



JOB DESCRIPTION

Head of Fundraising

Thank you for your interest in becoming Settle's next Head of Fundraising.

When young people in care turn 18, all the support they've relied on can fall away, literally overnight. Their social worker is reassigned, and they can no longer live in a children's home. If they're in foster care, they may have to leave. Suddenly, they have to navigate adulthood on their own. This would be tough for any teenager, even if they could fall back on their family for help. So it's not surprising that two out of three care-experienced young people, like Sarah, felt unprepared to leave care. Too many still don't get the support they need to make it safely past this cliff edge.



Care leavers aged 18-21 are nine times more likely to experience homelessness than their peers.

Settle exists to change this. We're an award-winning charity, supporting care-experienced young people as they move into their first home, so they can confidently transition into independent living, avoid eviction and homelessness, and establish the foundations they need to thrive in adulthood. We are on a mission to end homelessness among care-experienced young people.

With our current Head of Fundraising leaving us to go travelling, we're seeking someone new to help us achieve this ambition. You'll have a lot to build on. Over the last three years, we've grown our income dramatically, and diversified our funder portfolio. We have strong relationships with our committed and supportive funders, underpinned by an organisation-wide commitment to fundraising.

This is a crucial role for Settle, and you'll have the support you need to excel. In 2025, we grew our fundraising team from one (this post) to three. You'll take on the leadership of an engaged and enthusiastic team, increasingly responsible for day-to-day management of trust and foundation fundraising. As well as inspiring the team to great things, you'll have the opportunity to develop and deepen our relationships with philanthropists and high net worth individuals. You'll have active support and engagement from me and the Board, with regular opportunities to involve trustees in your work.

As we head into future years, you'll lead the development and delivery of our next fundraising strategy. We're proud of our welcoming, inclusive and collaborative culture. We're committed to staff wellbeing, with regular socials and time away as a team, and four wellbeing days every year on top of generous annual leave. You'll play a key leadership role in fostering this culture and shaping Settle as we grow.

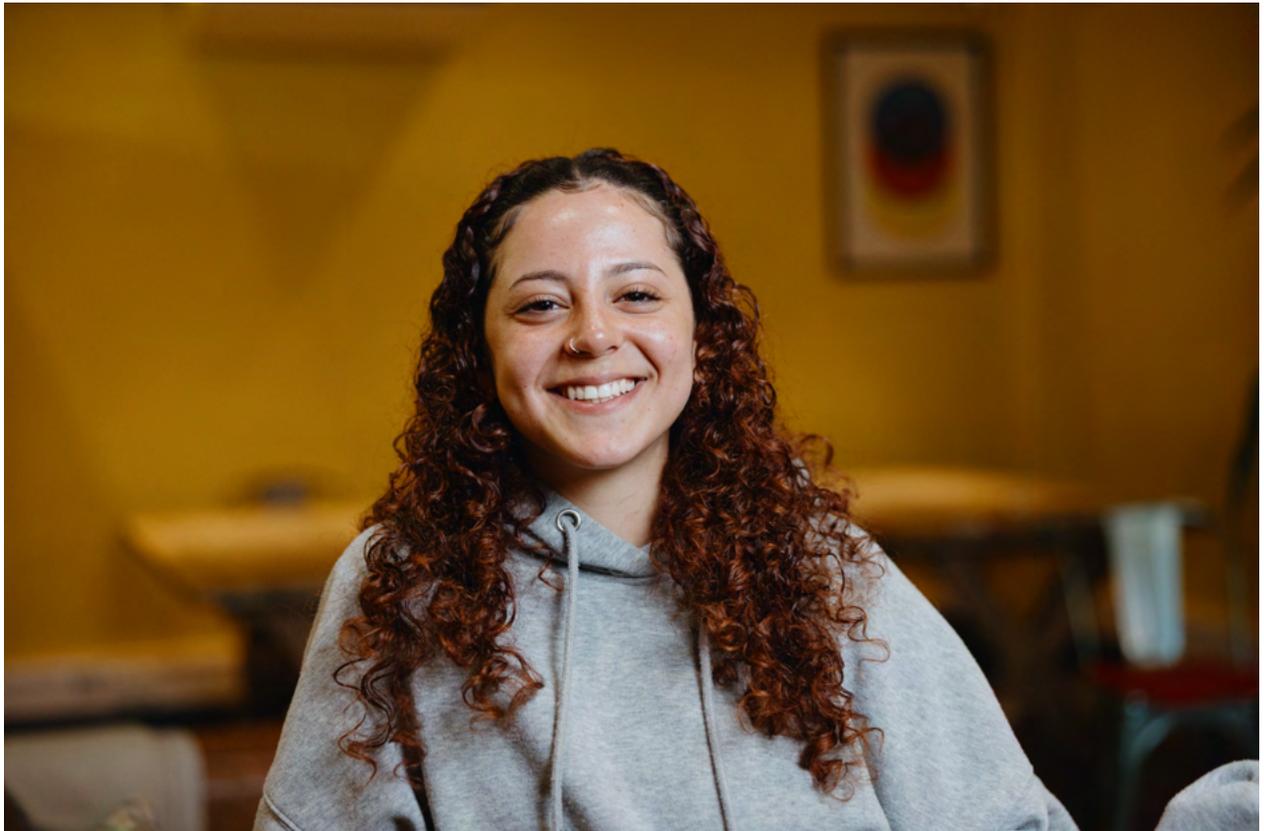
If this opportunity sounds as exciting to you as it does to us, we'd love to hear from you.



