



GET FURTHER

Getting students ahead in further education

FUNDRAISING OFFICER RECRUITMENT PACK

Location:	London/Remote working. In London, we share the Ark office, and have two core office days (Tuesday and Thursday) and you can choose whether to work remotely or in the office on other days
Hours:	Full-time / Part-time (if part-time, min. 3 days per week) We can discuss flexible working patterns, e.g., school hours, as needed.
Duration:	Permanent
Salary:	£28,500-£30,500, inclusive of London weighting and dependent on experience
Start date:	As soon as possible, dependent on notice period

OUR MISSION

One in three students leave school each year without a pass in GCSE English and maths - **this rises to over one in two for young people from disadvantaged backgrounds**. Without GCSEs in English and maths, these young people are significantly more likely to drop out of education and are locked out of key professions, apprenticeships, and university courses.

Get Further exists to change this. Our charity has an award-winning tuition programme that helps students from disadvantaged backgrounds in further education to pass GCSEs in English or maths. We place highly qualified, specialist English and maths tutors in further education, who deliver a bespoke curriculum that builds confidence and skills in these core subjects.

Small group tuition is proven to be the most effective intervention for improving outcomes, fast. Students on our programme are more likely to move up at least 1 grade between the start and end of the course – **with results twice the national average**.

To help more students **get further**, we are seeking a Fundraising Officer who will support our CEO to build meaningful relationships with supporters and potential supporters to ensure that the charity achieves its goals for fundraising and becomes a sustainable national charity.

OUR TEAM, CULTURE AND BENEFITS

Our central team comprises some 30 members, all motivated to reduce educational disadvantage and ensure young people get the gateway qualifications they need to succeed. We currently employ around 80 active tutors. Our main office is in Notting Dale, London, although we also have team members based in Yorkshire, Norwich and elsewhere. We share our office with [Ark](#) and its [ventures](#). We promote a supportive, collaborative, and positive working environment.

As well as the perks of unlimited tea, coffee when in the office, we enjoy:

- 36 days of holidays per year (including bank holidays)
- ongoing learning and development opportunities
- flexible hybrid working
- quarterly 'in-person' team development days at our offices in London
- the opportunity to work in a progressive and socially conscious, growing organisation where we can have an outsized impact on its success and development.



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ROLE DESCRIPTION

As our Fundraising Officer, you will work directly with the CEO to identify and build relationships with potential supporters, including trusts and foundations, to secure a significant proportion of the charity's income and help more students **get further**.

Get Further was founded in 2018, after winning the Teach First Innovation Award – a nationwide competition to find the best new ideas to tackle education inequality. This role is a fantastic opportunity for someone who is passionate about improving social mobility and tackling educational inequality. The role will suit a tenacious and inventive relationship builder, keen to make their mark on a growing and dynamic charity. While the role offers the chance to develop a key income stream for the charity, there will also be opportunities to support the charity across other aspects of its work. As Get Further is a rapidly growing organisation, you will be encouraged to find new solutions to operational challenges and suggest better ways of working where possible.

Get Further is committed to the quality of the roles we offer. The successful candidate will be offered genuine learning and development opportunities and the chance to join meetings and networks with senior leaders across the third sector and education system.

MAIN DUTIES AND RESPONSIBILITIES

External stakeholder knowledge and management

- Conduct research and draw on sector knowledge to identify new potential funders, in particular: trusts and foundations, major donors and corporates.
- Work with the CEO to build relationships with prospective supporters and nurture existing supporters.
- Oversee the development and maintenance of the supporter database, ensuring the pipeline is accurate and up to date.
- Grow Get Further's fundraising income stream and achieve targets for applications submitted to ensure we secure our goal for fundraised income.
- Build a multi-year pipeline of new supporters.

Communication

- Manage email and phone enquiries to prospective funders.
- Produce compelling and tailored funding applications.
- Monitor and adhere to reporting requirements for successful grants, including producing well-written interim/final reports.
- Work with the Director of Impact and Marketing and Communications Officer to build and deliver an effective communication plan for reporting on our impact to our supporters.

Financial management

- Collaborate with the Director of Operations to produce high-quality budgets for applications.
- Work with the Operations and Programmes teams to develop and implement robust processes and templates around budgeting, forecasting, and planning.
- Monitor fundraising performance and contribute to reports for Board and Finance Committee papers.
- Work with the Director of Operations to ensure restricted funding is correctly identified and assigned, and any grant conditions are met.

Duties will be tailored to meet the learning objectives of a successful candidate. If you have a particular interest in developing skills not directly listed above, please ensure these are highlighted in your cover letter.



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PERSON SPECIFICATION

The ideal candidate will have a genuine interest in working in the charity sector.

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Commitment to Get Further's mission and values, including passionate about tackling educational inequality• Motivated to achieve targets, to ensure the charity can reach more young people• Exemplary communication skills, including creating written proposals and reports, networking, and a talent for expressing complex ideas in simple and effective language• Ability to tailor communications effectively to varied audiences• Excellent organisational skills and the ability to assess, prioritise and manage a varied and demanding workload• Desire to learn, develop and advance personal career prospects• Good numeracy skills to underpin producing budgets for applications• IT skills – experience of MS Office, particularly Word and Excel• Excellent spoken communication skills, with the ability to effectively communicate Get Further's mission and work in conversation with potential funders	<ul style="list-style-type: none">• Familiarity with the education sector• Proven success in fundraising (one year experience or more, preferable)• Knowledge of fundraising, ideally from trusts and foundations and/or major donors• Familiarity with producing budgets to support fundraising applications and grant reports to funders

HOW TO APPLY

Your application must include:

- **A CV of no more than 2 sides of A4; and**
- **Your answers to the following three questions:**
 1. Why do you want to work for Get Further? (200 words)
 2. For each of the following aspects of the role (taken from the 'Main duties and responsibilities' section of the role description), which of your projects/work demonstrate that you would be successful in this role? Describe your specific role in the projects/work and the impact that you had. (500 words)
 - *Conduct research and draw on sector knowledge to identify new potential funders, in particular: trusts and foundations, major donors, and corporates.*
 - *Produce compelling and tailored funding applications.*
 - *Collaborate with the Director of Operations to produce high-quality budgets for applications.*
 3. If your application is successful, what two aspects of the role would be the biggest challenge for you, and how would you resolve these challenges? (300 words)

Please send your application to applications@getfurther.org.uk with the subject Fundraising Manager by 9am on 8th April. Incomplete applications will not be processed. First round online interviews will be held during the w/c 15th April.

*This is a UK-based post and **applicants must be living in and have the right to work the UK**; if applicable please detail your visa status in your covering email. Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. Please let us know if you require any reasonable adjustments to be made throughout the recruitment process.*