



Application pack  
Fundraising Officer

Thank you for your interest in our Fundraising Officer role.

This is an exciting opportunity for an exceptional individual with proven experience to join our small and successful national charity as our fundraising officer.

Unlock has achieved a great deal for the people we support and that is testament to the talents of our dedicated team of staff and volunteers. Through listening and engaging with people who face difficulties because of their convictions we have an impressive track record of identifying issues, finding solutions and putting them into practice. We also influence policy and create systemic change.

Whilst we are a small charity we punch above our weight; we're resourceful, impactful and work efficiently with like-minded organisations so that, together, we can achieve our aims. We are widely recognised as the go-to organisation in this arena.

We're looking for a professional fundraiser with a record of developing compelling and successful grant applications and positive funder relationships.

If you are motivated to help people move on positively with their lives and create a fairer and more inclusive society, this is the place for you.

We look forward to meeting you.

Best of luck with your application and kind regards,

Paula Harriott  
CEO

# About Unlock

## Our mission

Our mission is to advocate for people with criminal records to be able to move on positively in their lives. We:

- Support people with criminal records to navigate their way through challenging times
- Research and raise awareness of the systemic issues that people are facing
- Campaign for changes to legislation, policies and practices of government, employers and others.

## Our vision

*A fair and inclusive society where people with convictions can move on positively in their lives.*

Unlock is an independent award-winning national advocacy charity that provides a voice and support for people who are facing stigma and obstacles because of their criminal record, often long after they have served their sentence.

We exist for two simple reasons.

Firstly, we help people to move on positively with their lives by empowering them with information, advice and support to overcome the stigma of their previous convictions.

To do this we provide information, advice and support, through our website, online tools and confidential peer-led helpline. We help advisors who work with and support people with criminal records by providing criminal record disclosure training. And we support employers and universities in treating people fairly.

Secondly, we seek to promote a fairer and more inclusive society by challenging discriminatory practices and promoting socially just alternatives.

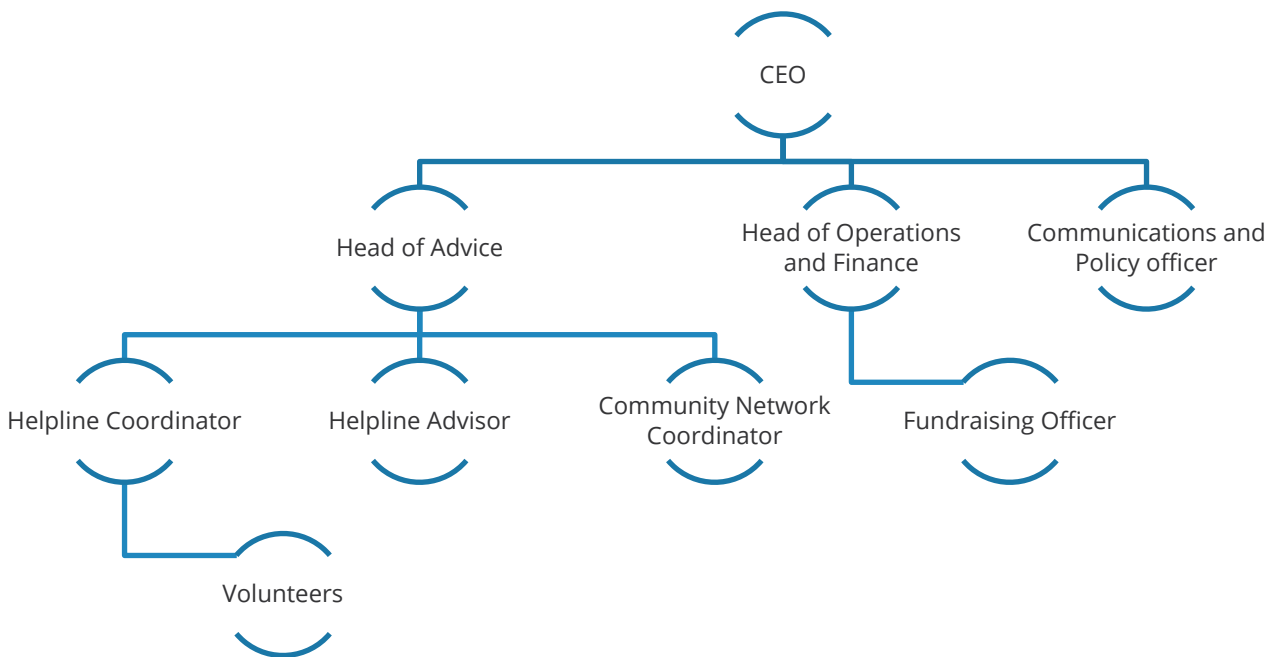
To do this we advocate for change, working at policy level to address systemic and structural issues. We listen to and consult with people, undertake research and produce evidence-based reports to inform policy makers and the public. We challenge bad practice, influence attitudes and speak truth to power. We co-founded and support the Ban the Box campaign and we are

