



# Not Beyond Redemption

## Administrative & Fundraising Lead

### Job description

This is a fantastic opportunity to join Not Beyond Redemption, a charity providing mothers in prison with free Family Law advice and representation to help them re-establish and maintain contact with their children during their sentence and upon release.

### Mission:

Not Beyond Redemption was established by leading Family lawyer, Camilla Baldwin, to ensure that family law advice and representation is available not just to those who could afford it, but also to those who need it most. Maintaining a healthy and supportive relationship with family while in prison is crucial to reducing reoffending rates and improving rehabilitation.

If you are looking to join a rapidly expanding charity with a close-knit team and have a passion for making a real difference in the lives of those affected by maternal imprisonment, then this role is for you.

### Key Information:

<b>Job Title:</b>	Administrative & Fundraising Lead
<b>Reports to:</b>	Founder and Head of Fundraising
<b>Place of work:</b>	London, UK (hybrid working available)  In September 2024, we are moving to our new office at 4-5 Gough Square, London, EC4A 3DE.
<b>Salary:</b>	£32,000-£35,000 (dependant on experience)
<b>Hours of Work:</b>	40 hours a week
<b>Contract:</b>	Permanent
<b>Annual Leave:</b>	25 days annual leave plus bank holidays.
<b>To apply:</b>	To apply please email your CV and a cover letter, including why you think you are well suited to this role, to <a href="mailto:info@notbeyondredemption.co.uk">info@notbeyondredemption.co.uk</a> .  If you would like an informal chat about the role, please contact Xanthe Martin-Zakheim at <a href="mailto:xanthe@notbeyondredemption.co.uk">xanthe@notbeyondredemption.co.uk</a>
<b>Interviews:</b>	Interviews will be held on a rolling basis. Interviews will be held at our current office at 3 Charles Street, London, W1J 5DD
<b>Key Details:</b>	By applying for this role, you state that you are eligible to work in the UK. NBR cannot apply for a Certificate of Sponsorship for this role.



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## **KEY RESPONSIBILITIES:**

### **Executive Support:**

- Manage the Founder's inbox, draft and send emails on their behalf, and schedule appointments.
- Arrange and coordinate meetings for the Founder with internal and external parties.

### **Financial Management:**

- Oversee online accountancy and manage payments through the online banking platform.
- Create cashflows and budgets to forecast income and expenditure, ensuring financial stability.
- Manage the relationship with the part-time accountant/bookkeeper, overseeing the production of annual accounts and reports.
- Handle organisational memberships and subscriptions (e.g., Information Commissioner's Office, and Living Wage Foundation).

### **Operations Management:**

- Organise monthly clinics at different prisons, coordinating with staff at prisons and partner law firms.
- Coordinate the remote clinics, ensuring that the clinics are staffed with volunteers.
- Arrange and coordinate staff travel arrangements.
- Conduct DBS checks for employees and volunteers.

### **Payroll Administration:**

- Set up payroll online using Xero, which automatically generates monthly payroll, pension filings, and PAYE submissions.
- Process pensions and PAYE.

### **Fundraising Support:**

- Collaborate with the Head of Fundraising to identify Charitable Trusts and Foundations for potential applications.
- Assist in drafting funding applications and meeting with Charitable Trusts and Foundations to secure donations.
- Provide updates for funders to communicate the impact of their support.
- Keep fundraising documents updated, including the application tracker, fundraising calendar, and donations spreadsheet.



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- Manage donation processes, ensuring accurate recording, acknowledgement, and stewardship of donors.

## **Communications and Marketing:**

- Manage and curate content for the organisation's social media platforms.
- Design compelling marketing materials to promote the organisation's initiatives, including the annual Impact Report.
- Ensure the website is up to date.

## **Trustees and Board Management:**

- Act as the main point of contact for the board of trustees.
- Coordinate and manage Trustees' meetings, compiling board agendas and associated paperwork.
- Prepare minutes for Trustees' meetings.
- Communicate with Trustees throughout the year to keep them updated on all activities.

## **Event Coordination:**

- Plan and execute fundraising events and charity initiatives.
- Participate in networking or awareness-raising events, ensuring we have presentations and staff available.

## **Research and Data Analysis:**

- Conduct ongoing research on maternal imprisonment to ensure up-to-date knowledge of statistics and trends.
- Send out questionnaires to clients to collect qualitative and quantitative research.
- Collect data from client feedback to assess our impact and identify areas for improvement.

## **FURTHER ASPECTS OF THE ROLE (you will be asked to):**

### **Relationship Building and Partnerships:**

- Attend meetings with partner law firms to foster and strengthen collaborative relationships.
- Cultivate partnerships with potential law firms to expand the organisation's network.
- Network with staff from similar charities to explore collaborations and synergies.

### **Stakeholder Engagement:**



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- Develop relationships with prison governors and staff to ensure that they are aware of our service.
- Organise and attend events with prisons, partner organisations, and other stakeholders.

### **Human Resources:**

- Support the recruitment process and induction.
- Manage staff contracts and maintain staff records.
- Oversee end-of-employment processes.
- Organise training sessions and team-building events for staff

### **Governance:**

- Under the guidance of the Trustee Board, fulfil Companies House requirements.
- Monitor charity policies and coordinate reviews.

### **Designated Safeguarding Officer:**

- Develop, update, and maintain policies and procedures related to safeguarding.
- Handle any safeguarding issues reported to the Officer and/or the charity appropriately.

### **PERSON SPECIFICATION:**

If you are interested in applying and are passionate about the work we do but are not sure you have all the skills and experience, please do still apply. We are open to candidates learning on the job and we will support the development of the successful candidate.

### **We are looking for someone who is:**

- Proficient in office/administrative/charity work with at least one year's experience.
- Highly organised with strong attention to detail and the ability to work to deadlines and under their initiative.
- A strong communicator with persuasive written and verbal skills.
- Experience/knowledge of financial controls and budget management
- Experience in developing and maintaining relationships with a variety of stakeholders.
- A resourceful problem solver with the ability to manage multiple priorities.
- A team player with a positive and proactive attitude.
- A can-do attitude with a desire to learn and develop skills.
- IT skills- excellent experience with MS Office.



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- Passionate about our mission of supporting women in prison.

### **Desirable:**

- Experience using Xero.
- Experience in developing and building high-value partnerships.
- Experience in public speaking.
- Experience in organising and hosting events.

### **Our Culture:**

At Not Beyond Redemption, we value collaboration, integrity, and dedication to our mission. We strive to create a supportive and inclusive environment where all team members can thrive. In this role, you will work closely with our legal team.

This is a rewarding role that offers the opportunity to make a real difference. We look forward to hearing from you!