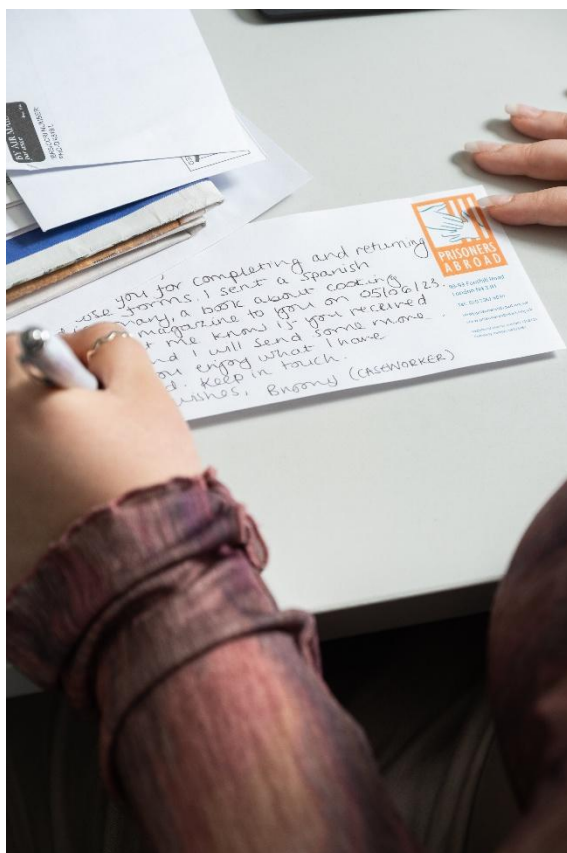


Recruitment pack

Philanthropy Manager

April 2026

Use your fundraising skills and experience to help protect the welfare and human rights of British citizens detained abroad





Welcome

I'm delighted that you're interested in finding out more about this role and about Prisoners Abroad. We're a truly unique charity and a genuinely rewarding place to work. We nurture creativity and embrace ideas with the freedom and support to build success in 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. Whether it's someone surviving a prison sentence overseas, returning to the UK with nothing, or a family facing the distress of having a family member imprisoned abroad, your work here will have a direct and lasting impact.

Last year we launched an ambitious five-year strategy that sets out a clear vision for how we'll sustain and strengthen our support, respond to growing needs, and advocate for those whose voices are too often unheard.

Within our fundraising and communications team, there is a shared focus on building high-quality, sustainable income to support our work. Our major donor programme is long-established, large in scale, and supported by a dedicated group of engaged, values-driven supporters. Over recent years we have grown income from individuals year on year, and we are now focused on continuing that upward trajectory - deepening relationships with existing donors while identifying and nurturing new supporters who share our mission.

This is an opportunity to work with a significant and mature philanthropy programme, with plenty of scope to shape its next phase by testing new approaches to donor engagement, developing compelling proposals and stewardship, and working closely with colleagues and senior volunteers to grow support.

This recruitment pack brings together more information about the charity, our work and this role. If you'd like to discuss anything further, we'd be happy to hear from you, so just email fundraising@prisonersabroad.org.uk to arrange a time to talk.

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 48th year, and with the launch of our new strategy in 2025, 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 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 27

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.
- Annual cost-of-living increase on 1st April
- 35-hour working week with flexible working possible
- 30 days' annual leave plus bank holidays
- A 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.”*

ROLE DESCRIPTION

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|-----------------------|--|
| POST TITLE | Philanthropy Manager |
| REPORTS TO | Head of Giving and Communications |
| DIRECT REPORTS | N/A |
| LOCATION | 89 - 93 Fonthill Road, Finsbury Park, London, N4 (<i>hybrid working available, but a minimum of 3 days per week in the office</i>) |

1. JOB PURPOSE

As our Philanthropy Manager, you will coordinate and drive activity across a large, well-established major donor programme that has been running successfully for over 20 years. You will steward a substantial and highly engaged community of major donors who have partnered with Prisoners Abroad over many years, managing relationships and data, while also coordinating the programme's next phase of growth.

This role requires the management of long-standing, high-value relationships with care and professionalism, alongside the curiosity, confidence and persistence to research, approach and cultivate new major donors, unlocking significant untapped potential.

Working closely with and under the guidance of the Head of Giving & Communications, you will manage and deliver the major donor programme within the organisation's overall fundraising strategy, leading on day-to-day planning, coordination and implementation of cultivation, solicitation and stewardship activity.

2. MAIN AREAS OF RESPONSIBILITY

Major Donor fundraising & implementation

- Manage the day-to-day delivery of the major donor programme, ensuring timely and high-quality donor communications, including prompt responses to enquiries and ensuring appropriate acknowledgement and thanking of donations occurs.
- As an account holder you will manage and grow a portfolio of current and prospective major donors, taking responsibility for relationship management, income generation and long-term donor engagement. You will have a focus on gifts of £1,000+ and high-net-worth individuals capable of giving in excess of that.
- Conduct regular meetings with individuals online, by phone and in-person and supporting others at Prisoners Abroad with communication plans to support their contact.

- Research and identify new funding prospects, building a consistent pipeline through networking, relationship mapping, and collaboration with colleagues and trustees.
- Design and manage bespoke donor journeys, using thoughtful and creative approaches to cultivation, solicitation and stewardship that reflect individual donors' interests and motivations.
- Be responsible for scheduling, chairing and minuting monthly major donor team meetings, tracking actions and ensuring progress is maintained across the programme.
- Work closely with the Head of Giving & Communications to deliver engaging donor briefings and implement an annual major donor communications plan, aligned with Prisoners Abroad's wider communications strategy, translating service delivery into compelling proposals, updates and stories that demonstrate impact to major donors and key influencers.

Events

- Plan and support high-quality cultivation and stewardship events, from intimate gatherings to the annual supporter dinner.

Collaboration and internal engagement

- Understand trends, challenges and opportunities in our frontline support and develop these into compelling proposals and impactful cases for support to existing and new donors.
- Liaise with the Trusts & Foundations team to coordinate approaches to shared prospects.
- Coordinate opportunities to introduce our legacy program to major donors.

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.
- Monitor and report on progress against KPI's and income targets, providing 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:

- Assist with staff and volunteer recruitment where appropriate.
- 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

- Experience in major donor fundraising of securing 4 - 5 figure gifts from donors.
- Experience managing the full lifecycle of major donor fundraising, from prospecting and cultivation through to solicitation and stewardship.
- Excellent relationship-building skills with the ability to engage, inspire and influence a range of supporters and form excellent working relationships with colleagues.
- Strong written and verbal communication skills, with experience creating compelling proposals and impact reports.
- Well-developed research skills with experience of identifying and making introductions to new prospects.
- Experience using a fundraising CRM (e.g. Beacon, Raiser's Edge, Salesforce) to manage donor records and pipelines.
- 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 | £44,416 (Band 6, scale point 36) |
| 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

To apply for this position, please read the above 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 anonymous so does not request your name. The data will not be made available to the people who make the decision on who to shortlist or appoint.

The deadline for applications is **Tuesday 5th May 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 **Tuesday 12th May**. 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 reasonable adjustments to support you during the application process, please email jobs@prisonersabroad.org.uk

If you would like an informal conversation about the role, please contact fundraising@prisonersabroad.org.uk and we will arrange this.

Thank you for your interest in working for Prisoners Abroad.