pushing for #FairChecks, a fresh start for the criminal records system.

We welcome applications from people from all backgrounds. Applications from candidates who are from racially minoritised communities, have a disability or who are from a less privileged background are particularly encouraged. We welcome applicants with a criminal record although it's not a requirement for the role. Having a criminal record is not a bar or a requirement for this role.

Unlock is committed to equity, diversity and inclusion. We continue to develop our policies, processes and culture and ensuring our services are accessible by those who most need them, as we know there is always room to improve. We are committed to doing this work in an open and transparent way, and with the involvement of the whole organisation as well as external stakeholders and people we support.

## The Unlock team



## Benefits of joining Unlock

**Holidays** You'll receive 28 days pro-rata.

**Pension** You'll be enrolled into our pension scheme and we'll pay a 6% employer contribution.

Support	Our employee assistance scheme will be available to you, providing you with 24/7 support.
Discounts	A discount portal will be available to you, giving access to offers on popular brands.

## The role

Job title	Fundraising officer
Responsible to	CEO
Salary	£ 23,100 per year (FTE £33,000)
Working hours	26 hours per week, worked Monday to Thursday
Location	Remote - the post-holder will work from home. Some visits to the office in Maidstone or other locations will be required.
Probation period	6 months

Please note this role isn't suitable for job-share.

### Role purpose

- Raising and maximising funds from trusts, foundations, grant giving organisations and individual donors.
- Researching, identifying and maintaining a pipeline of new funding opportunities.
- Working with the CEO and senior leadership team to develop and implement Unlock's fundraising strategy.

### Key responsibilities

- **Research and proposals**
  - Researching potential grant making organisations and sharing information with the CEO and fundraising group to inform decision making.
  - Crafting compelling applications that tell our story, incorporate the expertise and knowledge of the team, align with our ambition and secure funding.
  - Ensuring all funding activities comply to the requirements of regulatory bodies, are legal and uphold the highest ethical standards.
- **Fundraising strategy and pipeline**
  - Creating, implementing and refining a comprehensive funding pipeline which supports delivery of our strategic priorities
- **Stewardship**
  - Developing strong funder relationships providing them with opportunities to be informed, included and updated about our work.
  - Developing in conjunction with the board, CEO and leadership team, a patron stewardship programme.

- **Individual giving**
  - Developing and maintain an individual giving strategy.
  - Working with the communications officer to develop regular newsletters, tailored communications, and opportunities for donors to be informed and involved in Unlock's work.
- **Administration**
  - Preparing and submitting reports in accordance with grant agreements.
  - Working with the Operations and Finance Manager to ensure funds are received, accurately record and allocated.
  - Preparing and presenting regular progress reports for the leadership team and board.
- **Other**
  - Engaging fully in regular meetings and activities internally to support the broader development of the charity.
  - Undertaking other duties as necessary.

