



Trusts and Philanthropy Officer

RECRUITMENT PACK

Help us support families to get the right education for children and young people with special educational needs and disabilities (SEND)

Thank you for your interest in joining the IPSEA team

Welcome to IPSEA! As you consider applying for the role of Trusts and Philanthropy Officer, picture yourself at the heart of a national charity, that champions positive change.

At IPSEA, we are dedicated to making a difference in the lives of children and young people with special educational needs and disabilities (SEND). Joining our team means becoming a vital part of our mission, where your skills and passion will thrive in a supportive, inclusive environment.

If you are motivated by the opportunity to make a difference, we encourage you to consider joining IPSEA. Your expertise could be key to helping us continue our transformative impact on the lives of those we support.

This recruitment pack provides the information you need to apply for the **Trusts and Philanthropy Officer** role, including:

- Details of our vision, mission, values and strategic goals
- Information about the work we do, our impact and our future plans
- An overview of our organisational structure
- Information about the role, the job description and person specification
- An overview of our employee benefits.

If you wish to apply for the role, please visit: <https://hr.breathehr.com/v/trusts-and-philanthropy-officer-48692> where an application form is available to download. After completing the form, submit your application by clicking the 'apply' button at the bottom of the page. You will be asked for some personal details before being able to upload your form and CV. Should you have any issues uploading the form please email a copy to hr@ipsea.org.uk.

The closing date for applications is **9am on Monday 12 October**. First interviews will take place in London **Friday 16 October** with second interviews taking place remotely week commencing 19 October.

If you feel you have the qualities and experience needed to join our friendly team doing vital work to ensure children and young people with SEND receive the education they are legally entitled to, we would love to hear from you.

We look forward to receiving your application.

Best wishes

Madeleine Cassidy
Chief Executive, IPSEA

ABOUT IPSEA

OUR VISION, MISSION, VALUES AND STRATEGIC GOALS

Our vision

Every child and young person with special educational needs and disabilities has the right education and support to thrive and achieve their potential.

Our mission

We use the law to help children and young people with special educational needs and disabilities get the education and support they are legally entitled to.

Our values

Focused

We are always focused on the child or young person in all that we do.

Inclusive

We welcome, respect, support and value our staff, our volunteers, our beneficiaries, and the communities accessing our services.

Adaptive

We actively listen and collaborate with openness and empathy and embrace continuous learning to create a positive culture.

Compassionate

We care about people; we appreciate other people's perspectives, and we are open to all. We understand our beneficiaries have different needs.

Accountable

We hold ourselves and others accountable for meeting our objectives and living our values.

Proactive

We anticipate challenges, seize opportunities and take initiatives that will drive meaningful change.

Our goals

- Children and young people with SEND receive the education and support to which they are legally entitled, to thrive and reach their potential.
- Local authorities, education settings and health bodies work together to make sure that children and young people receive the special educational provision and wider support they need and to which they are entitled.
- All aspects of the SEND legal framework are applied in full and function correctly to support children and young people with SEND, and existing legal rights are protected.
- Children and young people with SEND who have additional vulnerabilities from under-served communities receive the special educational provision to which they are entitled by law, eradicating inequalities they experience.

Our strategic objectives in 2026-29

1. Empower all families of children and young people with SEND through expert legal information, advice, casework support and training.
2. Strengthen and enhance IPSEA's position as the leading charitable authority in SEND law.
3. Drive positive change within the SEND system to ensure the existing SEND legal framework is applied, protected and enforced through policy work and campaigning.
4. Train a broad range of professionals and practitioners to acquire the legal knowledge and skills to support all children and young people with SEND, with a particular focus on under-served communities.
5. Innovate and enhance IPSEA's operations, ensuring our services are family-centric and make best use of digital innovation and technologies.
6. Strengthen our organisational foundations and infrastructure to support capacity and growth ensuring sustainability and a positive focus on an inclusive culture and well-being.

WHAT WE DO

Children and young people with SEND are legally entitled to educational support that meets their individual needs, but they frequently fail to receive what the law says they should. Through our advice services, policy work and training, IPSEA is determined to change this.

