

# **envision**

**Trusts and Foundations  
Manager**

**Application Pack**

**Deadline: Midnight 18th February**

# Trusts and Foundations Manager

- **London or Birmingham**
- **Permanent**
- **Part time or Full time Contract (minimum 4 days a week)**
- **Start Date: Immediate**
- **£30,000- 38,000 (additional £2k London Weighting)**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio economic disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

**Envision graduates will be guaranteed a first-round interview.**



## A bit about us

At Envision, we work in partnership with schools in London, Birmingham and Bristol to empower young people from less-advantaged background, who are often underrepresented in the world of work, to develop the essential skills and confidence they need to succeed.

Our structured programme is delivered in schools and colleges by our trained Envision staff and runs over a 12- (Secondary) or 20- (Post-16) week period. We partner each team of young people with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

Working towards their project goals and key milestones, young people build the essential skills and confidence proven to support their education, employment and well-being.

**'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'**

Ammaarah,  
Broadway Academy



## We believe a young person's background mustn't determine their future.

Young people from less-advantaged backgrounds too often miss out on opportunities in and outside school to build the confidence and essential skills they need to succeed in later life.

This means young people from less-advantaged backgrounds are underrepresented in the world of work. This is unacceptable. Where you grew up mustn't determine where you're going.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."  
(Skills Builder Partnership 2023)



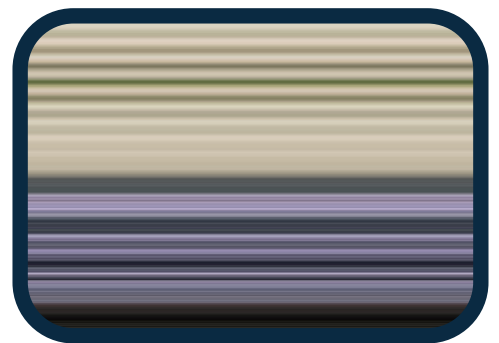
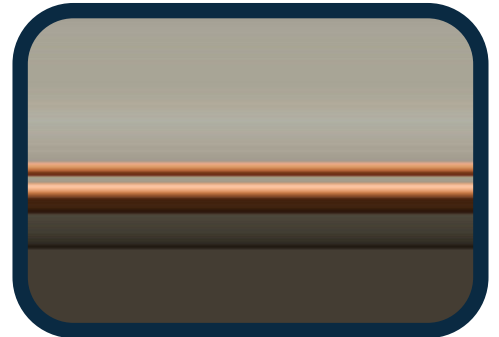
# Where you come in

Envision has launched its latest, three-year strategy. We aim to build the reach and impact of our work, deepening our presence in our hub cities and expanding into new areas of high need and low charity presence.

As our **Trusts and Foundations Manager** you will support the development and stewardship of fundraising from trusts and foundations, including corporate and major-donor trusts, so that we can secure the resources and build the partnerships we need to fulfil these aims and deliver our mission.

You will join at a moment of momentum – we have increased our income year on year over the last three years, diversifying our sources and moving a greater proportion of funding to multiyear and unrestricted streams. We are seeking a candidate who will champion the transformative impact of Essential Skills on young people from under-represented background and the need to move funding and focus to them, bringing funding partners together behind this shared mission.

A core member of the Partnerships team, you will work closely with the Director of People and Partnerships to deliver our strategy and mission as well as develop our culture and profile.



*“Growing partnerships with our current and new trusts and foundations is crucial in enabling us to deliver our programme to more young people. We have a great track record of working with funders and evidencing our impact on young people in London, Birmingham and Bristol.”*

