



**APPLICANT PACK**

# **TRUSTS AND FOUNDATIONS MANAGER**

 **EMMAUS**

# THANK YOU

for your interest in the role of Trusts and Foundations Manager at Emmaus UK.

**This pack provides you with useful information about our organisation, the job role and the application process.**

Please take the time to read this pack and our website to find out more about our charity, communities and social enterprises.

## CONTENTS

How Emmaus works	3
Emmaus overview	4
Vision, mission & values	5
Strategic plan	6
Our movement	8
Role overview	9
Job description	10
Person specification	12
Terms of employment	14
Application process	15

Emmaus supports people who have experienced homelessness and social exclusion.

# HOW EMMAUS WORKS

## Our communities offer:

### A stable home and a base to progress

Within Emmaus communities, everyone is provided with a furnished bedroom. It's a stable home from which people can build their confidence, skills and plans for the future. We ensure that all bills are covered, home essentials provided and fresh meals prepared each day. Each community includes shared living and dining areas where individuals can relax and socialise together

### A chance to gain skills and work experience

We offer the people we support opportunities to gain work experience within our social enterprises and communities. Many people find that participating in meaningful work

brings focus, purpose and a sense of routine to their day. The opportunity to contribute to their community and become an active part of society plays an important role in restoring people's self-esteem.

### A sense of belonging and community

Each Emmaus community is a supportive and welcoming environment where people can rediscover companionship and a sense of belonging. Our communities are places where each individual is given space and supported to rebuild, develop and thrive in their lives. We foster the sharing of life experiences and encourage peer support, helping everyone to grow together.

# DAMIAN

Former companion of Emmaus Salford

I never thought I'd be homeless but stuff happens. Honestly, I wouldn't change what I've been through because I wouldn't be who I am today. I wouldn't have met my true self and proved how strong I am. Coming to Emmaus is one of the best decisions I've ever made.



# EMMAUS OVERVIEW

Emmaus is a secular organisation supporting people affected by homelessness and social exclusion.

**There are more than 30 Emmaus communities across the UK, each tailored to individual needs**

Emmaus communities across the UK provide a home, tailored support and meaningful work to more than 850 people, known within Emmaus as companions. In addition to existing Emmaus communities, there are three emerging groups working to establish new communities.

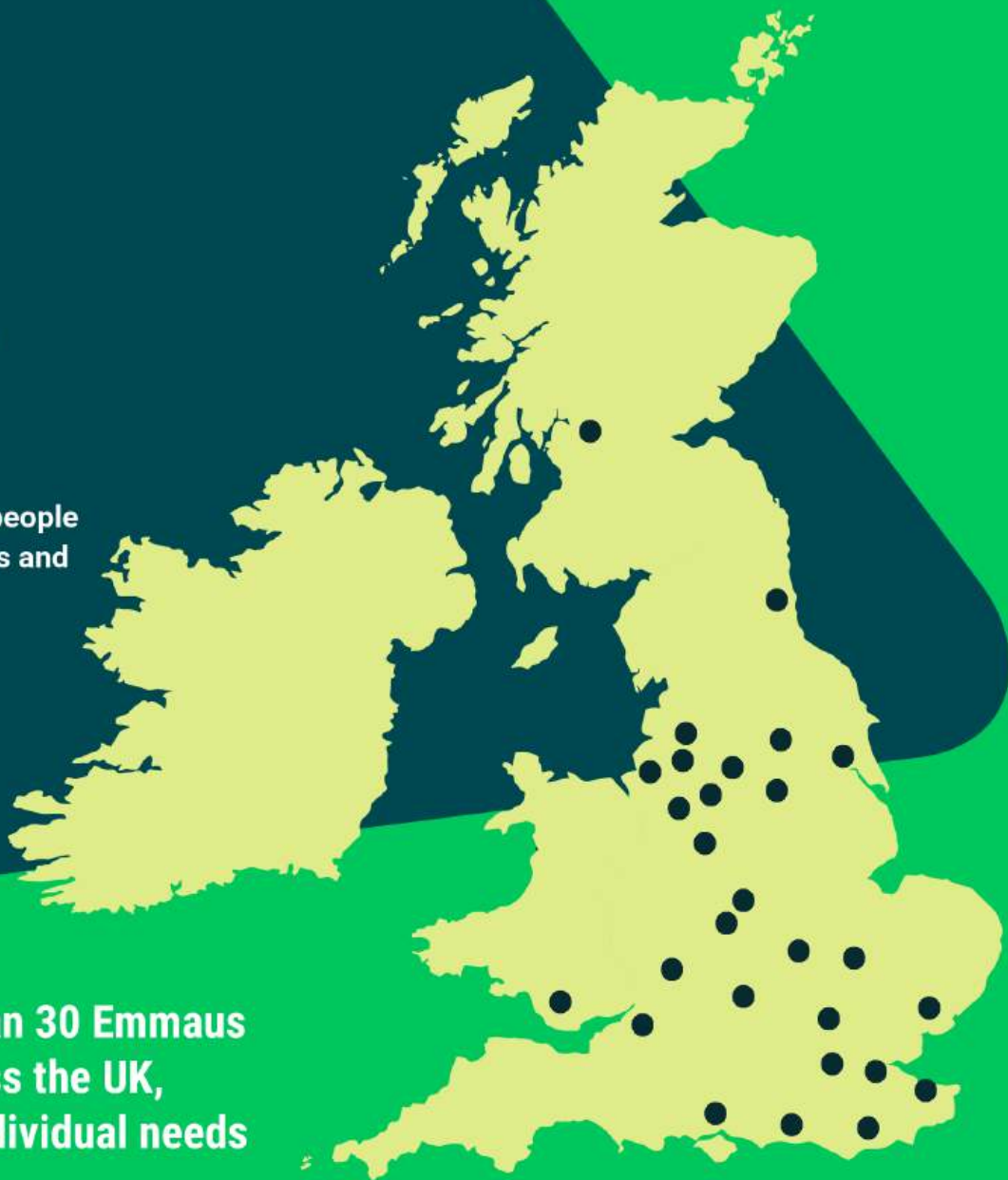
Emmaus is different to many homelessness charities and support services as we go beyond just offering a bed for the night; we provide longer-term support, stability, opportunities for personal development, and a strong sense of community.

