turnover of close to £1,000,000, but we punch above our weight and hold a prominent position in the SEND sector. We have 26 members of staff working across six teams (Development and Communications, Policy, Legal, Finance, Fundraising, Advice Services). Our advice services, which assist around 4,000 families per year, are delivered by a network of volunteers, trained and supervised by IPSEA's legal team. A significant proportion of our staff and volunteers have lived experience of parenting a child with SEND and the challenges associated with navigating the system in order to secure appropriate provision and support.



ABOUT THE ROLE

The Fundraising Manager role is crucial to achieving our mission to ensure that children and young people with SEND receive the educational support they are entitled to by law.

This is an exciting opportunity to help shape IPSEA's strategic priorities at a time of unprecedented growth and when the external landscape poses some significant challenges for our beneficiaries.

We're looking for an experienced and ambitious fundraiser who is keen to develop their skill set across the fundraising mix and looking for an opportunity with strategic input. Making applications to trusts and foundations to secure grant funding will be the key focus of the role, so you will need to have a successful track record in either trusts and foundations or corporate fundraising with extensive experience of bid writing and stewardship. However, we are keen to develop other income streams over the next few years, particularly corporate partnerships and growing our community fundraising, so we are looking for someone who is interested in broadening their expertise.

You will be stepping into a role with an established funding pipeline as we have secured a number of multi-year grants.

You'll work closely with IPSEA's CEO and members of the wider management team to identify opportunities, develop relationships and compellingly communicate the need for, and impact of, the work we do.

JOB DESCRIPTION

Job Title:	Fundraising Manager
Location:	Flexible. Can be office-based, hybrid or home-based with minimum monthly visits to the IPSEA office in Takeley, Essex and/or London
Reports to:	Chief Executive
Contract type:	Permanent
Hours:	Full-time - 35 hours per week (part-time will also be considered)
Salary:	£37,500 per annum (pro-rata if part-time)

Job purpose

- Have overall responsibility for the day-to-day management of IPSEA's fundraising activities.
- Ensure the function of the charity is financially supported through grants, corporate relationships and other fundraising mechanisms.
- Influence and represent the needs of fundraising in the strategic development of the organisation.

Specific role duties

- Develop and implement a fundraising strategy in line with IPSEA's next strategic plan (2024-2027).
- Lead on the research, development and drafting of a range of applications to charitable trusts and foundations based on IPSEA's strategic priorities.
- Work collaboratively with the Chief Executive and other members of the Senior Management Team to write, edit and submit high-quality proposals that are tailored to individual specifications and collate any additional information materials needed to support grant applications.
- Ensure a regular monthly pipeline of grant applications is submitted to deadline and that this pipeline is reviewed and updated on a regular basis.
- Work with the Finance Manager to develop project budgets and present these clearly to funders.
- Work closely with the Chief Executive to ensure that relationships with funders are appropriately stewarded.
- Prepare reports for funders which are tailored to the requirements of individual grant-making bodies.
- Meet with funders as necessary to provide further information about our work and outline our case for support.
- Develop and grow the fundraising function of the charity with a particular focus on corporate partnerships, individual giving and community fundraising.
- Oversee recognition and thank you communications to donors and supporters.
- Work with the Communications Officer to develop digital fundraising campaigns including preparing copy for the website, social media and newsletters.
- Prepare reports and give presentations on fundraising progress to the Board of Trustees.
- Ensure compliance with Fundraising Regulator standards and guidelines.

Promote

- Promote IPSEA as an exceptional and specialist charity.

Equality and diversity

- Promote good equality practice and play a key role in ensuring equality of opportunity in the workplace.
- Observe all relevant law relating to equality of opportunities.
- Encourage a working atmosphere where everyone is treated with dignity and respect.

Any other duties

- The post-holder will work collaboratively with all IPSEA trustees, staff and volunteers to provide a seamless service.
- Any other duties commensurate with the post.

PERSON SPECIFICATION

Knowledge, training and qualifications

- Knowledge of the Fundraising Regulator's Code of Fundraising Practice (Essential)
- Professional fundraising qualification, e.g. Diploma or Certificate in Fundraising (Desirable)

Experience

- At least three years' experience as a professional fundraiser in a relevant role (Essential)
- Experience of achieving fundraising targets (Essential)
- Experience of developing and implementing fundraising strategies (Essential)
- Experience of researching and managing grant application pipelines (Essential)
- Experience of developing and maintaining relationships with grant-making bodies (Essential)
- Experience of drafting reports to funders (Essential)
- Experience of working with senior colleagues to secure their input into the scoping, drafting and reviewing of grant applications (Essential)
- A proven track record of writing high-quality, compelling and successful grant and bid applications (Essential)
- Demonstrable experience of leading, developing and managing people effectively (Essential)
- Experience of using social media and online platforms for income generation (Essential)
- Experience of using fundraising databases (Essential)
- A proven track record of securing new income from new or existing corporate bodies (Desirable)
- A proven track record of securing new income from individual donors and/or community fundraising (Desirable)
- Experience of costing projects for grant applications (Desirable)
- Experience of monitoring and evaluating outcomes of grant and bid applications (Desirable)

Skills

- Excellent written communication skills, in particular the ability to communicate accurately and succinctly to a variety of audiences (Essential)
- Excellent verbal communication skills and the ability to build effective relationships and to be impactful with people of varying levels and experience (Essential)
- Excellent proofing skills and high level of attention to detail (Essential)
- Ability to use Microsoft Office Packages, including SharePoint, Word, Excel, Outlook and Powerpoint, and confidence to work with data management systems (Essential)
- A flexible, pro-active approach to work including the ability to work to deadlines, plan, prioritise and manage own workload (Essential)
- Strong time and project management skills (Essential)

Other requirements

- A keen interest in, and commitment to, IPSEA's mission, vision and values
- Commitment to and evidence of continuous professional development
- Share knowledge of ways of working and participate in training as and when required

WHAT WE OFFER YOU

As an employee, you will receive a generous employee benefit package:

- 25 days annual leave entitlement in addition to bank holidays, plus 3 days fixed leave between Christmas and New Year and a day off for your birthday
- Flexible start and finish times between core hours of 8am and 6pm
- Health cash plan (on successful completion of probation) – this includes an employee assistance programme, help towards the cost of everyday health expenses including dental and optical, 24 hour GP advice and shopping discounts
- Flexible hours to take time off for medical appointments and caring responsibilities
- Hybrid working
- 5% employer pension contribution
- Paid sick leave
- Paid compassionate leave





1983
2023



IPSEA
Independent Provider of Special
Education Advice

www.ipsea.org.uk

Registered charity number 327691
Limited company 2198066