



JOIN OUR MISSION

**FOR CHILDREN AT RISK
ON THE STREETS**

MAJOR DONOR OFFICER

RAILWAY CHILDREN – RECRUITMENT PACK

RAILWAY
children
No child lost to the streets



WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

Around the world hundreds of thousands of children struggle to survive on the streets. In many countries, they have become an accepted issue in society, deprived of access to the most basic services and they experience extreme harm before and during their time on the streets.

Wherever they may be in the world, they face violence, abuse, neglect and exploitation.

Founded in 1996, Railway Children has dedicated over a quarter of a century to developing outstanding practice and services for street connected children and as we embark on our new strategy to 2030, we have ambitious plans to ensure no child is left behind, wherever we work.

WHO WE ARE



OUR VISION

We believe in a world where no child ever has to live on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2027

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.



WHAT WE STAND FOR

We stand for children

- The children who don't have a voice.
- The invisible children.
- The children struggling to survive on the streets around the world every day.
- The generations of children suffering repeated cycles of abuse.

WE STAND FOR CHILDREN, THEIR CHILDHOODS AND THEIR FUTURES!

These Five Values
Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think big.



EARN TRUST

Be honest. Always act
with integrity.



SHOW COMPASSION

Be kind and show
respect to all.



NURTURE TALENT

Encourage growth.
Enable others.



THE ROLE

MAJOR DONOR OFFICER

- Salary:** £35,000 – £40,000 per annum
Fixed Term 12 month contract
- Location:** (Hybrid – minimum one day a week in Sandbach, Cheshire however would consider remote)
- Responsible to:** Head of Public Fundraising and Engagement
- Responsible for:** None

JOB PURPOSE

You will be a key member of the Public Fundraising and Engagement team in developing and implementing a long-term engagement plan to strengthen Major Donor relationships that will enable the organisation to deliver a new and sustainable income stream.

The role will develop and manage a portfolio of major donors focusing on creating and cultivating long term relationships. It will be a mix of stewarding existing relationships and building a pipeline of new ones.

KEY RESPONSIBILITIES

Strategy development

- Work with the Head of Public Fundraising and Engagement to formulate a major donor strategy, engaging with key internal stakeholders and creating a clear critical path for implementation.

Prospect Research

- Research and review our existing prospects with the aim of developing a clear engagement plan to secure major gifts
- Collaborate with Senior Fundraisers across the team to identify key contacts that will feed into the pipeline
- Identify new prospects outside of our current supporter base to research – to ensure the major donor pipeline is regularly refreshed, managed and strengthened

Engagement and cultivation

- Grow and maintain personal contact with donors by telephone, in writing and face-to-face on an ongoing basis to drive philanthropy.
- Plan and develop a calendar of engagement events and opportunities, potentially including overseas trips
- Create compelling proposals for prospective major donors and reports accordingly.
- Work with senior colleagues across the charity to develop in-depth knowledge and understanding of funding needs in developing compelling cases for support ensuring a co-ordinated approach with supporters.
- Work with senior colleagues to brief them on prospective donors and prepare them for face to face and virtual meetings to cultivate and convert prospects into donors.
- Ensure that donors receive appropriate and timely communication, including the development of regular reports on how their money has made a difference.

Reporting

- To produce monthly reports for Head of Public Fundraising and Engagement that outline progress and achievements within practical and financial guidelines.
- To participate in regular fundraising meetings, reporting and liaising on on-going work and working collaboratively with other team members.

General duties (all staff)

- Uphold and work within Railway Children's policies and procedures.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATION

Experience

- Philanthropy professional ideally with experience of securing gifts of £50K+
- Relationship / account management experience.
- Experience in planning and delivering engagement events

Knowledge and Skills

- Ability to build rapport and relationships with supporters at a range of levels and backgrounds.
- Influencing skills: excellent communications skills to effectively engage with stakeholders at all levels within an organisation – particularly at Senior level.
- Excellent communications skills and a confident presenter.
- Excellent IT skills and fully competent on Microsoft Word, Excel and PowerPoint.
- The willingness and self-initiative to take a brief and run with the project.
- Strong budget, planning, organisation and project management skills.
- The ability to meet deadlines and manage your own timelines.
- Confident, approachable and able to cope under pressure.
- Results driven and a determination to succeed.
- An outstanding team player with the ability to work collaboratively.

Aptitude

- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.



A GREAT PLACE TO WORK

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

Pension

We offer a pension contribution of 6% of annual salary.

Birthday leave

One additional day of annual leave within the month of your birthday.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

A culture we're proud of






Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:

-  We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.
-  We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.
-  We will work with our people to identify their career and development goals and facilitate opportunities for growth.
-  We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.
-  When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form and return it to fundraisingjobs@railwaychildren.org.uk. Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

Closing date: Friday 31st January 2025

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.