



**Could you be our
Trust Fundraiser?**



Together

With and without learning disability



L'ARCHE
In the UK

WELCOME

Do you want to work in a committed, flexible and caring team, at the heart of an inspiring national charity?

Are you motivated by our vision of people with and without learning disabilities sharing life, friendship, homes and spirituality?

Could your professional and people skills help people live fuller lives, and build a more human society?

L'Arche has 11 Community clusters around the UK. We stand for inclusion and full lives for people with learning disabilities. We combine brilliant care with rich community. We aim to show what life with learning disability can be, what life-giving social care can be, and what community, meaning and togetherness can be in our society.

You will find L'Arche a rewarding place - to work, to make society kinder, and to find fun and friendship in the process. If you are anything like me, you may also find yourself changed too, by the L'Arche way of seeing and being in the world.

If you like the sound of that, please get in touch and explore this with us.



Laura Harper
National Leader/CEO, L'Arche in the UK



Introducing L'Arche

INTRODUCTION

L'Arche is a worldwide movement of people with and without learning disabilities building community together. We aim to be a beacon for our society - of what social care can be, what life with learning disabilities can be, and what a more human society can be.

L'Arche in the UK is a registered charity and a regulated provider of care and support. Our 11 Communities in England, Scotland and Wales offer a varied mix of adult supported living, registered care, and day services.

Our UK annual turnover is about £21m. some 1400 people across the UK belong to a L'Arche Community, including about 300 people with learning disabilities and more than 700 employees and volunteers.



L'ARCHE UK VISION AND VALUES

OUR VISION

L'Arche is here to show that everyone belongs.

We create Communities where people with and without learning disabilities live, share, and grow together.

We build relationships with people in our neighbourhoods.

We work towards a world where people with learning disabilities are included and valued.

OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

Fundraising & Communications Team

FUNDRAISING & COMMUNICATIONS TEAM

The Fundraising & Communications Team is responsible for raising funds for L'Arche as a national organisation and for our 11 Communities.

CURRENT WORK INCLUDES

- Raising funds for capital projects to support Communities, including within our owned Community houses.
- Raising funds for strategic, national projects to set collective vision on: the voice and power of people with learning disabilities; our impact; and our spirituality.
- Raising funds required to digitise our care processes and modernise our IT systems.
- Raising funds for our international work, including emergency funding such as our Ukraine appeal, administered through L'Arche International and other national L'Arche Communities across the world.

DIVERSITY PLEDGE

We actively encourage people with a wide diversity of backgrounds and personal stories to join us. If there are areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn new skills, to provide training and to make adjustments to make this job the right fit for the right person.

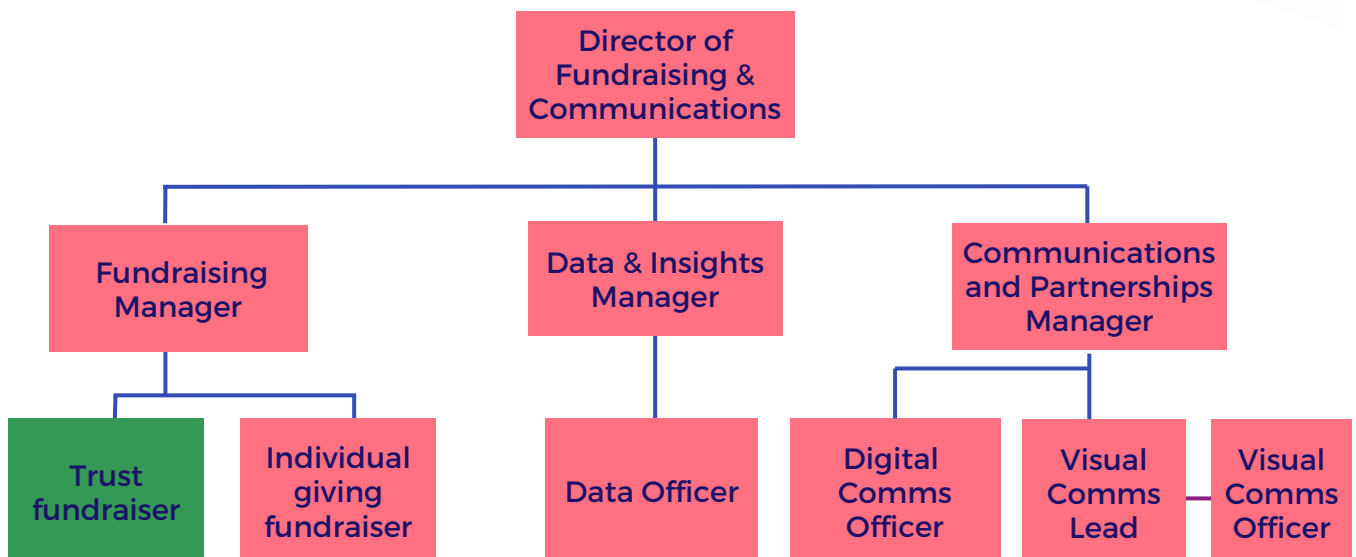
We welcome and encourage applications from people of all backgrounds protected by the Equality Act. We encourage candidates who are disabled or from a minority ethnic background.