Social enterprise is central to the Emmaus model as it provides work opportunities for companions, but also generates a large proportion of the funding needed to maintain communities. Having something to do every day provides structure and a sense of purpose to Emmaus companions.

Our social enterprises play a huge part in helping to restore the self-esteem that many people lose when they are homeless, and enables them to make the most of their existing skills, while learning new ones.

Solidarity, helping others less fortunate than yourself, is central to the Emmaus way of life. Everyone at Emmaus, including companions, staff, trustees and volunteers, is encouraged to carry out acts of solidarity to support people who need it most.

For companions in particular, solidarity has a huge impact on their confidence and self-worth, showing them that they can make a difference to someone else's life and add value to the lives of people around them.



# EMMAUS IN THE UK

Emmaus in the UK has a federal structure, which means that each community and group is an independent charity with its own staff team and board of trustees.

Emmaus UK was set up to unify and support the federation, providing a central set of services that bring members together and support the movement's growth in the UK.

Anyone wishing to set up a new Emmaus group must go through a rigorous affiliation process, which includes developing a firm business plan and demonstrating the capacity to establish a social enterprise and community. New groups are supported throughout this process and mentored by a more established community and by Emmaus UK.

## OUR PURPOSE

We exist to give hope and a sense of belonging to those who have experienced homelessness and poverty.

## OUR VISION

A sustainable world in which everyone has a home and a sense of belonging.

## OUR MISSION

To empower people affected by homelessness and poverty to change their lives for the better whilst using our voice to achieve social change.

# OUR VALUES

**Respect for others,  
ourselves and our  
environment**

**Sharing our resources,  
skills, challenges  
and successes**

**Openness to ideas,  
challenges and to other  
points of view**

**Solidarity, helping  
those in greatest need  
and opposing injustice**

**Welcoming, friendly,  
approachable and  
inclusive to all**

# OUR STRATEGIC PLAN FOR 2022 - 2027

## WORK SMARTER

We will work smarter by:

- Improving our processes and making better use of technology.
- Developing and growing our social enterprises.
- Actively seeking opportunities to improve our environmental impact.
- Investing in our people through training and development.

## HELP MORE PEOPLE

We will help more people by:

- Delivering a wider range of activities to address social exclusion.
- Creating more homes.
- Developing a range of employment and move on housing options.
- Maximising the use of every companion room.

## WORK TOGETHER BETTER

We will work together better by:

- Improving our governance systems to achieve better coordination.
- Developing effective methods for sharing learning and ideas.
- Creating stronger links with the international movement.
- Developing a contemporary and values driven culture.

## SHOUT LOUDER

We will shout louder by:

- Helping people to better understand who we are and what we offer.
- Raising our profile within the sectors in which we operate.
- Campaigning and influencing to improve the lives of the people we support.
- Investing in our people through training and development.