## About you

### You'll be

- **A great communicator.** You can write clearly and persuasively combining data and case studies to tell the stories of our work.
- **A relationship builder.** You're able to build a strong network with positive and lasting relationships with funders.
- **Organised and adaptable.** You can manage multiple projects and keep everything running smoothly.
- **Passionate.** You care about our work and the people we support and are motivated to help us succeed.
- **Committed.** You'll share our commitment to embracing diversity and equality, and to eliminating discrimination. You'll work with people with lived experience in a sensitive and non-judgmental way.

### Your experience includes

- Being a professional fundraiser with a track record of developing compelling, high quality, successful applications to grant making organisations.
- Contributing to the development, maintenance and refinement of funding pipelines
- Using data, statistics and case studies to share the impact of a charity's work.
- Researching and prioritising potential funding opportunities.
- Producing on time and accurate reports to funders and donors.

- Developing, delivering and maintaining an individual giving strategy
- Using excellent written and spoken communication skills to engage potential and existing funders.
- Setting and achieving agreed targets and deadlines
- Being proactive and adaptable
- Working collaboratively across a team to develop funding bids.
- At least 2 years' experience.

### You'll also be aware of and comply with

- Data protection and information governance.
- The requirements of regulatory bodies, relevant legislation and current best practice in fundraising ensuring activities are ethical and comply with relevant legislation.

## How to apply

**Application deadline**                      **16 March 2025**

All applications will be acknowledged by email. Whether or not you're shortlisted for interview you'll hear back from us by 20 March.

**Meeting our Insight panel**                      **26 March to 2 April 2025**

The selection process will include an online meeting with members of our Insight Panel.

**Interviews**    **26 March to 2 April 2025**

Interviews will take place online. We'll share the interview questions with you beforehand.

To apply for this role:

- [Download the job application form](#) from our website.
- Send your completed application form by email to [admin@unlock.org.uk](mailto:admin@unlock.org.uk) with the subject line 'Fundraising Officer'
- To help us meet our aims and commitments to equity, diversity and inclusion please complete our monitoring form [here](#). Any information you share is completely anonymous and will not form any part of the selection process.

## Our shortlisting process

We shortlist candidates by matching details on your application against the person specification for the role.

The application form includes three role specific questions. We're looking for clear evidence of your

experience, skills and knowledge and the approach you'd take to key parts of the role.

To help us recruit fairly we are using anonymous recruitment techniques. This means we will remove your name, gender and other identifying information when sifting and shortlisting candidates.

Our aim is to find out more about you, your skills, abilities and experiences. We know sometimes that means people need adjustments to fairly take part in applying for jobs. If you, at any point in the recruitment process, need adjustments to be made because of a disability, please let us know.

## We actively encourage applications from people with criminal records

Our approach to criminal records for this role:

- We are a Ban the Box employer and won't ask you to disclose a criminal record on the application form.
- If you'd like to reference your lived experience of the criminal justice system as part of your application, this will only be considered for if/how it contributes to your suitability for the role. Your application will be anonymised before being assessed, including any potentially identifying criminal record details that you include such as the offence type or prison.
- If you would like to talk to someone in confidence about your criminal record before submitting your application, please email [sue.kent@unlock.org.uk](mailto:sue.kent@unlock.org.uk).

## If you're successful at interview

If successful at interview, you'll receive a conditional offer and be invited to a separate, confidential disclosure discussion with our CEO and Head of Advice.

- You'll be asked to tell us if you are currently subject to any supervision or conditions that may be relevant to the job. For example, if you are subject to restrictions that relate to digital access, such as use of social media, access to confidential databases, or requirements to provide access to your devices to supervising staff, we may need to discuss these further with you.

## Thank you

If you have any questions about the application form or application process, please call Sue on 07385 204 839 or email [admin@unlock.org.uk](mailto:admin@unlock.org.uk).