



**Fundraising Manager:
Trusts and Grants
Job Pack**

Who are we?

Orchards is a Christian charity with a vision to see women free from sexual exploitation and empowered for flourishing, independent lives. We build trusting relationships with each woman and enable her to access support for lasting recovery through our main areas:

- transitional safe housing
- specialist trauma counselling
- tailored life and work skills mentoring
- the offer of local church life for community, care, and exploring faith for herself if she chooses.

We are in an exciting time of growth as we continue to operate across three sites: South London, East London and East Sussex and prepare to open our fourth safe property. We have an opportunity for someone to join our team and manage our trusts and grants fundraising as we prepare to reach more women over the coming years.

We have a Genuine Occupational Requirement that our staff members hold a Christian faith (see below for further details). You should be comfortable bringing faith conversations and prayer into your work as appropriate, as well as participating in times of prayer with the wider Orchards team. We request that all staff commit to and uphold our ethos.

Growing our income generation

We are currently recruiting for two roles in our fundraising team. Our other role is Communications and Fundraising Officer and is focused on supporter care. Both of these roles are part time. We have written them separately as we believe that typically these are two different skill sets within the fundraising space.

However, if you believe that you have strength in both areas, we'd love to hear from you. We are very open to discussing combining the roles into one full time role. A combined role would involve hybrid working including travel to our London and Brighton sites and candidates would need to be comfortable in having a broad generalist role. Both skill sets would be tested at interview. If you would like to be considered for the combined role, please specify this in your cover letter.

More homeworking options are available for the Grants and Trusts role than for the Communications and Fundraising role.

Purpose of the role

Our work is growing quickly, so it's an exciting time to join our small but brilliant team. If you are an experienced Fundraiser with a strong track record of success with trusts and grants, are enthusiastic about church-led social action, passionate about tackling sexual exploitation, and have a willingness to roll up your sleeves and get stuck in, we would love to hear from you.

The ideal candidate would be a strong bid writer with experience in raising funds through grants and trusts (both Christian and secular) and statutory funding.

We have a clear fundraising strategy, a good track record with trusts and grants, existing relationships with funders, a pipeline already in place and plenty of content to draw from - so you will have a solid foundation to enable you to hit the ground running. We'd also love to benefit from your expertise, so you will be working with our Directors very closely, sharing ideas, reviewing strategy and developing and delivering new ideas and initiatives.

The purpose of this new role is to:

- Nurture our relationships with existing grant funders
- Generate new grants and trusts leads through quarterly prospecting
- Increase our grants and trusts income through bid writing

Main responsibilities:

Fundraising

- Increase our income generation in the context of growth through writing strong tailored proposals throughout the year, using our case for support.
- Develop our grants and trusts pipeline through prospect research, calling new leads and building new funding relationships
- Support the introduction and ongoing maintenance of our donor CRM system, through inputting data at the set up phase and then regularly updating the new system
- Oversee ongoing relationship management with funders, through thanking promptly, initiating any follow up actions on receipt of a grant, writing impact reports on time and coordinating a calendar of communications with grants and trusts
- Pulling together tailored budgets for proposals from our overall organisational budget
- Updating our finance database 'Expense Plus' with grant documentation and liaising with the Orchards finance team on grant allocations

Person specification:

To flourish in this role, we need you to have the following skills and attributes:

- Mature and living Christian faith – this role has a Genuine Occupational Requirement
- Excellent communication, verbal and written.
- Minimum of two years experience writing successful grant and trust applications to both grant funders and statutory funders
- Experience of relationship management with grant funders, including use of CRM systems

It would be good, but not essential if you also have:

- Experience working within the VAWG sector
- Knowledge of issues relating to survivors of sexual exploitation
- Experience using Canva



- Understanding of churches and Christian funding audiences
- Teachable, open and non-judgemental attitude
- Ability to be self-motivated
- Ability to maintain open dialogue and accountability with Orchards Co-Directors
- Experience of successful networking and relationship building

Employment terms:

Terms:

- **Hours:** 15 hours per week (Flexible as to how these are structured as long as they are between Monday - Friday, and you are able to join Tuesday morning meetings.)
- **Location:** We're open to this being predominantly a remote position, based anywhere within the UK. We may ask you to join the team occasionally in person in Brighton or London. Hybrid working is also available.
- **Salary:** £35,000-£38,500
- **Holiday entitlement:** We offer 27 days (pro-rata) plus Bank Holiday per year, and additional leave between Christmas and New Year outside of the annual leave allowance.

Benefits:

- Being part of a supportive and prayerful team.
- Enhanced employer pension contribution (5%).
- Generous holiday entitlement (27 days pro-rata + Bank Holidays).
- Annual individual retreat day.
- Annual all-staff retreat.
- External professional supervision.
- Strong focus on learning and development for all staff.

Please note: a full enhanced DBS check will be required for this position.

Genuine Occupational Requirement

We believe that the Christian dimension of Orchards' work requires our staff to be living out their own Christian faith. Our Christian values determine how we treat others; with respect, acceptance, love and a non-judgemental attitude. As a charity, we are seeking to enable women who have been sexually exploited to find routes out and to thrive; we will work with women of any faith background to achieve this. We respect that each individual has a different faith journey and may not want to engage with faith issues at all. We allow space for women to explore their own spirituality if they should choose to do so. We offer the women we support the opportunity to be prayed for if they choose to. All paid staff and client-facing volunteers may be asked to provide prayer at the request of the women, either with the client in person or without the client being present.



Partnering with local churches is essential to our delivery model; we require all staff members to be able to work very closely with the local church.

Prayer is foundational to Orchards and has been since from the beginning. We ask that all staff and volunteers commit to praying regularly for the women we are supporting and are open to and willing to be part of a culture of prayer for each other and the charity.

How to apply

We would love to hear from you if you are interested in applying for this role. Please email your CV and cover letter to: emma@orchardsuk.org

Your cover letter should include:

- An overview of your relevant experience and skills
- Why you are interested in working for Orchards specifically
- Reference to your Christian faith and how you might live out the Orchards ethos in practice.
- *Orchards will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us at emma@orchardsuk.org.*

The deadline for applications is 7th March 2025

Interviews will take place the week commencing 17th March 2025 with a view to the successful applicant starting with us as soon as possible.

Interview and assessment

You will be asked to bring a copy of previous successful grant applications you have written; these may be redacted to protect the information of previous employers. We would ask that you do not send applications written using AI.

On the day of the interview, there will be a written assessment exercise to complete, in addition to an interview with a panel of our team.

We look forward to hearing from you.

