



## Welcome

Thank you for your interest in this role and in learning more about Prisoners Abroad. We're a truly unique charity and a genuinely rewarding place to work. We nurture creativity, welcome new ideas, and support people to build success within a collaborative and inclusive environment.

Prisoners Abroad is a small but powerful organisation, supporting people through some of the most isolating and traumatic experiences imaginable.

Last year, we launched a new five-year strategy that sets out a clear vision for how we will sustain and strengthen our support, respond to growing need, and advocate for people whose voices are too often unheard.

Whether you are looking to develop your skills in major donor fundraising or bring existing experience to a values-led organisation, this role offers the chance to make a meaningful contribution while continuing to grow professionally.

Our major donor programme was established more than 20 years ago and is supported by a dedicated group of around 200 engaged, values-driven supporters. The programme is underpinned by a busy communications calendar, including donor reports, newsletters and tailored updates designed to keep supporters engaged and informed.

The Philanthropy Officer plays a central role in keeping this programme moving forward: with a portfolio of donors, organising meetings for the team, carrying out prospect research, and helping turn introductions into new donor opportunities. It is a role that demands excellent relationship management, strong written communication, confidence using CRM data and segmentation, and the organisation and attention to detail needed to support high-quality events and communications. With an income target of £335k this year, this is an exciting opportunity to help build momentum and deepen long-term donor support.

This recruitment pack brings together more information about the charity, our work and this role. We hope you'll consider joining us.

Warmest wishes,

A handwritten signature in grey ink that reads "Zeta".

Zeta MacDonald  
Deputy Chief Executive

## About Prisoners Abroad

Prisoners Abroad is a unique UK-based human rights and welfare charity providing advice and support to people affected by overseas imprisonment. We help British people during their incarceration, when they return to the UK and need support to resettle and reintegrate, and we also support their family and friends throughout the trauma.

It doesn't matter to us the reasons people find themselves in need of our support– and we never judge. Our range of support makes sure they survive, mentally and physically, so that they can face the future with hope.

## Our support and history

Prisoners Abroad is now in its 47th year, and with the launch of our new strategy, this is a particularly important time to join the organisation. We work with some 1,400 people in prison, 1,750 family members and 300 returnees each year. The services we provide range from grants for food and vital supplies to newspapers, magazines and books to help reduce isolation. Our resettlement support enables returnees to rebuild their lives and desist from crime after release and return to the UK.

Our excellence has been recognised over the years by being chosen as a winner of the 2010 Guardian Awards Public Service Awards; by the award of the prestigious Longford Prize; by a Metropolitan Police Commendation; shortlisted for the first Una Padel award by the Centre for Criminal Justice Studies; receiving second prize in the London Homelessness Awards and winning a highly commended award in the 2024 Robin Corbett Award for Prisoner Reintegration.

## Our vision

Our vision is of a world where the health, welfare and human rights of British people in prison abroad are protected so that they and their families survive with dignity, face the future with hope and build a positive life on return to the UK.

## Our people

Like every charity, Prisoners Abroad has a board of trustees (a group of unpaid voluntary non-executive directors). Trustees are responsible for overseeing the work of the charity, ensuring it is financially stable, well-run and fulfilling its charitable obligations. Our trustee board comprises of up to fifteen people from a variety of backgrounds who provide their advice and expertise to guide the staff team in managing the organisation and delivering effective services. The details of our current trustees can be found [on our website](#).

The day-to-day running is delegated to our chief executive and leadership team made up of our chief executive and heads of department, and our staff team which is made up of 26 people in total. The staff team is high performing, stable, committed to the work and dedicated to delivering the best possible support.

### **The benefits of working at Prisoners Abroad**

The opportunity to work for an organisation that is making a positive difference to the lives of vulnerable people worldwide, a friendly and supportive culture, and working with values-driven and highly engaged colleagues are just some of the reasons we think Prisoners Abroad is a great place to work.

Our open plan offices are located a 2-minute walk from Finsbury Park tube station. In addition, we offer the following benefits:

- Competitive salary, with a generous pay policy involving increases within salary band and in line with the NJC scales
- 35-hour working week with flexible working possible
- 30 days' annual leave plus bank holidays and an additional day off on your birthday
- Strong commitment to staff development and training
- Generous pension scheme (6.5% employer contribution)
- Range of enhanced family leave such as up to 5 days paid dependency leave a year
- Free-to-access Employee Assistance Programme supporting mental health and wellbeing in the workplace
- Cycle to Work scheme
- Reimbursement of eye tests up to £25 a year
- Team away days and social events
- A range of teas, ground coffee and milks.