Since IPSEA was formed in 1983, we have helped to improve educational support for thousands of children and young people with all kinds of SEND.

The impact of this can be life changing.

If the needs of children and young people with SEND are properly understood as a result of a thorough assessment, if the necessary provision is put in place to support them, and if that support is delivered in a suitable school, college or other setting, they are significantly less likely to experience multiple fixed term and/or permanent exclusions, end up out of education for long periods, experience mental health problems, end up “NEET” (not in Education, Employment or Training) or enter the criminal justice system.

Advice services

Supporting families to ensure that local authorities meet their legal obligations is the prime focus of IPSEA's work. We deliver our services across England, providing free one-off telephone advice and ongoing casework support to parents, carers and young people.

We run two helplines which operate on a call-back basis and a call-in helpline service. Our Advice Line provides one-off next step advice on any educational issue that relates to a child or young person's SEND, including exclusion from school, home to school transport, disability discrimination and the process for obtaining additional support for a child or young person.

On our Tribunal Helpline we give next step advice on appeals and disability discrimination claims to the SEND Tribunal. The Tribunal's role is to resolve disputes between parents/young people and local authorities where they are unable to agree on the support that a child or young person with SEND requires. Parents and carers can be referred to our Tribunal Support Service for ongoing support.

Our call-in service is designed for people to access on the spot advice if they haven't been able to book an appointment on our Advice Line or Tribunal Helpline.

Through our Tribunal Support Service we can provide families with in-depth casework support, access to tailored workshops and guided telephone support. Casework support includes assistance with drafting appeal grounds, compiling evidence, assisting with the case management process, negotiating with local authority representatives, helping with paperwork and providing representation at the hearing. Workshops help parents and carers understand the tribunal process and extended telephone calls with experienced volunteers and advisers help parents and carers move through the tribunal process. We prioritise cases that are complex or where the parent's ability to advocate is limited – e.g. those who have literacy difficulties, for whom English is a second language, who have significant caring responsibilities or are themselves disabled.

Our advice services are enhanced by our easy to navigate website which is constantly reviewed and updated to ensure it reflects current law and policy and includes a series of template letters for parents and carers to use in securing the education their child is legally entitled to.

Policy work

In addition to the support we provide to families, we use the evidence gathered from our helplines and casework to influence SEND policy and practice, and to achieve systemic change at a local and national level. We are regarded as thought leaders in the field, and we have been instrumental in shaping SEND law and policy over the past four decades through strategic litigation, influencing government and collaborating with other organisations in the SEND sector.

Training

As well as training and supervising our volunteers, IPSEA's legal team devises and delivers a range of SEND law training to parents/carers, SENCOs, local authorities and other professionals working within the SEND system. Over the past year, we have trained over 1,400 parents and carers, ensuring they understand their children's legal rights and entitlements and that they feel empowered to enforce them.



FUTURE AMBITIONS

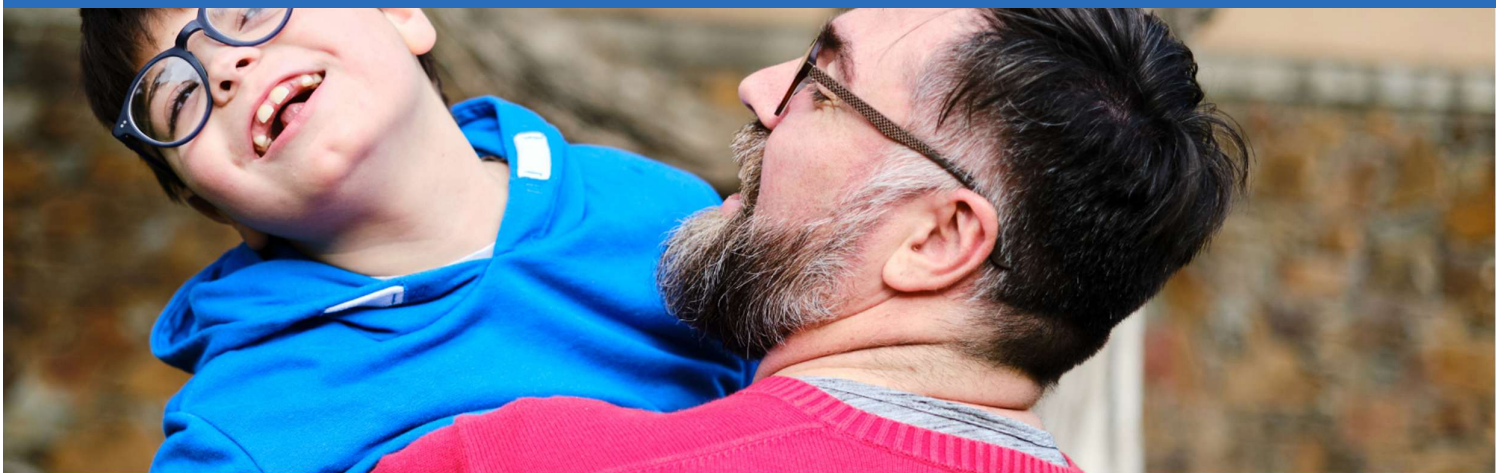
We have ambitious plans for the future. The next few years will pose significant challenges for children and young people with SEND. The Government has stated that it intends to reform the system for supporting children and young people with SEND, which may involve legislative change.