# CHARLOTTE

Chief Executive, Emmaus UK



**This plan has been developed by the federation of Emmaus charities in the UK to make sure we are in the best position possible to thrive in a post pandemic world. As a federation of independent charities, Emmaus has the benefit of a strong community connection and the collective strength that comes from being part of a national and international movement. Through this plan we want to make the most of this collective strength and increase the positive impact Emmaus has in the UK.**



# OUR MOVEMENT

**The first Emmaus in the UK opened in 1991. There are now 29 Emmaus communities in the UK with more than 850 companions living in communities stretching from Glasgow to Dover and Norfolk to South Wales.**

No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of its local area.

Emmaus in the UK is now well established but we are also part of a much wider and diverse global movement. Emmaus started in France in 1949, shortly after the Second World War, when homelessness was a significant problem. After the first Emmaus community was created in the eastern suburbs of Paris, many more communities opened in France and across Europe, the Americas and in Asia.

The growth of the movement gave rise to the gradual development of a network of organisations that met in Bern, Switzerland, in 1969 to adopt the Universal Manifesto, the founding text of the Emmaus movement.

Today, the Emmaus movement includes more than 420 Emmaus groups, located in over 40 countries. Across four continents – Africa, Asia, Europe and the Americas – Emmaus groups work to help the most excluded and tackle the causes of poverty.

All Emmaus groups have the same values whilst operating in very diverse social, economic and political contexts. Ever since the Emmaus movement began, it has always been both secular and independent in leading its struggle to tackle the causes of poverty and exclusion. The movement defends its vision of society: a fairer and more sustainable world where people are at the heart of the system and where there is a place for everyone.

**Find out more about how the Emmaus movement has grown to serve and campaign for people and communities in need.**  
[emmaus-international.org/en/](https://emmaus-international.org/en/)

# ROLE OVERVIEW

This is an exciting opportunity to play a pivotal role in securing and growing sustainable trusts and foundations income for Emmaus UK's future.



The Trusts and Foundations Manager is a key fundraising position at Emmaus UK. Working closely with the High Value Partnerships Lead, our fundraising team and the wider Emmaus network, the post holder will provide exceptional relationship management for our existing portfolio of Trusts and Foundations supporters, whilst identifying opportunities to engage with new funders, developing a robust pipeline for future funding for Emmaus UK.

The Trusts and Foundations Manager will work collaboratively with the Partnerships and Federation Development team to understand funding priorities and build fundable packages to help meet Emmaus UK strategic priorities.

The role will proactively build strong relationships with communities across the federation to understand their needs, building capacity and coordinating opportunities to maximise funding opportunities nationally.

# JOB DESCRIPTION

**Location:** Remote, with travel across the UK as required

**Reporting to:** High Value Partnerships Lead

## **Purpose of the role**

The Trusts and Foundations Manager will work closely with the High Value Partnerships Lead, our fundraising team and the wider Emmaus network to sustain and grow our income from Trusts & Foundations, generating vital income to support our mission to empower people affected by homelessness and poverty to change their lives for the better.

## **Principal responsibilities and duties**

### **Trusts & Foundations Fundraising**

- Work with the High Value Partnerships Lead and Director of Fundraising and Influence to develop a strategic plan for Trusts & Foundations Fundraising at Emmaus UK, establishing a relationships-first approach which both nurtures existing relationships in addition to providing opportunities to cultivate and engage new funders.
- Manage a portfolio of Trusts & Foundations funders, proactively establishing and maintaining strong, engaging relationships with key contacts to ensure long term support for Emmaus, creating clear stewardship plans which develop a deep understanding of our work and impact.
- Work with the Leadership Team, Partnerships and Federation Development Team and fundraising colleagues to identify and scope funding priorities in line with the organisation's strategy, delivering both unrestricted and project specific funding.
- Based on funding priorities, identify opportunities to engage with new funders and build a clear pipeline for future funding, including stakeholder engagement and development plans.
- Work with the wider High Value Partnerships Team to deliver stewardship events and engagement opportunities for key supporters, bringing them closer to our work and the impact of their support.

### **Proposal Development and Reporting**

- Prepare and submit compelling and innovative funding applications that engage both existing and prospective supporters, demonstrating the impact of our work as the national body of a UK-wide movement of charities.
- Work closely with colleagues across Emmaus UK and the wider federation to ensure funding requirements are fully met, and develop monitoring systems that ensure appropriate data collection for reporting needs.
- Take a project management approach to bid development and reporting, working collaboratively with colleagues to ensure any supporting information is collated in a timely manner.
- Development of a streamlined system of pipeline and workflow management to ensure the portfolio of funders is well managed.

### **Budget Management & Reporting**

- Meet and report on agreed financial targets as set by the EUK Board of Trustees.
- Maintain clear, accurate and up to date records on the fundraising team's CRM system, ensuring that financial performance, relationship progression and funding opportunities are well documented.
- Work with the Director of Fundraising and Influence and High Value Partnerships Lead to set and monitor the Trusts & Foundations Budget annually, taking accountability for performance against targets in-year and ensuring accurate forecasting.