### **What people say about us**

This is what people say they like about working at Prisoners Abroad:

- *“Prisoners Abroad is a brilliant place to work; the work is challenging, stimulating and rewarding. Everyone is here for the same reason – we all care deeply about the cause.”*
- *“The work is varied and interesting, and it is lovely to be a part of both the team and the wider organisation, as we all get along and work well together.”*
- *“I have never worked with such a passionate, caring set of colleagues – every day it is simply a joy to do this job and to know we are making a difference.”*

## **JOB DESCRIPTION**

<b>Job title:</b>	Philanthropy Officer
<b>Reporting to:</b>	Head of Giving & Communications
<b>Line management of:</b>	N/A
<b>Salary:</b>	£33,513 (Band 3.5, scale point 24.5)
<b>Hours:</b>	35 hours p/wk
<b>Contract:</b>	Permanent
<b>Level of criminal record check:</b>	None – self-disclosure at the job offer stage
<b>Location:</b>	Office-based, London N4 (with the flexibility to work from home for part of the week)

**Prisoners Abroad is a UK-based charity that protects, supports and advocates for the health, welfare and human rights of British citizens in prison overseas and on return to the UK.**

### **1. JOB PURPOSE**

As our Philanthropy Officer, you will support the delivery of our major donor programme, helping to steward a committed community of donors and ensuring that relationships, communications and records are managed accurately and professionally.

You will provide high-quality supporter care, carry out research to identify new prospects, and help coordinate cultivation, solicitation and stewardship activity so that donors feel valued and informed about the impact of their support.

Working closely with the Head of Giving & Communications and wider Fundraising team, you will support the planning and delivery of major donor activity, including coordinating communications and events, maintaining donor data and contributing to reporting.

### **2. MAIN AREAS OF RESPONSIBILITY**

#### **Major Donor fundraising support & delivery**

- Support the day-to-day delivery of the major donor programme, including timely and high-quality donor communications, prompt responses to enquiries, and ensuring appropriate acknowledgement and thanking of donations.
- Support relationship management for a portfolio of current and prospective major donors, helping to progress opportunities and maintain engagement, with a focus on gifts of £1,000+ and high-net-worth individuals capable of giving in excess of that.

- Coordinate meetings with individuals online, by phone and in-person, and support colleagues at Prisoners Abroad with communication plans to enable appropriate contact.
- Research to identify new funding prospects and help build a consistent pipeline through networking, relationship mapping, and collaboration with colleagues and trustees.
- Support the development and delivery of donor journeys, using thoughtful and creative approaches to cultivation, solicitation and stewardship that reflect individual donors' interests and motivations.
- Coordinate monthly major donor team meetings, including scheduling, preparing agendas with colleagues, taking notes and tracking actions to support progress across the programme.
- Create donor briefings and work with the Head of Giving & Communications to deliver an annual major donor communications plan aligned with Prisoners Abroad's wider communications plan, helping to demonstrate impact to major donors and key influencers.

### **Events**

- Support the planning and delivery of cultivation and stewardship events, such as our autumn reception and the annual supporter dinner.

### **Collaboration and internal engagement**

- Work with colleagues to understand trends, challenges and opportunities in our frontline support and help develop these into compelling proposals and cases for support for existing, new and prospective donors.
- Liaise with the Trusts & Foundations team to coordinate approaches to shared prospects.
- Coordinate opportunities to introduce our legacy programme to major donors, working with colleagues to share appropriate information and follow-up.

### **Data, CRM and reporting**

- Maintain accurate and up-to-date records of all interactions using our CRM (Beacon), ensuring that supporter data is well managed and GDPR-compliant.
- Support monitoring and reporting on progress against KPIs and income targets, helping to maintain insight into pipeline development, donor engagement and income generation.

### 3. GENERAL/ ORGANISATIONAL DUTIES

**Work collaboratively across the Fundraising team and Prisoners Abroad's departments to:**

- Integrate approaches with fellow team members and share knowledge to achieve team targets and organisational objectives.
- Work effectively with colleagues to develop compelling cases for support, drawing on relevant resources within the charity as well as external research and scoping.

**All staff are expected to:**

- Maintain appropriate confidentiality at all times and ensuring information is maintained in accordance with the General Data Protection Regulations.
- Carry out all duties with full regard to Prisoners Abroad's Equality & Diversity Policy.
- Take reasonable steps to ensure health and safety at work at all times.
- Be responsible for keeping up-to-date on current work and activity going on across the organisation and wider charitable sector.
- Undertake any other duties as reasonably requested relevant to the role and to my skills and abilities.

### 4. PERSON SPECIFICATION

#### ESSENTIAL:

#### Skills, experience and attributes

- At least 2 years' experience in a fundraising role, with some experience supporting or delivering elements of a major donor (philanthropy) programme (e.g., stewardship, donor communications and research).
- Working knowledge of the major donor fundraising cycle (prospecting, cultivation, solicitation and stewardship) and an understanding of what good stewardship looks like in practice.
- Strong relationship-building skills, with confidence communicating with supporters by email, phone and in person, and the ability to build positive working relationships with colleagues.
- Excellent written and verbal communication skills, with experience drafting supporter communications (e.g., proposals, briefings, thank-you letters and impact updates) and tailoring tone for different audiences, with guidance as needed.
- Good research skills, with experience carrying out desk-based prospect research and summarising findings clearly (and an understanding of confidentiality and appropriate due diligence).
- Experience using a fundraising CRM (e.g. Beacon, Raiser's Edge, Salesforce) to update donor records, log interactions and support pipeline management.