We want to ensure that whichever political party is in government, we are appropriately positioned to make sure that children and young people with SEND do not get forgotten as education policies are developed, and that their legal rights and entitlements are protected, promoted and upheld.

We also want to make greater use of technology and reach more of the families and young people who do not traditionally reach out to us, but who perhaps need us the most, including those in the care system, in penal detention and with an unsettled immigration status.

“The County Council were unhelpful through the latter stages of the process, but Sarah’s [IPSEA volunteer] voice had a weight at this time that mine simply no longer had. She was able to get responses from the local authority when I continued to be ignored. She was able to lend much-needed authority to our responses, and again for that, I am also very grateful.”

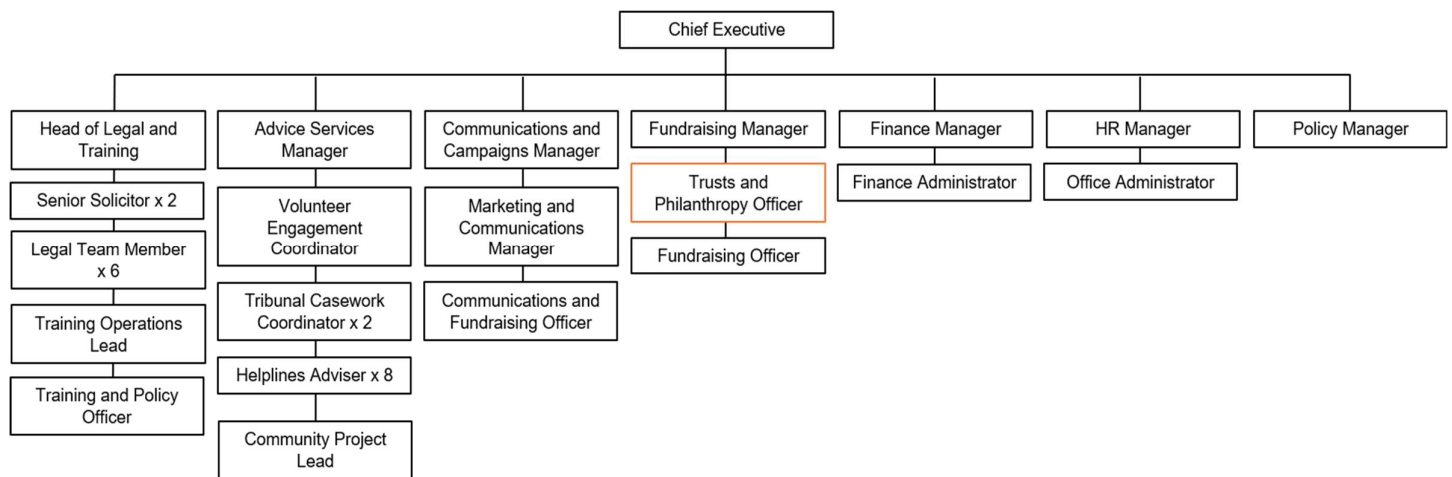
~ Parent helped through our Tribunal Support Service



ORGANISATIONAL STRUCTURE

We are a small charity with a turnover of circa £1,300,000, but we punch above our weight and hold a prominent position in the SEND sector. We have 32 members of staff working across teams including Legal, Advice Services, Communications and Marketing, Fundraising, HR and Finance, and around 80 active volunteers. A significant proportion of our staff, volunteers and Trustees have lived experience of parenting a child with SEND and the challenges associated with navigating the system in order to secure appropriate provision and support.

