



Senior Fundraising Officer

What you need to know about this role:

Job Title:	Senior Fundraising Officer
Responsible to:	Fundraising Manager
Contract:	Permanent
Location:	Hybrid (Vauxhall office) or home-based with occasional travel to London
Working Hours:	Full-time, 35 hours per week (minimum of 28 hrs/week considered)
Salary:	£30,282 plus £3,323 London weighting if applicable (pro rata if part-time)
Closing date:	5pm, Thursday 13 June 2024
Interview:	Thursday 20 June 2024 - In-person, Vauxhall

INFORMATION FOR APPLICANTS FOR THE POST OF Senior Fundraising Officer

Thank you for your interest in the above role. This pack tells you more about Kinship, how we work, and details of the role and the people you will be working with. It also gives information on how to apply.

About Kinship:

Kinship is the leading kinship care charity in England and Wales. We offer kinship carers financial, legal, practical and emotional support and understanding from the moment they need it, for as long as they need it. Our expert advice, information and guidance helps with complicated and stressful decisions that so many kinship families have to make. We are always there to support them through challenging times and celebrate the good.

Kinship carers are strong and determined. Together, they are powerful. We help them build communities of support and action by connecting families locally and across England and Wales.

We are at the heart of kinship networks, partnering with and influencing service providers, local and national government and other organisations. We give everything we have to fight for each family and their rights, changing society until every kinship family is recognised, valued and supported.

Kinship care often begins in crisis. A child has parents who are unable to care for them, for whatever reason. It can be frightening, confusing and heart-breaking.

Instinctively, a loved one steps in – a grandparent, brother, sister, aunt, uncle or family friend. They are now a kinship carer, bringing up the children they love. There is often no chance to prepare. Plans may be pushed aside. Relationships, jobs and savings are frequently sacrificed.

It is life changing and challenging raising children who have been hurt or neglected, but kinship carers do it anyway because they put the children first.

We know how hard life can be for kinship carers, but we have seen the amazing things they are capable of, with someone by their side. With the right support, children raised in kinship families can flourish.

That is why we support, connect and campaign – to keep kinship families stronger by keeping them together.

About the role

This key role in our fundraising team will be integral in helping the team meet our ambitious targets. Working predominantly on Trusts and Foundations applications, leading the development and submission of high-quality proposals, with opportunities to work across additional income streams. The postholder will be responsible for securing grants, developing relationships, providing excellent stewardship to funders, and working collaboratively with colleagues.

Key responsibilities:

We are seeking to recruit a Senior Fundraising Officer who will:

- Identify and maximise opportunities to raise funds – focusing on charitable trusts and foundations.
- Research and maintain a pipeline of prospects.
- Contribute to the achievement of ambitious team income targets.
- Create compelling, accurate and bespoke funding proposals, to a high quality and submitted on time.
- Build effective relationships with existing and potential funders to secure long-term funding and support for Kinship's work.
- Provide excellent stewardship to their portfolio of funders, including the creation of timely, high-quality and inspiring reports.
- Maintain accurate and timely records on our CRM (Salesforce).
- Support the creation of internal and externally facing fundraising materials, e.g. cases for support, case studies, and Kinship's website.
- Develop excellent internal relationships at all levels to assist in the management of funder relationships, the development of proposals, successful mobilisation of projects, and impactful reporting.
- Contribute to the development of other areas of fundraising.
- Provide administrative support to the fundraising team including communications to donors and accurate internal reporting.

Knowledge, abilities, skills and experience

Essential experience:

- Experience of successfully securing five figure grants from charitable trusts, foundations, and/or major donors.
- Excellent writing and presentation skills with the ability to interpret and communicate complex information.
- Excellent attention to detail and methodical approach.
- Experience of developing and maintaining internal and external relationships.
- The ability to work collaboratively while taking ownership of your own work.
- Excellent time management including meeting internal and external deadlines. The ability to manage and prioritise a varied workload.
- Self-motivated with the ability to work under own initiative but confident in seeking direction and information when needed.
- An understanding of the principles of Trust and Foundation fundraising.
- Excellent interpersonal skills with the ability to build relationships with a range of stakeholders.
- Competent in using Microsoft Office software: Word, PowerPoint and Outlook.
- Experience of using a CRM database – preferably Salesforce.

Desirable experience:

- Lived experience of kinship care.
- Knowledge of GDPR in relation to fundraising.
- Experience of working across more than one fundraising specialism.
- Driving Licence and access to vehicle.

General attributes

- Flexible and willing to travel for work across England and Wales for internal and external meetings and events.
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- Commitment to the values, aims and objectives of Kinship.
 - A real commitment to equity, diversity and inclusion within your role and a respectful approach to working with people from a range of backgrounds.
 - Excellent written and spoken English.
 - Permission to work in the UK.
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Key Contacts

Internal: <ul style="list-style-type: none">• Fundraising Manager and team• Director of Development• Chief Executive Officer• Directors of Policy and Communications• Associate Director of Programmes	External: <ul style="list-style-type: none">• Grants and Trusts Managers/Officers• Corporate Partners• Individual Donors
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Equality Diversity and Inclusion

Kinship is committed to championing equality, diversity and inclusion. We believe our work is greatly enhanced by the varied backgrounds, experiences and views represented within our teams. We aim to create inclusive teams, celebrate differences and encourage everyone to join us and be their true self at work. We therefore encourage applications from anyone who fits our values, whatever their religion or belief, sex, gender identity, race, age, sexuality or disability and are actively seeking candidates that can bring real innovation and commitment to us.

Candidate Application Information

Please refer to the Job Description for this role to check that you meet the criteria necessary for the job. We will guarantee interviews to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate they meet the essential skills and experience outlined.

