

# SOPHIE HAYES

Sustainable freedom from modern slavery

Candidate Pack  
**Head of Fundraising &  
Communications**



## Head of Fundraising & Communications

<b>Salary:</b>	£60,000
<b>Benefits:</b>	3% contributions to pension scheme of your choice 26 days (plus bank holidays) Additional holiday between Christmas Day and New Year Employee Benefit Scheme Bi-annual 121 offer of counselling support for wellbeing
<b>Contract type:</b>	Full time, permanent. Some flexibility may be required to attend events and meetings outside of normal working hours
<b>Location:</b>	Hybrid: 2 – 3 days per week from London office or for partner and supporter meetings.
<b>Reports to:</b>	CEO
<b>Direct reports:</b>	1 (potential to increase)

## Head of Fundraising & Communications

## About Sophie Hayes Foundation

Sophie Hayes Foundation is a small but mighty charity supporting women survivors of modern slavery and human trafficking as they rebuild their independent lives, free from re-exploitation for the long-term.

We provide an employability programme which enables survivors to rediscover their skills, build their confidence and sense of purpose, develop workplace skills, and open up opportunities for work placements or volunteering. We also offer a conversational English course, a digital skills programme, and run a survivor network CREW (Creative Resilient Empowered Women).

We do all we can to meet survivors where they are in a complex system, flexing and adapting to need as it arises. We also do not accept a system which fails survivors, leaving them at risk of re-exploitation, and engage in policy and advocacy campaigns based on our lived and learnt experience.

In the words of our participants, *“The Programme changed my life’s trajectory. We explored our purpose and discussed the idea of work and career as a central part. Sophie Hayes Foundation should not underestimate how much it plays a big role in people’s lives.”*

## About the Role

We can’t do any of this work without brilliant and concerted fundraising efforts. SHF is independent and relies on funds from grant-making bodies, individuals, and businesses in our supporter community.

This role will be at the forefront of the realisation of SHF’s bold strategic ambitions. You will work alongside our small and dynamic executive team to unlock growth, develop new approaches and communicate our impact.

You will build a lead small, effective and positive fundraising and communications team.

You will develop deep and meaningful relationships with the individuals and organisations while support SHF’s work – and new supporters we have not met yet.

You will be hands on, getting stuck into grant applications, prospecting, communicating, and developing new engagement programmes.

We know small charity fundraising is no mean feat – you will get all the support and engagement you need from the SHF team and Board to do you very best work, in a hugely meaningful context.

You will have the opportunity to get involved in any and all parts of the organisation’s work, including policy advocacy, lived and learnt experience co-design, research and service delivery.

If you are an energetic, positive, collaborative and experienced fundraiser, we can't wait to hear from you!

You can find out more about the mission and values of Sophie Hayes Foundation our website: <https://www.sophiehayesfoundation.org/>

## **Objectives**

### **FUNDRAISING**

- Leadership of successful portfolio of grant funding, including stewardship of existing funders, and growth to new ones through high quality applications and proactive identification of opportunities.
- Development and implementation of income generation and diversification strategies, most particularly through major donors programme and corporate partnerships.
- Working alongside Executive team to develop programmes enabling new sources of funding to be opened up.
- Building close relationship with existing supporters and using network to significantly expand network and prospects, through supporter engagement journeys.
- Ensuring all fundraising activity is in line with the required legislative frameworks and complies with best practice.
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### **COMMUNICATIONS**

- Developing the charity's existing communications efforts into a coordinated, coherent, and impactful strategy, across all communications channels and traditional and social media.
- Developing and implement opportunities to raise the charity's profile and engagement.
- Working alongside team members to develop and publicise the charity's policy and advocacy activities, creating and leading innovative communications campaigns.
- Overseeing the production of all branded materials.
- Overseeing the charity's duty of care to participants who share their stories, ensuring we approach this with due care and sensitivity, working with the Designated Safeguarding Lead.

### **MANAGEMENT**

- Managing and monitoring all parts of income generation and communications, especially high-quality impact reporting.
- Managing fundraising budget – setting budgets, reporting against them, managing funds, reporting to Board risk & finance committee on fundraising.
- Building a highly effective small team of 2-3 people – outcome-focused and empathetic line management of team members.
- Contributing as key member of Senior Executive Team to organisational strategy and decision-making.
- Acting as a senior leader and figurehead within the charity for all parts of development and fundraising.
- Working closely alongside the Board to unlock potential for income generation and communications.
- Undertaking any other duties as directed by the CEO which may be required.

### **Experience & Skills**

- Significant success and experience of impactful charitable fundraising from a diverse range of income streams, especially grants, major donors, and corporates. Or comparable experience of business development in another sector.
- Experience of communications campaigns, PR and marketing.
- Convincing and engaging written and verbal communication skills.
- Ability to build excellent collaborative working relationships across a wide range of people; colleagues, external partners and funders.
- Highly organised. Ability to prioritise workloads, project manage and deliver to deadlines, often with competing priorities.
- A knowledge of the Modern Slavery sector & trauma-informed practices is desired but not essential, but a commitment to the vision, purpose, and values of Sophie Hayes Foundation is important.
- Effective line management skills and ability to deliver alongside and through small team.
- Positive, creative, entrepreneurial, and solutions-focused.
- Proactive, dynamic, able to work effectively independently.

### **How to Apply**

Please send your CV and cover letter explaining why you are applying for this role to [recruitment@sophiehayesfoundation.org](mailto:recruitment@sophiehayesfoundation.org).

Closing date for applications is **23.59 Tuesday 7<sup>th</sup> April** with interviews to be held on the **Tuesday 14<sup>th</sup> and Wednesday 15<sup>th</sup> April 2026**.

The people that we work with come from all over the world and had a wide range of beliefs, experiences and backgrounds. We are committed to sharing in and reflecting this rich diversity amongst our staff and volunteers and would strongly encourage applicants from minority and under-represented groups and from those with lived experience.

We appreciate that the use of AI platforms like ChatGPT are becoming part of working life for many people. Through our recruitment process we want to see your own unique ideas and writing skills. We want your application to stand out from the rest and showcase your own strengths. Therefore, we kindly ask that you don't rely on AI tools for your application answers, cover letter or to generate interview answers.

We are happy to discuss adaptations to the role and recruitment process.

If successful, we will carry out an Enhanced DSB Check as part of our safer recruitment processes. Having a criminal record does not automatically prevent someone from working with us. We assess information fairly and confidentially in line with safeguarding obligations and the nature of the role. We welcome a conversation should you be offered the role.

All candidates must provide **proof of the right to work in the UK** during the interview process.