You can see our organisational structure below:



ABOUT THE ROLE

JOB DESCRIPTION

Job title:	Trusts and Philanthropy Officer
Reporting to:	Fundraising Manager
Location:	Remote with occasional travel for funder and staff meetings (4 - 5 times a year)
Contract type:	Permanent
Hours:	Full-time (35 hours per week) or part-time (minimum 27.5 hours per week considered)
Salary:	£30,000 – £33,500 per annum depending on experience (pro-rata if part-time)
Benefits:	5% employer pension contributions Healthcare cash plan Flexible working arrangements 25 days annual leave plus bank holidays (pro-rata if part-time) plus an additional day off for your birthday Paid sick and leave for unplanned life events We will provide a laptop, phone and other necessary IT equipment to facilitate hybrid and home working, if required

Job purpose

IPSEA is a well-established charity, and our funding largely comes from a combination of charitable Trusts and Foundations, individual donations, and earned income from our SEND law training. As we continue to strengthen and diversify our income streams, we are focused on growing our fundraising capacity to ensure the long-term sustainability of IPSEA's work.

Working with our Fundraising Manager, this role will build on a strong foundation to secure income from Trusts, Foundations and other funding bodies. You'll focus on researching and prospecting funding opportunities and be responsible for preparing and submitting funding applications, ensuring each proposal is compelling and meets the funder's priorities. The role will also involve managing relationships with existing funders, providing thoughtful stewardship, and ensuring timely, dedicated funding reports accurately reflect the impact of IPSEA's work.

IPSEA currently benefits from support from a wide range of Trusts and Foundations, and we have a strong track record of securing funding for core costs and projects. We currently have multi-year grants from major funders, including Esmée Fairbairn Foundation, Pears Foundation and The Access to Justice Foundation. Working with supportive and passionate colleagues across the organisation, this role will be a key part in the growth of Trust fundraising at IPSEA, helping us to develop a diverse funding pipeline. You will also have the opportunity to shape the early development of our strategies in major gifts and wider philanthropy and contribute to this work into the future.

The Trusts and Philanthropy Officer will play a vital role in securing the income needed to sustain and grow IPSEA's services in line with our strategic ambitions. Your work will support our 2026 – 2029 strategy.

This is a remote role, with occasional travel required for essential meetings approximately 4 - 5 times per year. Travel expenses will be covered by IPSEA in line with our expenses policy.

Main duties and responsibilities

Applications and grant management

- Prepare and submit tailored, high-quality funding applications to small and medium-sized Trusts and Foundations, aligned to IPSEA's organisational strategy (2026-2029).
- Manage a portfolio of Trust and Foundation supporters and prospects to secure four- and five-figure gifts, working toward multi-year support where possible.
- Onboard and steward new funders using a relationship management approach, ensuring communications are timely, appropriate, and impactful.
- Identify and pursue opportunities to grow Trust income through research, proactive engagement, and strong proposal development.
- Support the Fundraising Manager in preparing high-value strategic bids and maintaining relationships with key funders, including coordinating statistics and impact data from IPSEA's teams.
- Support the development of effective grant budgets alongside our Finance Manager and Fundraising Manager that align with our applications.

Pipeline development

- Undertake research to identify new Trusts and Foundations aligned with IPSEA's mission.
- Develop our prospect pipeline, ensuring accurate records of eligibility, priorities, deadlines and contact history.
- Work alongside the Fundraising Manager to develop strategies to deepen funder engagement over time.
- Work with the Fundraising Manager to strengthen and diversify IPSEA's funding portfolio to promote sustainability.

