

## Fundraising Officer (Trusts)

### Application pack

#### Why StandOut?

We support people leaving prison to realise their potential. Our programme empowers people to build a bridge from their life in prison to a bright future, leaving the criminal justice system behind for good. First in prison, and then in the community, we equip people with the skills, confidence and mindset they need to succeed.

StandOut provides one-to-one coaching and support that bridges the transition between prison and the community. We have the privilege of seeing the positive changes that impact them, their families and their communities too.

If this sounds like something you want to be part of, then we look forward to receiving your application for this role. It's an exciting time to join our award-winning, growing and unique organisation.

#### We are led by our values

They are at the heart of everything we do – from how we work with our participants, to how we relate to each other, our partners and stakeholders. We don't believe in quick fixes, nor that life runs in straight lines, especially if someone has experienced prison. Our values keep us focused and remind us of the things that matter most.

##### Champions

We are people first

##### Connected

We are stronger together

##### Committed

We are in it for the long haul

##### First Class

We aim for excellence

## Benefits of working at StandOut

We are committed to supporting our staff and offer a wide range of benefits, including:

### Holiday entitlement

You'll receive 25 days paid holiday (pro rata), plus bank holidays and a Christmas closure period. We also offer all staff refresh days, with a £50 allowance to spend over the allocated days, however they choose.

### Training

At StandOut, we believe in the importance of developing staff. We provide a range of internal and external training. We have a strong culture of training and you will be able to take part in skills and knowledge based training each year.

### Support

You'll have access to an Employee Assistance Programme which is available 24/7, offered through a leading UK provider.

### Pension

You'll be enrolled in a Nest pension scheme, where we'll pay a 5% employer contribution.

### Discounts

All staff have access to a discount portal with offers on popular brands.

## The role

**Salary:** £28,000 - £31,000 p.a. (pro rata)

**Contract:** Part time, 0.6 - 0.8 FTE. Flexible hours considered.

**Usual working hours:** 22.5 - 30 hours

**Location:** Hybrid

**Responsible to:** Fundraising and Development Manager

**Line reports:** None

StandOut is a growing charity, entirely funded by charitable donations. As Fundraising Officer (Trusts) you will be working alongside the Fundraising and Development Manager to ensure we have the necessary funding needed to navigate the next stage of our development, consisting of an ambitious strategy and plan for growth over the next two years.

You will be self-motivated and proactive as you support the development of our approach to fundraising through trusts and foundations. You will identify new opportunities, write compelling proposals and drive ongoing engagement to increase our income.

Our aim is to reach a sustainable income of c. £1 million within the next three years, enabling our coaching team to work with more participants preparing for release, empowering them to realise their potential. Approximately 70% of our income is from trusts and foundations and we anticipate this will continue for the foreseeable future. We have a strong base of funders from which to work, and this role is intended to build on those relationships and develop new ones. This will ensure we have long term, sustainable funding for the future.

### What's it like working at StandOut?

We have a culture of encouraging creativity. Bringing ideas and solutions to complex problems is welcomed as part of the role. We believe in connectivity, and ensure that we connect as a team by being together in our Vauxhall workspace as much as we can.

We are committed to building a truly diverse team and have a commitment to equality, diversity and inclusivity as part of who we are and everything we do. We are a values-driven organisation and expect all our staff to exhibit a commitment to these through their working practice. As a coaching based organisation we ensure staff are supported to embrace a culture of continuous improvement, feedback and feeling able to challenge each other to succeed.



[www.standout.org.uk](http://www.standout.org.uk)

## How will I make a difference?

### **Income generation and development:**

- Researching opportunities to apply for grant funding, and maintaining a pipeline database of grants, applications, and stage of progression.
- Ensuring that StandOut has a balanced and timely rolling programme of grant applications.
- Building relationships with new and existing grant-making organisations, trusts and foundations.
- Writing persuasive applications to grant-making organisations.
- Preparing high quality and timely evaluation and monitoring reports to trusts and foundations.
- Keeping up to date on innovations and best practice in fundraising, and important developments in the criminal justice sector that impact our work.
- Working as a team to meet annual fundraising targets.