If you would like to talk anything through before applying, please contact:

Sally Kenyon, Fundraising Manager

sally.kenyon@larche.org.uk

OUR TEAM:



Role Description

Job title:	Trust Fundraiser
Hours:	37.5 hours per week, but would consider 30 hours per week
Salary:	£30,159 - £31,507 (depending on experience) for FTE £24,127.20 - £25,205.60 (pro-rata for 30 hours per week)
Location:	Hybrid, with approx. 1 day per week in our Liverpool or Manchester offices
Reports to:	Fundraising Manager
Contract type:	Permanent. Full-time or part-time

About this role:

Income from Trusts and Foundations accounts for approximately 40% of our voluntary income. Trust fundraising is therefore a key priority in our fundraising strategy.

The Trust Fundraiser will work closely with the Fundraising Manager and colleagues across L'Arche to develop cases for support, submit funding applications to charitable trusts and foundations, and monitor and report on progress.

We are looking for someone who has strong writing skills, can organise their work effectively and has an eye for detail.

Ideally, we are looking for candidates based near Liverpool or Manchester to work alongside the Fundraising Manager, but are open to applications from across the country. We will support you to work remotely, hybrid, or in the office full-time, as long as you have a willingness to travel and visit Communities which are based across England, Scotland and Wales.



Responsibilities

Key responsibilities:

- Support the Fundraising Manager to develop cases for support: this will involve working with Project Leads across L'Arche UK, to gather detailed information about the wide range of projects L'Arche is delivering with the Fundraising Team's support.
- Research and identify new trust funding opportunities: via desk-based research, contact mapping across the organisation, monitoring funding newsletters etc.
- Create and submit compelling proposals to trust prospects: monitor upcoming deadlines and adapt cases for support as appropriate. Check in with Project Leads to ensure information is up to date and accurate.
- Maintain and develop relationships with existing funders: identify opportunities to engage, update and connect with funders.
- Work with the Fundraising Manager to ensure timely reporting to funders: monitor trust pipeline to track reporting deadlines and produce and submit reports to trusts
- Lead on the delivery of our annual Small Trust Mailing: building on current list of trust prospects,, develop a list of donors to approach with an introduction to L'Arche.
- Work with Fundraising Manager and Project Leads to monitor project outputs and expenditure: monitor progress against outputs, and update Fundraising Manager and donor where relevant.
- Support Fundraising Manager to improve fundraising processes: in line with our 2030 vision, we are continually seeking to improve our processes so we work more efficiently and effectively as a Fundraising Team.

Key relationships:

- Fundraising Manager
- Project Leads, based in L'Arche Communities across the UK
- Colleagues in the Fundraising and Communications Team
- Donors - charitable trusts and foundations
- Colleagues in the Finance Team



Person Specification

Experience and knowledge

ESSENTIAL CRITERIA

- Experience of researching, engaging and developing relationships with funders, including trusts and foundations, resulting in funding
- Experience of writing persuasive funding applications, bids, proposals, or grant submissions
- Experience of managing multiple projects, deadlines, and competing priorities effectively.
- Experience of maintaining accurate records, monitoring progress, and reporting against targets or project outcomes.
- Experience of building and maintaining positive relationships with internal and external stakeholders.
- Proficient in the use of Microsoft Office, primarily Excel, Word, Outlook.

DESIRABLE CRITERIA

- A good understanding of, or the desire to learn about the ethos of L'Arche and the practicalities of how it operates on a daily basis.
- Experience of using databases, CRM systems, or other systems to manage information and track activity.

TERMS AND CONDITIONS

- Permanent role. Full-time or part-time.
- 37.5 hours per week or 30 hours per week.
- The package includes a pension scheme.
- 28 days' leave, including bank holidays, in the first year, rising to 33 days' leave, including bank holidays, from year two (pro-rata for part-time role)
- Appointment is subject to satisfactory references and DBS/PVG check

Skills, attitudes, and values

YOU WILL HAVE:

- Highly developed writing skills - the ability to write compelling and accessible proposals, reports and appeals
- A systematic and organised approach to work
- A proactive, enthusiastic approach to engaging with colleagues, partners and funders
- A commitment and empathy to the work and values of L'Arche

YOU WILL BE:

- Someone with good communication skills and the ability to clearly articulate the impact of our work
- Curious and open to learning about people, projects, and new skills where relevant
- A person of hope, able to articulate your values, your limits, your spirituality and your life story
- Passionate about people with disability and their gifts, and excited to create outstanding care and community life in partnership with people with learning disabilities..



Our Benefits

As well as joining a friendly Community, where you will be well supervised and supported, and benefit from L'Arche's mentorship programme, these are some other benefits you get by working for us:

- Joining shared meals since cooking and having a meal together is what we are all about
- Achieve professional qualifications while benefiting from exceptional training and development opportunities
- Enhanced Maternity, Adoption/Surrogacy, Paternity Pay (depending on length of service, details available on request)
- Enhanced sick pay
- Interest free loans and salary advances available
- Free eye tests and a contribution towards the cost of glasses if you need them for work
- Free DBS / PVG checks
- Free SSSC registration
- Access to purchase a Blue Light Card
- Professional membership fees paid if they are directly relevant to your role
- Free Employee Assistance Programme available to everyone
- Up to 5 days paid compassionate leave
- Up to 6 days paid (pro rata) for time off for emergency dependents leave
- Carer and Childminder costs available in some circumstances to facilitate attendance at residential meetings
- Paid mileage costs at HMRC rate
- Working from Home Allowance for those in office-based roles but for whom no office is provided
- Specialist bereavement counselling for employees and their family members
- Life Assurance
- Access to the Bike to Work scheme