# JOB DESCRIPTION

## Principal responsibilities and duties

### Federation-wide Support and Capacity Building

- Build excellent relationships across the Emmaus federation, developing a clear understanding of Emmaus members needs and priorities and act as a subject matter expert on Trusts and Foundations, providing best practice guidance and support where required.
- Support the wider fundraising team in ensuring a suite of fundraising resources and support are available to communities, including information on key Trusts & Foundations opportunities that align with our work.
- Represent Emmaus at networking events and face-to-face meetings with existing and potential donors, using networking and influencing skills to encourage donations and support.

### Team Responsibilities

- Participate in team meetings, team review days and other meetings, as agreed with your line manager.
- Attend and contribute to regular 1:1s, and annual appraisals, with your line manager.
- Adhere to the Emmaus Code of Conduct and all organisational policies and procedures
- Carry out any other duties as appropriate for the post.

The post holder is responsible for ensuring their continued professional development, specifically to ensure their knowledge of fundraising is developed and maintained.

# PERSON SPECIFICATION

Experience, skills and attributes	Essential	Desirable
Significant experience of income generation from Trusts & Foundations or other Philanthropic funders.	✓	
Proven ability to meet or exceed challenging income targets, with a track record of soliciting five and six figure individual grants from funders, preferably including trusts and foundations.	✓	
Excellent relationship management skills, with the ability to build strong, impactful and lasting relationships with both internal and external stakeholders.	✓	
Strong organisational and time management skills, with the ability to work to deadlines, prioritise and manage competing priorities.	✓	
Excellent written and oral communications skills. Able to demonstrate creativity and flair by communicating with supporters and stakeholders across a range of channels and methods.	✓	
Experience of writing applications for funding and impact reports that engage and enthuse both existing and potential supporters.	✓	
Confident presentation skills, with the ability to engage and influence a broad range of audiences and stakeholders, including presenting the case for funding to potential funders.	✓	
Experience of working effectively with a broad range of people at all levels of seniority, including communities, trustees and volunteers.	✓	
Practical knowledge of budget management and forecasting processes.	✓	
Strong IT skills, including Microsoft packages, fundraising CRM systems and other fundraising or equivalent software packages.	✓	
Accurate record-keeping and report-writing skills.	✓	
Knowledge and understanding of fundraising regulations and legislation.	✓	
Demonstrable commitment to Emmaus's mission to end homelessness.	✓	
Willing to travel and work during unsocial hours as required.	✓	
Experience of working within a national body and/or federated charity.		✓
Experience of working in a homelessness and/or poverty-exclusion setting.		✓

# TERMS OF EMPLOYMENT

<b>Starting salary:</b>	£39,924
<b>Hours of work:</b>	Full time, 37.5 Hours per week Monday to Friday, with flexible working options available
<b>Contract:</b>	Permanent
<b>Probation period:</b>	6 months
<b>Pension:</b>	Stakeholder pension with 6% employer contribution
<b>Annual leave:</b>	25 days + Bank Holidays + 3 concessionary days leave (pro-rata). Up to 3 additional days annual leave accumulated in line with length of service.
<b>Training and development:</b>	Ongoing training and development through both centralised and personal training budgets.
<b>Volunteering:</b>	2 days allowance each year
<b>Employee Assistance:</b>	24/7 employee assistance scheme is available
<b>Wellbeing:</b>	Weekly wellbeing hour to spend on an activity that promotes personal wellbeing, with a wellbeing allowance paid annually.
<b>Flexible working:</b>	Options available, subject to the requirements of the role
<b>Life assurance:</b>	Death in service lump sum of 3 x salary

# APPLICATION PROCESS

To apply for the role, please send your CV and a covering letter to [eddie@charitybegins.org](mailto:eddie@charitybegins.org) by Monday 29th June.



Please ensure you download the Applicant Pack and refer to the job description and person specification when writing your covering letter.

**First stage interviews online on  
Wednesday 8<sup>th</sup> July**  
**Final stage interviews online on  
Wednesday 15<sup>th</sup> July.**

Emmaus UK provides equal opportunity for all job applicants and is committed to providing a work environment free of discrimination. We are dedicated to an inclusive culture, and we strive to create a workplace where teams of people with diverse backgrounds, characteristic, perspectives, ideas and experiences work together.

We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status or parental responsibilities.

To ensure fairness and consistency to select the best candidate for our roles, all applications are anonymised up until an interview has been confirmed so that shortlisting is based solely upon the suitability of the candidate's experience.

**If you would like to arrange an  
informal discussion about the role,  
please email  
[eddie@charitybegins.org](mailto:eddie@charitybegins.org)**



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