Dan Jones
Chief Executive

Sarah's Story

Growing up in care, Sarah moved between houses without ever feeling quite at home. At 18, she felt like she was on the brink of homelessness, unsure how she would cope living independently. However, since being introduced to Settle, Sarah has grown her skills and confidence and created a safe, happy home for herself.



Sarah's earliest memory of care was when she was just five years old. She didn't understand what was going on and felt like an intruder in each house or care home she moved into.

Throughout her childhood, Sarah experienced a lack of emotional support. She started to believe that her feelings weren't worth listening to. She was excited to move into her own place after her 18th birthday, but she also felt completely alone and terrified that it would all go wrong.

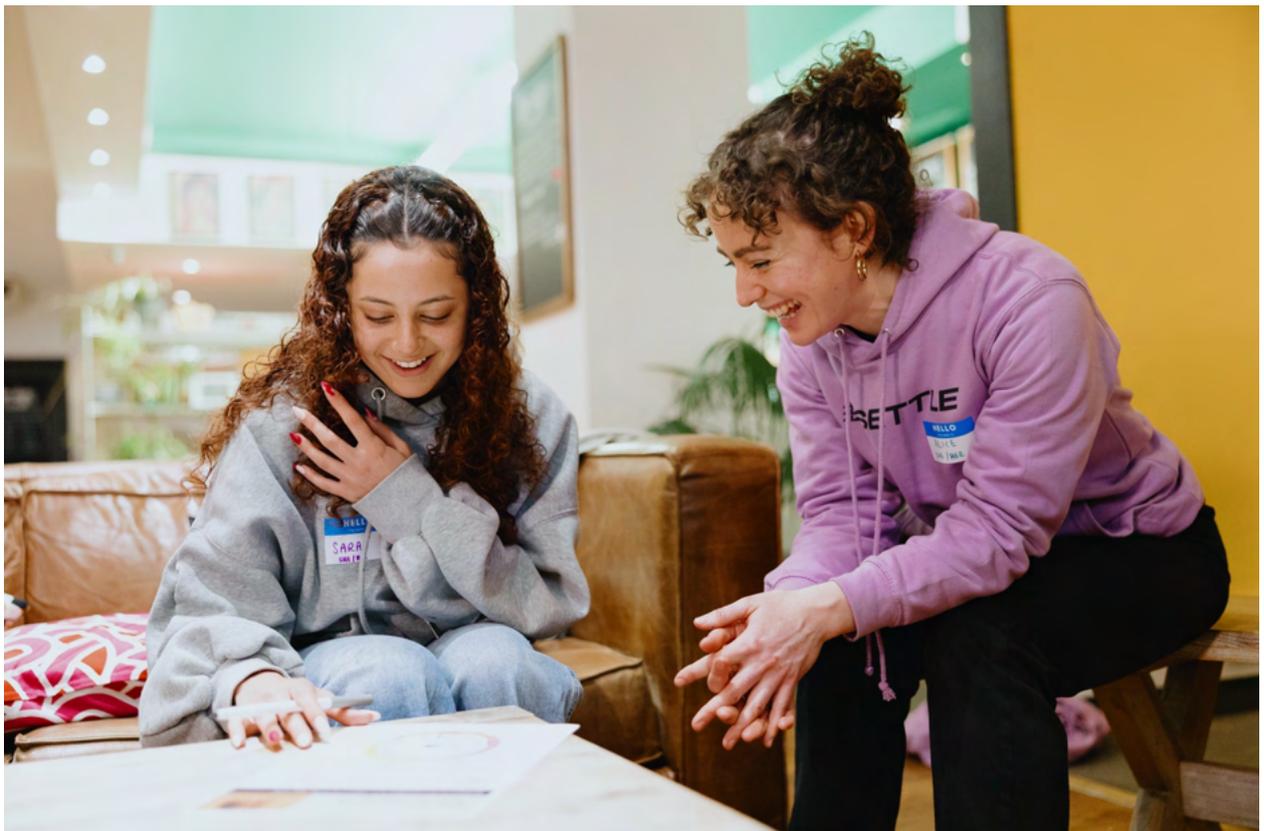
"I wasn't really given much information when leaving the care home. I did have a worry that I was just going to be left completely on my own to figure things out. And part of me was ready for that, but another part of me was also very scared."

“ I had a huge fear of becoming homeless because I didn't have the general set up of a family or friends or a support network, and I hadn't been shown that it was safe to ask for help and support

“I'd seen a lot of people that I knew end up in really difficult situations and fall down a rabbit hole.”

“It just felt like something that I had to deal with, the fact that there was a high potential that I could just end up on the street. It felt impending. And for a long time, I couldn't see any other next steps. When you're coming to a point where you're fearing homelessness, you are in a survival state. You're not living to live, you're living to survive.”

Then Sarah was referred to Settle. She received tailored support around her mental health and self-esteem, and help to build her confidence and life skills to successfully live independently.