Please tell us if there are any reasonable adjustments we can make to assist you in your application. If you have a disability you would like us to take into account, please tell us about this when you apply. Please also let us know if you would like information in large print or in a different format.

How we select candidates

To adhere to our commitment to Equality, Diversity and Inclusion, Kinship uses Artificial Intelligence (AI) as part of an Applicant Tracking System (ATS) – BeApplied. This ensures personal characteristics, such as age, ability, ethnicity etc. are **not** available to the shortlisting panel. The BeApplied ATS system goes further by aiming to remove all socio-demographic details that might affect decision making. This is known as 'Anonymous Recruiting'.

You are invited to apply for this role via the BeApplied recruitment platform [here](#).

We will ask you for your CV and to respond to four questions via the Applied platform. Please note that all answers will be viewed anonymously by reviewers and CVs will not be viewed until after this sift has happened. This is the first opportunity to demonstrate your experience and to stand out in the recruitment process. Reviewers will not see all your answers together until all the questions have been reviewed and the CV has been reviewed separately. They will be marking on the strength of the response to each question. Once this is complete, both will be reviewed together. You will have 250 words per answer.

1. When have you developed and maintained relationships in a fundraising/income-generating role? What are the key skills you used when establishing these relationships?
2. If you were offered the role, what would you prioritise in the first three months and why? Tell us about what you would need to find out and how you would approach the role.
3. Describe how you have achieved and exceeded income targets in a similar role.
4. Describe how your experience and values are a good fit for this role.

What it means to work at Kinship:

Our vision:

A society in which kinship carers and the children they care for are **recognised, valued** and **supported**.

Our mission:

To ensure that kinship carers and the children they care for get the **support** and **recognition** they need.

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Knowing what you do helps kinship families that really need support.

Staff at kinship are caring, passionate and positive. Colleagues are genuinely nice to work with and care about each other as well as the kinship families we support. We are always innovating to better support kinship carers. **(Staff member at Kinship)**

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We want to offer you the best place to work. Our people are really friendly and incredibly passionate about working alongside kinship carers.

We want you to feel proud to work here and if you join us, we'll do our best to make that happen.



Our Values:

Be bold

We fight for what's right with focus and determination

- Be driven by evidence and deliver quality
- Innovate bravely, fail fast and learn quickly
- Challenge constructively to move us forward



Be stronger together

We see the bigger picture of our work and value collaboration to drive impact

- Recognise and value the part everyone plays
- Bring different strengths and expertise together with purpose
- Ask whose voice and experience may be missing



Step up

We all take responsibility for changing lives and changing the system

- Actively seek and share knowledge
- Step in with ideas and solutions Ask for
- and give honest feedback



Put people first

We care about each other and create spaces where people feel they belong and can thrive

- Bring people together to share experiences and celebrate success
- Listen with curiosity not judgement
- Support with understanding and compassion



What we can offer you:



Community:

- Employee resource groups (including Equality, Diversity and Inclusion Working Group and Wellbeing Committee).
- Staff away days.
- Regular social activities online and in person.



Flexible working:

- We operate flexible working practices which include working from home, varying start and end times of the working day, compressed hours and variable contract hours through the year.



Family:

- Our policies include kinship care, compassionate, dependents, and bereavement leave that support the lives of employees who have additional commitments.
- We are proud that 20% of our current staff are kinship carers, and we are striving to lead the way as a 'Kinship Carer Friendly Employer'.



Health and Wellbeing:

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.
- Wellbeing Wednesdays
- Charity Worker Discount



Holidays:

- 30 days annual leave, plus bank holidays (1 April to 31 March).
- We close for three days between Christmas and New Year, which will be deducted from your annual leave allowance.



Pay and pension:

- You'll be eligible and auto-enrolled into a pension scheme - we use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.



Cycle to work programme:

- This scheme enables employees to get tax incentives from cycling to work.



Learning and development:

- A key part of our People Strategy is to continue to develop and enhance the learning experience during your time at Kinship, and we are proud to offer many learning opportunities.

Conditions of Employment:

Working hours:

The working week is currently 35 hours per week from Monday to Friday. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

Travel:

There may also be, on occasion, the need for overnight stay. Reasonable travel, subsistence and hotel expenses will be covered using the Charity's expenses procedures.

Pension scheme:

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements.

Probationary period:

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post.

Flexible working:

Kinship will consider applications for flexible working arrangements. Kinship will enable as many jobs to be open to job sharing as is operationally practicable.

Our recruitment process:

As a charity we want to hire the best people to support our vision and mission. People who are values led, high performing and really passionate about doing their best for kinship carers.

We will guarantee interviews to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined.

We welcome applications from people from all sections of the community, irrespective of race, colour, sex, gender identity, age, disability, sexual orientation, religion or belief.

Kinship is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives, and we encourage applicants from those groups currently under-represented in our organisation and sector.

Standard clauses:

- This role will require satisfactory Disclosure and Barring Service (DBS) clearance.
- The post holder must at all times carry out their responsibilities with due regard to Kinship's Equal Opportunities Policy and Safeguarding Policy.
- Salesforce is our customer relationship management system (CRM) and all staff are expected to take accountability and responsibility for using it successfully as part of their day-to-day role to support the growth and impact of Kinship and better services for kinship carers.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of all Kinship offices.

Note: This job description is not exhaustive. Kinship reserves the right to add to or revise the job description at any time - the post holder may be required to undertake any other duties that fall within the nature of the roles and responsibilities as detailed in this document.

Any substantial or major changes will be negotiated with the post holder.

Kinship is the working name for Grandparents Plus, which is a company limited by guarantee registered in England and Wales under number 4454103 and registered as a charity under number

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