Stewardship and reporting

- Alongside the Fundraising Manager, work with the team across IPSEA to improve how we report on the impact of our work.
- Maintain excellent stewardship of existing supporters, ensuring their expectations are met and impact is clearly demonstrated.
- Produce timely and engaging funder reports, working with colleagues to gather appropriate data, case studies and feedback.
- Support reporting to individual major donors as needed, particularly where gifts are restricted or linked to specific areas of IPSEA's work.
- Represent IPSEA in meetings, calls or events with funders and supporters where appropriate. Deputise for the Fundraising Manager as required.
- Support the development of our annual impact report.

Collaboration and innovation

- Build effective relationships across IPSEA to develop strong cases for support and stay informed about organisational priorities and developments.
- Take creative approaches to Trusts and Foundations fundraising.
- Support the wider fundraising team by contributing to shared income generation opportunities, cross-functional projects, and team planning.
- Work with the Fundraising Manager to develop opportunities for major gifts.

Administration

- Lead on grant administration and record keeping, ensuring the wider team are aware of funder expectations and agreed outcomes.
- Maintain accurate and up-to-date records of all applications, grants, and funder interactions using our grant monitoring and data systems.
- Monitor income against our team targets, working closely with the Fundraising Manager and Finance Team.
- Coordinate grant agreements and supporting documentation when required.
- Request data and monitoring information from colleagues in advance of deadlines.
- Undertake other reasonable duties as directed.

Working in line with IPSEA's values

- Ensure that all fundraising work reflects IPSEA's values.
- Act as a professional ambassador for IPSEA and our work with families of children and young people with SEND.

PERSON SPECIFICATION

	Criteria reviewed at application and/or interview
Knowledge, training and qualifications	A firm understanding of Trusts and Foundations fundraising, including trends in funding and the factors that influence funding decisions (Essential) Ability to identify and assess potential funders for both core and project-specific funding (Essential) Knowledge of grant-making Trusts, Foundations, and other funding bodies and how they operate (Essential)
Experience	At least two years of experience in a Trusts and Foundations fundraising role, with a proven record in securing five-figure grants (Essential) Demonstrable ability to write clear, compelling, and well-structured funding applications for unrestricted and restricted grants (Essential) Experience of working to income targets (Essential) Experience managing relationships with Trusts and Foundations, providing stewardship, and ensuring funders are kept informed (Essential) Experience in attending meetings with funders (Essential) Experience working with non-fundraising colleagues to strengthen and maximise grant applications and reporting (Essential) Familiarity with the specific requirements and expectations of Trusts and Foundations for initial contact and relationship-building (Essential) Experience engaging with potential funders and introducing them to the organisation's work (Essential) Experience in prospecting for and stewarding major donors (Desirable) Lived experience in parenting or caring for a child with SEND or understanding of the SEND system (Desirable) Experience of working in a small fundraising team or as a sole fundraiser (Desirable)

Skills	Able to build and maintain strong relationships with funders, stakeholders, and colleagues at all levels (Essential) Excellent written and verbal communication skills, with the ability to write impactful tailored funding applications and reports and engage effectively with stakeholders (Essential) Ability to coordinate and manage multiple funding applications and projects with competing deadlines (Essential) Proactive in identifying and solving challenges, thinking creatively to improve fundraising approaches (Essential) Ability to coordinate team members to collect impact and financial data to support applications and reports (Essential) Ability to draft budgets, outcomes and outputs for grant applications (Essential) Excellent working knowledge of Microsoft Office applications (in particular Outlook, Word, Excel, PowerPoint and SharePoint) (Essential)
Other requirements	An interest in and understanding of IPSEA's mission and strategy (Essential) Willingness to take on new tasks and responsibilities as needed, contributing to the wider goals of the fundraising team (Essential) A commitment to treating colleagues and beneficiaries fairly, consistently and with respect (Essential) Adhere to all IPSEA policies (Essential)

NEXT STEPS

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For shortlisted candidates, a second virtual interview will follow the week commencing **19 October** with our CEO Madeleine Cassidy.



www.ipsea.org.uk

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