Sarah had weekly 1-1 sessions with Alice, a Settle Coach, who created a safe space where she could share her feelings, and feel like they were being listened to. They also worked on building up life skills and emotional resilience to prevent Sarah from getting into a similar situation again.

“I guess I was a bit reluctant to open up, especially about my experiences and the support that I needed because I felt ashamed, and I felt embarrassed. But once I did, I was able to experience people actually caring about what I say, actually looking me in the eye, validating me, and validating my experiences and the things that I've been through.”

“They don't just leave you needing their support or approval. They help you get to a point where you can find that within yourself. And if you do need to reach out and just need a little top up or advice, they're always there for you.”



Alice explains, “I was Sarah's Settle Coach for about a year. It's been an amazing journey to watch her become such a confident, purposeful young woman. Seeing the difference in having our sessions each week, just to sit with her and make sure she knew that somebody was there, and that we were going to make sure that things were going to be okay, and to also help her do that herself.

“Now, coming back and seeing her in her flat, seeing her art on the wall, it's just that pride. Hearing how much she loves being there is such a world away from where she was when we began working together.”

Sarah is now living independently for the first time. After a difficult childhood moving between care homes, she appreciates having a stable place to live and has enjoyed turning it into a creative, calm space that she can continue to grow in. “It's really made me appreciate my own space and also how I like to treat myself in my own space, in comparison to how I was treated in those care homes.”