**George,**  
**Director of People & Partnerships & Deputy CEO**



# Responsibilities

## You will:

- Manage our relationships with existing and past funders, through engaging and high-integrity **stewardship and communications**
- Track trust and foundation developments to **identify new fundraising** opportunities from independent trusts and foundations, including those associated with major donors and businesses.
- **Identify new prospects and build a strong pipeline of potential funders** through desk research, social media, events, network mapping and building personal networks
- **Develop strong case of support**, using impact data and case studies alongside external evaluations to communicate Envisions works
- **Lead on writing trust and foundation applications** that support our three-year plan, focussing on applications valued between 4 and 6 digits.
- **Manage the reporting and feedback** requirements of our trust and foundation portfolio.
- Supporting the development of **annual income plan** alongside Director of People & Partnerships
- **Track and report progress** against income plan targets and support the partnerships team to deliver on income targets, identifying risk and opportunities.
- Share updates with partnerships team on **trends and changes within the fundraising landscape**
- Develop and implement processes for **timely and meaningful donor recognition**, working closely with the Partnership team and Communications Manager
- Ensure our **records on Salesforce** are accurate and up to date.



# Person specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
<b>Previous experience of successful fundraising from Trusts &amp; Foundations</b>	E	A & I
Experience of <b>developing high quality case for support</b> and/ or tailored proposals for funding	E	A & I
Demonstratable <b>success in building and maintaining relationships with new &amp; existing funders</b> , including prospect research experience	E	A & I
<b>Experience of project management</b> – highly organised, with the ability to work with initiative and manage your own time to meet deadlines	E	A & I
<b>Strong attention to detail and ability to effectively communicate</b> through written and verbal communication	E	A & I
Understanding of, and/ or lived experience of, the <b>barriers that young people face</b> , that contribute to the education and employment gap	D	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision’s <b>vision, mission and values</b> and ability to work well in, and contribute to, our organisational culture	E	A & I
<b>Communication:</b> Ability to listen critically, to consider perspectives and speak adaptively changing language, tone and expression depending on the audience	E	I
<b>Creativity:</b> Ability to create solutions for complex problems, evaluating the positive and negatives whilst seeking out varied experiences and stimuli	E	I
<b>Teamwork:</b> Working across teams by building relationships with others, recognising strengths and weaknesses and support through mentorship.	E	I
<b>Determination:</b> Identifying risks and gains within opportunities and creating plans which include clear targets to makes progress tangible	E	I

# Conditions and Benefits

## Terms and Conditions

<b>Remuneration</b>	£30,000-36,000 per year (+ £2,000 London weighting)
<b>Location</b>	London or Birmingham We operate a hybrid working policy with a minimum of 1 day per week in the regional office per week and occasional travel across regions.
<b>Contract Type</b>	Permanent Part time or Full time (minimum 4 days a week)

## Employee Rights and Benefits

<b>Pension:</b>	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
<b>Annual Leave</b>	25 days plus bank holidays, plus 3 additional days between Christmas and New Year. The 25 day allowance will increase by one day per year up to 30 days
<b>Volunteering Days</b>	2 days per year, can be broken down into half days/ hours subject to agreement from line manager
<b>Flexible Hours</b>	10am to 4pm are core hours. Office hours are 8am to 6pm
<b>Bike to Work Scheme</b>	Up to £1000 limit
<b>Parental Leave</b>	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave- 4 weeks full pay
<b>Compassionate Leave and Pay</b>	Discretion of line manager (up to 5 days paid)
<b>Sick Pay (OSP)</b>	Occupational sick pay (OSP) - 2 weeks full pay in 1st year, 4 weeks full pay in Year 2 onwards.
<b>Employee Eye Test</b>	Envision will refund the cost of an annual eye test. Simply book and attend your eye test with any recognised optician (e.g. Specsavers, Vision Express etc) and then include the cost of the eye test in your next expenses claim
<b>Charity Workers Discount</b>	Receive savings and cashback on many personal purchases. They also offer a cashback prepaid card for more savings

# Application Process

To apply, please complete the application form [here](#).

## Recruitment Timetable

Schedule	Milestone
<b>Tues 18 Feb (Midnight)</b>	Closing date for applicants
<b>Wed 26 Feb</b>	First interviews (by teams)
<b>Tues 4 March</b>	Final interviews (in London or Birmingham office)

If you have any questions, please do not hesitate to contact us: [vision@envision.org.uk](mailto:vision@envision.org.uk)

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

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