### **Reporting, communication, and monitoring:**

- Working with staff and stakeholders to gather stories, quotes and feedback for use in fundraising communications, and using our Salesforce database to support this.
- Developing strong internal relationships to keep abreast of relevant developments in the team and organisation.
- Supporting the Fundraising and Development Manager to prepare quarterly board reports.
- Supporting the development of income generation strategies and their annual reviews.

### **General:**

- Carrying out a range of administrative tasks to support the fundraising team, including using our Salesforce CRM to record donations and monitor income.
- Supporting the Fundraising and Development Manager to ensure we are compliant with relevant law and regulations applicable to fundraising, including the Code of Fundraising Practice, as set out by the Fundraising Regulator, and Data Protection regulations (UK GDPR, DPA 2018, PECR etc.).

# What will I bring to the role?

Criteria marked (E) for Essential or (D) for Desirable.

## SKILLS

- Highly organised with the ability to prioritise effectively and multi-task when under pressure. (E)
- Confident use of professional software (such as Office 365). (E)
- Ability to produce high quality written work. (E)
- High standard of proof-reading. (E)
- A fast learner with strong attention to detail. (E)
- Ability to demonstrate our impact to a range of potential funders through story telling and the use of relevant data and statistics. (D)
- High emotional intelligence and effective interpersonal skills. (D)
- Strong numeracy skills and data analysis, especially the analysis of income and expenditure information. (D)

## EXPERIENCE

- We expect you will have at least a year's experience in a similar role, working as the sole fundraiser or as part of a larger team. (E)
- You will have a demonstrable track record of writing compelling and successful funding proposals. (E)
- A good understanding of criminal justice, or wider social justice issues. (D)
- Experience of using a CRM (we use Salesforce) or similar database to understand our relationships with stakeholders and participants, and the impact we have. (D)

## APPROACH

- Care for those in the criminal justice system and a commitment to seeing them make a success of resettlement after prison. (E)
- Willingness to work outside standard working hours where necessary (e.g. specific fundraising events). (E)
- A strong belief in StandOut's values, which will align with your own. (E)
- A sense of pride in forming professional relationships and an ability to work effectively with all stakeholders. (E)

## Additional information

- All employees are expected to comply with prison policies as they may apply to StandOut and its representative and employees.
- This post is covered by the Rehabilitation of Offenders Act 1974. StandOut's recruitment policy is that there is no requirement to disclose any spent convictions when applying for this role.
- We are a Ban the Box employer and follow best practice when handling criminal conviction data.
- We have a strong feedback and development culture and so all staff have regular monthly one to one support and supervision with their line manager. Annual appraisals help agree each individual's ambitions for development.
- We have a training policy in place and encourage staff to take an active role in their career development plan.
- This role is subject to StandOut's standard probationary period of six months.

## How to apply?

**Application deadline: 12pm, Monday 29 April**

**Interviews: w/c 13 May**

Please email your CV and a separate short cover letter specific to this position to [recruitment@standout.org.uk](mailto:recruitment@standout.org.uk) by the application deadline above.

In your cover letter, please don't repeat the information covered in your CV, but do include how you meet the job specifications and why you feel you're the best person for this role. Your covering letter should include:

- Why you would like to work for StandOut.
- Why this particular role interests you.
- On a separate page, a paragraph 'elevator pitch' of a charity (can be fictional) demonstrating your ability to write concisely and persuasively.

Please use the job description and person specification information in this application pack to detail your suitability. If you would like to submit your application in a different format, please get in touch via email or phone (020 3196 6655) and we can discuss how best to facilitate your request. CVs submitted on their own, without a supporting covering letter, will not be considered.

If this opportunity sounds exciting to you but your experience, skills or qualifications don't match every requirement exactly, we would still encourage you to apply - you may just be the perfect fit.

StandOut is committed to promoting equal opportunities in employment. Applicants will receive equal treatment regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. We welcome applications from people with experience of the criminal justice system. In order to help ensure that our policy is working well please complete an [Equality and Diversity Monitoring Form](#) and submit with your application.

If you would like to discuss any aspect of the role or the application process please email [recruitment@standout.org.uk](mailto:recruitment@standout.org.uk) and we would be delighted to arrange for you to speak with Rich, our Fundraising and Development Manager.