“For the first time, I would actually say that I'm settled. I genuinely do feel like my house is my home. It feels like my safe place, and it feels like my happy place.”

“**Every time I've met Settle, I've always left feeling a lot better and brighter and lighter and more supported as well. I feel like it really did change my life**”

About Settle

Settle is a charity that supports young adults as they leave the care system and move into their first home. Working with local authorities and other youth homelessness organisations across London, we provide intensive one-to-one support, helping young people develop the skills and confidence they need to sustain their tenancies, manage their finances and live independently. Our preventative approach to homelessness helps care-experienced young people to build stable foundations and to thrive in adulthood.

Since our foundation in 2015, we've supported over **800 young people** across London. **99% of young people who completed the Settle programme were still in their homes one year later.**

Young people are at the heart of everything we do. Every coaching session starts with the question "what do you want to work on this week?", and our support is deeply responsive and personalised. On interview panels, in our monthly Advocacy Forum, in our strategic planning and on our Board of Trustees, care-experienced young people shape Settle's decision-making from top to bottom.

This is an extremely exciting time for Settle. This year, we've worked with more young people than ever before, launched our A Home of Our Own campaign led by young people and expanded our team. We're in our tenth year as a charity, delivering impact for more and more young people at risk of homelessness, and with an ambitious strategy to double our reach by 2028. Fundraising is central to this ambition, and you'll have the full support of the organisation to achieve your goals.

You'll be joining a friendly and fast-growing team, currently of 22 brilliant staff. One of our strengths is our positive and supportive culture – we actively celebrate successes, and share responsibility for challenges. With deep roots in coaching and reflective practice, we hold space to discuss concerns, risks and difficult situations without blame. We encourage everyone in the team to learn and grow, through thoughtful feedback and investment in staff development. We have recently moved into new offices in London Bridge, purpose-built to encourage collaboration and cross-team working.

We know that we need to attract and retain the best people to achieve our goals. Settle was voted one of Escape the City's Top 100 companies to 'escape' to in 2021. Our commitment to staff wellbeing is absolute. We offer a range of benefits, including 4 wellbeing days per year for staff to spend as they wish, and quarterly staff socials, from bowling to foraging. We have an annual away day for all staff. Most recently, we spent the morning discussing how to keep collaborating as we grow, then went walking and forest bathing in Epping Forest. In our last staff survey, 100% of respondents felt Settle was invested in their wellbeing.



“ 100% of staff would recommend Settle as a great place to work.

We are equally passionate about equity, diversity and inclusion in the workplace. In our latest survey, 95% of staff agree that Settle is a welcoming and inclusive organisation. We are proud to be a Disability Confident employer and a member of the Care Leaver Covenant. We are actively trying to increase the diversity of our workforce and we encourage applications from people from minoritised ethnic backgrounds. Please see [our website](#) for more information on our approach to Equity, Diversity and Inclusion.

We also guarantee an interview for care-experienced applicants who meet the essential criteria for the role because we want to increase the representation of lived experience in the team.

Care-experienced means you have been “looked after” by your local authority at any point, for any length of time, before turning 18. This includes living with foster carers, in a residential children's home, being looked after at home with a supervision order, living with relatives or friends in kinship care, or being adopted and previously looked after. It also covers asylum seekers who arrived in the UK without an adult with parental responsibility, also known as Unaccompanied Asylum Seeking Children. If any of these apply to you, please mention this in your application.

OUR VALUES

GROW THE GOOD

We focus on building young people's strengths rather than dwelling on their weaknesses. Asset-based approaches underlie all our services.

YOUNG PEOPLE FIRST

We ensure the needs of the young people we support are prioritised above all else, and we work to overcome barriers in the system.

INTENTION ISN'T ENOUGH

We go the extra mile to ensure we deliver the impact our programmes seek. We are dedicated to improving outcomes for young people.