- Strong organisational skills, able to manage competing priorities, meet deadlines, and follow through on actions (including coordinating diaries, meetings and event logistics).
- Detail-oriented, with the ability to produce accurate, high-quality work and maintain excellent attention to detail.
- Enthusiastic and positive attitude to work and able to maintain self-motivation and initiative.
- Collaborative, friendly team member who will get involved in whatever needs to be done in order to achieve our aims.
- Committed to Prisoners Abroad’s mission and values - demonstrates empathy and respect when working with sensitive information and lived experience and committed to our non-judgmental ethos.

**DESIRABLE:**

- Experience supporting legacy fundraising or an interest in growing legacy giving pipelines.
- Understanding of issues related to imprisonment and/or a passion for human rights or social justice causes.
- Lived experience of the criminal justice systems and/or overseas imprisonment.

**5. TERMS AND CONDITIONS OF EMPLOYMENT**

This post is offered on a permanent contract. The following conditions of service will apply:

Salary	£33,513 (Band 3.5, scale point 24.5)
Location	Finsbury Park, London N4, with the flexibility to work from home part of the week.
Annual increments	Increments of one point per annum to the maximum of the band are paid on the anniversary of start date.
Pension	6.5% of gross salary paid by Prisoners Abroad into a Personal Scheme after successful completion of the probation. Employees must contribute a minimum of 1.5%.
Holidays	30 days per annum plus public holidays and an additional day off on your birthday.
Hours of Work	35 hours per week with very occasional evening attendance at events. We expect and offer a flexible approach to fulfilling the requirement of the position.
Notice	6 weeks’ notice on either side after successful completion of the probationary period.

## Equity, diversity and inclusion

Prisoners Abroad is committed to equity, diversity and inclusion (EDI), supporting a fairer society through our work. The people we support are diverse individuals, and so are we.

We understand EDI through the lens and context in which Prisoners Abroad is operating. As a charity that supports people in and affected by criminal justice systems around the world, it is important to recognise that the system itself disproportionately impacts people from the global majority, given the overrepresentation of the global majority in London, UK prisons and in criminal justice systems worldwide. Global majority is a collective term that refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and who have been racialised as 'ethnic minorities'. Globally, these groups currently represent approximately eighty per cent (80%) of the world's population.

For Prisoners Abroad, that means we have a particular focus on increasing the proportion of our people that are from the global majority, as well as those who have lived experience of the criminal justice system and overseas imprisonment.

When we advertise roles at the charity, we ask applicants to complete an equalities and diversity monitoring form. The form is anonymous and does not request a name. We use this data to conduct an annual analysis of people who have applied for roles at the charity.

## Lived experience of the criminal justice system / Applicants with a criminal record

We believe it is important to ensure that we are reflective of the people that we serve. As well as protected characteristics such as gender, ethnicity, disability, age and sexual orientation, we consider lived experience of the criminal justice system and overseas imprisonment as part of our approach and commitment to EDI, and given we support people with lived experience of the criminal justice system, we believe this should be reflected in our workforce too.

We welcome applications from people with lived experience of the criminal justice system. In line with the [Ban the Box campaign](#), we do not require applicants to disclose their criminal record at the application stage. For most roles, we will ask about unspent convictions, although some roles will require a higher level of disclosure and an enhanced criminal record check. The job description will explain what information will be required.

To ensure we encourage applications from people with lived experience and shortlist applications purely on merit, we will only ask for criminal record information at the job offer stage, after which we will consider the relevance to the job role and make an assessment that includes considering any adjustments that can be made.

## How to apply

We hope you are interested in joining Prisoners Abroad.

To apply for this position, please read the role description and person specification carefully, [complete this online application form](#) and press 'submit'. You will be shown a screen that confirms we have received your application, and on that page, you will have the opportunity to save a copy of your application (by clicking "Save my response").

### **MS Forms does NOT send an email confirming your submission.**

We would be very grateful if you could also complete our [online equalities and diversity monitoring form](#). This is intended to be anonymous, and it does not request your name. The data will not be made available to the people who make the decision on who to appoint.

The deadline for applications is **Thursday 18<sup>th</sup> June at 10am**, however we will be reviewing applications as we receive them, so please apply when you are ready and you may be contacted about your application before the closing date. To ensure inclusivity, all applications received up to the closing date will be considered equally.

Interviews are scheduled for **Monday 29<sup>th</sup> June**. If you are unable to attend on this date, please inform us in your application and we will endeavour to accommodate shortlisted candidates' availability where possible.

If you have any questions about the application or recruitment process, or require adjustments to support you during the application process, please email [jobs@prisonersabroad.org.uk](mailto:jobs@prisonersabroad.org.uk)

Thank you for your interest in working for Prisoners Abroad.

We kindly request no contact from agencies.