Fundraising at Settle

The heart of our fundraising success is that we have a great story to tell. We can easily explain why our work matters, and why our model makes sense. We've grown from a pilot with 10 young people in 2015 to working with over 200 young people this year, while maintaining the outstanding quality of our support. We have the case studies, young people's voices and impact data to prove that we're making a difference, and the strong strategy and financial management needed to earn funders' trust. We've got a brilliant track record of success to share, and when we do face challenges, we have the confidence to explain why, and what we're doing to address them. Better yet, we have a great culture and great people, who make fundraising at Settle truly rewarding.

“ I can honestly say that my three years at Settle have been the best years of my fundraising career

Penny Day, outgoing Head of Fundraising

The headline goal of our 3 year fundraising strategy is to increase Settle's philanthropic income from grants and donations to **~£1.8m by FY27/28** (from ~£1m in FY24/25). The strategy sits alongside our [2025-2028 strategy](#), and fundraising is a shared organisational priority for Settle. Responsibility for achieving our goals is held by all of us, not just our fundraising colleagues.

The Head of Fundraising attends all Settle's Board meetings and has direct contact with our dedicated Fundraising Trustee. The post reports directly to the CEO, and our headline annual income target is a shared objective for the CEO and Head of Fundraising. The CEO and Trustees regularly attend donor meetings.

The Fundraising team work closely with colleagues across the organisation, ensuring that they always have the information they need for applications and reports – whether that's detailed budgets or expenditure breakdowns, impact data or case studies and quotes from Coaches and young people. From Board to frontline, we see fundraising as everybody's business.

Over the last two years, we have increased our annual grant and donation income by over £400k. We hit our income target for the current financial year (2025/26) by quarter 2, and significantly outperformed in the year as a whole. We have already secured over half of next year's target and 25% of our target for the financial year 2027/28. We've seen significant growth both in grants from trusts and foundations, and funding from high net worth individuals. This now accounts for nearly a third of our total grant and donation income.

There is more detail on our fundraising strategy and performance in the separate “Fundraising at Settle” briefing pack.

Job Description

ABOUT THE ROLE



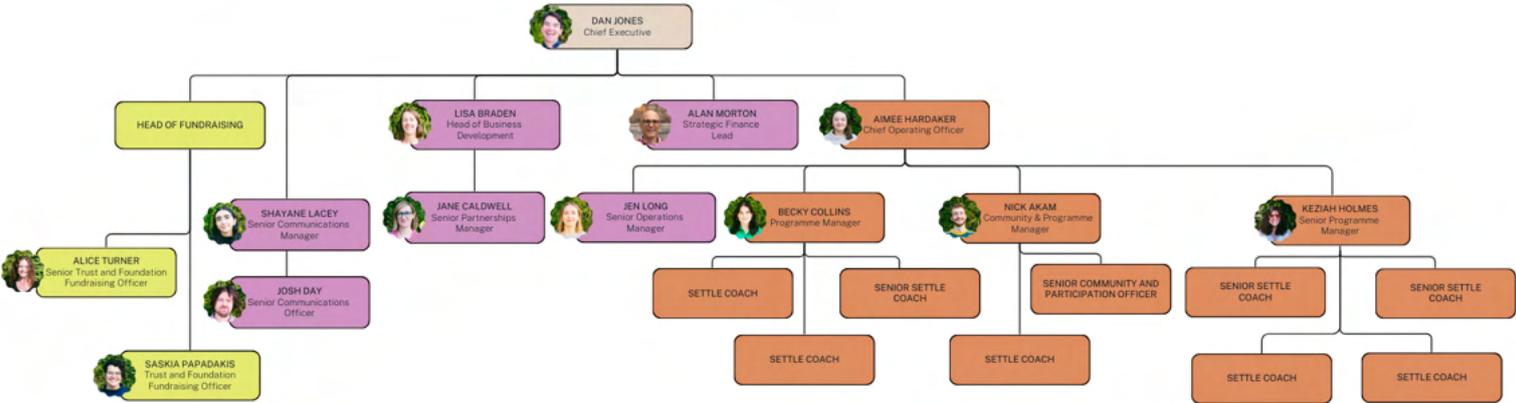
We're seeking a new Head of Fundraising to build on our highly successful track record. You will play a key role in delivering Settle's ambitious strategy to double the number of young people we work with by 2028.

The Head of Fundraising will lead our strategy for fundraising, and support our growing and committed team of Trust and Foundation fundraisers to secure increased grant funding.

You will directly lead development of our major giving income stream, with the full support of the Chief Executive and Board of Trustees, and oversee the continued growth of our grant and donation income. You will lead the creation and delivery of engaging supporter journeys, and ensure that our fundraising CRM and other systems and processes are fit for purpose. You will work with colleagues across the organisation to generate a good flow of data and stories from our work.

You will be a senior leader within Settle, reporting to the Chief Executive, and with regular direct engagement with the Board. You will have the independence and support you need to lead our current fundraising strategy, and you will work collaboratively as part of the Senior Leadership Team to develop Settle's strategy for the future, and to foster a positive, inclusive and collaborative culture.

ORGANISATION CHART



KEY INFO

Reports to: Chief Executive

Salary: £55,000

Hours: Full-time (35 hours per week) preferred, with attendance at funder events outside core hours as needed from time to time – part-time will be considered for the right candidate but we envisage at least 0.8FTE / 28 hours per week

Contract: Permanent

Location: Hybrid working between our office in London Bridge and working from home – our standard expectation is at least 2 days a week of contact time (in the office, funder meetings or events)

We have a monthly in person team meeting on a Wednesday, and hold our monthly SLT meetings in person on a Tuesday

Flexibility: Settle is committed to flexible working and will work with the successful candidate to agree mutually positive working arrangements

BENEFITS

- * Scope to take real ownership of a key strategic priority in a fast-growing charity
- * Flexible working arrangements
- * 40 days paid leave per year: 25 days annual leave, 8 bank holidays, 3 days between Christmas and New Year and 4 personal wellbeing days
- * Regular 1:1s with the Chief Executive and active support of the Senior Leadership Team and Board for Settle's fundraising strategy
- * Strong commitment to professional development with a dedicated individual training budget and a line manager dedicated to supporting your growth
- * Annual performance and pay progression reviews
- * Up to 6% pension contribution
- * Cycle to work scheme
- * Employee Assistance Programme offering free therapy
- * Work phone and laptop
- * A supportive and inclusive culture with regular team social events and annual all staff away day

RESPONSIBILITIES

Lead Settle's fundraising strategy

- * Lead delivery of our current 3 year fundraising strategy, with a focus on increasing our income from trusts and foundations and further developing our major giving income stream
- * Oversee our pipeline of potential funders and funding applications to ensure a diverse and sustainable mix of funders over multiple years
- * Develop and lead future / longer-term fundraising strategies for Settle, ensuring we continue to develop and maintain an appropriate mix of income streams to enable sustainable growth
- * Work in partnership with the rest of the Senior Leadership Team to ensure that our fundraising strategy, targets and activities are aligned to Settle's current and emerging priorities

Lead continued growth in our established voluntary income streams

- * Lead on fundraising from new and existing funders, increasing voluntary income each year
- * Oversee and direct prospecting for trusts and foundations, corporates and other organisational funders to support Settle's work
- * Work with the Communications team to deliver an effective annual Winter appeal, ensuring that this creates a platform to engage potential major donors as well as our existing supporter base
- * Keep our case for support compelling and aligned with Settle's strategy and activities, ensuring a flow of data and stories from delivery so that proposals and reports are relevant and up-to-date
- * Work with the fundraising team to prepare and quality assure well-targeted, compelling, creative and accurate proposals and reports to funders and donors

Develop and grow our income from new philanthropic sources

- * Identify and target high net worth individuals, family foundations, invitation-only funders and other sources of new major giving and grant income whose aims and objectives align with Settle's work and values
- * Identify and pursue appropriate routes to engage these donors, working closely with the Chief Executive, Trustees, staff and young people to make contact and secure new gifts and grants

Develop and manage senior relationships to maximise engagement and income

- * Build and maintain effective, trusting relationships with high net worth individuals, senior staff in trusts and foundations and other key external stakeholders to sustain their support
- Provide exemplary stewardship to our funders and donors, reporting efficiently and transparently, sharing updates and seeking opportunities to bring supporters closer to the work
- * Establish and maintain a supporter journey to foster positive relationships, encourage deeper engagement and grow our income
- * Build and maintain a wide range of networks and stakeholder relationships to identify funding opportunities, develop new partnerships and collaborations, and raise Settle's profile with potential funders and partners

Lead and develop Settle's fundraising team

- * Lead Settle's fundraising team, providing effective and empowering line management to members of the team (currently Trust & Foundation Fundraising Officer and Senior Officer)
- * Develop, coach and motivate team members to achieve and exceed objectives and targets, and strive for excellence
- * Foster a culture of collaboration, ensuring that the team work closely and constructively with colleagues in the preparation of high quality proposals and reports aligned with our strategy
- * Promote learning, reflection and development within the team and with the wider organisation
- * Lead and support the team to include young people's voices and perspectives, working closely with colleagues in the Programme and Community teams

Provide technical expertise and leadership to ensure the quality, efficiency and effectiveness of our fundraising function

- * Lead development and management of our fundraising CRM and other systems and processes to maintain effective and efficient oversight of our fundraising activities and pipeline
- * Work with colleagues and our financial support provider to ensure that funding is raised in line with our financial requirements, allocated and monitored appropriately, and reported accurately
- * Work with colleagues to ensure that we have the appropriate systems and processes to report on our activities and outcomes in an efficient, comprehensive, timely and accurate fashion
- * Develop and manage annual income and expenditure budgets for the fundraising function
- * Provide regular reports and updates to the Chief Executive and work closely with the Senior Leadership team to identify and resolve fundraising issues as they arise
- * Provide quarterly updates to the Board and work closely with trustees in respect of fundraising, including identifying and generating prospects, and overseeing risk and compliance
- * Keep abreast of relevant legislation and best practice in fundraising (Code of Fundraising Practice, GDPR as relates to fundraising etc), and maintain our relationships with relevant sector bodies (e.g. Chartered Institute of Fundraising)
- * Maintain an understanding of the external landscape in relation to fundraising, charity funding and wider trends in the youth / care experience and homelessness sectors

Support Settle's mission and values as a senior leader

- * Work as part of the Senior Leadership team to develop and deliver Settle's strategy and provide leadership to the organisation
- * Actively promote and maintain a culture of inclusion and belonging for everyone who works at Settle
- * Support ongoing development and embedding of a positive and effective safeguarding culture across the organisation

WHAT WE'RE LOOKING FOR

We are looking for a highly motivated individual, with the skills and experience to secure significant funding for Settle, build new funding relationships, and lead the further development and growth of our fundraising and voluntary income.

You will have the ability to develop and lead a high performing team, inspiring them to successfully deliver our ambitious fundraising strategy and income targets. You will be comfortable working with a wide range of trusts and foundations, with a strong track record of success in this area. You will be excited by the opportunity to encourage new donors to support Settle, including high net worth individuals, and committed to outstanding stewardship of our existing and future funders.

You will take a creative and collaborative approach to leading Settle's fundraising strategy, building on our existing income streams and diversifying our income while sustaining our track record of year-on-year growth.

We'd love to hear from you if:

- * You are passionate about making a significant contribution to our mission to end homelessness among care-experienced young people, and want to use your skills to help Settle reach more young people
- * You are an outstanding communicator, with excellent storytelling skills in person and in writing, and the ability to craft and share a compelling vision and case for support
- * You're a strategic thinker with excellent analytical skills and the ability to translate strategy into clear decisions and action
- * You are a values-driven leader, committed to bringing out the best in your team and supporting them to stretch and develop
- * You are self-motivated and organised, with the ability to manage multiple projects and deadlines, and maintain progress while responding to emerging opportunities
- * You are financially literate and able to work effectively with numbers and financial information
- * You are willing and able to support managers in other teams, cover for other members of Settle's Senior Leadership Team when necessary, and play a wider leadership role in the organisation
- * You are dedicated to embedding equality, diversity and inclusion into all areas of your work

EXPERIENCE NEEDED FOR THIS ROLE

ESSENTIAL

- * Significant track record of raising funds from trusts and foundations
- * Experience of securing major gifts, donations or grants from high net worth individuals or family foundations
- * Experience of building and maintaining strong relationships with funders or other senior external stakeholders
- * Substantial experience of preparing funding applications and reports
- * Experience of line managing and leading high performing teams, with the ability to coach, motivate and develop others
- * Experience of developing and effectively delivering strategy

DESIRABLE

- * Knowledge of youth homelessness, the care system or other relevant issues facing young people
- * Experience of leading a growing team or contributing to organisational growth

Care-experienced applicants who meet the essential criteria will be guaranteed an interview. Please see “How to Apply” at the end of this document for details of what we mean by “care-experienced”.

WHAT WE REQUIRE

Settle follows all the principles of Safer Recruitment. As a precondition of employment, we'll need you to:

- * Complete a basic Disclosure and Barring Service (DBS) check
- * Provide satisfactory references covering five years of employment.

HOW TO APPLY

Charlotte Wilmot at Eardley Wilmot is managing this appointment on our behalf and will be delighted to support you with your application. Please send your CV together with any questions to her directly at charlotte@eardleywilmot.co.uk in the first instance.

As part of the application process, you will also be asked to answer the following three questions (maximum 450 words for each question):

1. What excites you most about Settle and this role?
2. Based on the skills outlined in the 'what we're looking for' section and the Essential and Desirable experience listed above, please tell us why you think you'd be great in this role.
3. What do you think are the three most important characteristics of a great fundraising leader? Please give us examples of how you've demonstrated these in your career to date.

We recommend reviewing the 'what we're looking for' section and the essential and desirable criteria to ensure you are evidencing as much of those areas as possible. Where relevant we also recommend using the STAR approach for answering the questions. Your CV will be considered separately, so please include sufficient detail in your answers, and do not just refer to your CV.

We understand that many people now tend to use AI tools for completing job applications. While we are not against using AI as a tool to support you in structuring or editing your answers, we do want to read your own words and we need to be able to understand your thinking and approach to this role. For this reason, we will scan every application using an online AI checker. Any applications found to have above 20% AI content will not be considered for shortlisting.

Charlotte is happy to receive video or voice recording submissions answering the questions above alongside your CV. **Please be aware that no format is preferable and all formats are considered equally.**





We aim to make the interview process as accessible as possible so please do not hesitate to let Charlotte know if you require any reasonable adjustments.

We are committed to improving the diversity of our team and want to ensure that our recruitment process is inclusive and accessible to everyone. Completing the equality and diversity monitoring form alongside your application helps us to achieve this, so please fill this in as well, if you are able to. Once the applications have been received, your equality and diversity information will be separated from your application and will remain anonymous throughout the selection process.

Settle is committed to increasing the representation of lived experience of the care system in our team. Care-experienced applicants who meet the essential criteria for this role will be guaranteed an interview.

Care-experienced means you have been “looked after” by your local authority at any point, for any length of time, before turning 18. This includes living with foster carers, in a residential children's home, being looked after at home with a supervision order, living with relatives or friends in kinship care, or being adopted and previously looked after. It also covers asylum seekers who arrived in the UK without an adult with parental responsibility, also known as Unaccompanied Asylum Seeking Children. If any of these apply to you, please mention this in your application. If you are appointed, we may ask for supporting evidence such as a letter from your PA or social worker.

The closing date for the role is Friday 17 April with interviews taking place in the week commencing 27 April.