



Frontline

**Trusts Fundraiser
External Relations
JOB PACK**

If you would prefer this read aloud, [guidance](#) is available.

OUR MISSION

Frontline is a charity with a mission to make life better for children at risk of harm, by improving the services that support them.

Hundreds of thousands of children experience or are at risk from abuse and neglect at home, sexual and criminal exploitation outside the home, and other harms. For these children, the right support and protection can make all the difference.

That's why we develop excellent practice and leadership in social work and other children's services. And we are cultivating innovative new approaches to child protection and driving positive systems change for children.

We are looking for enthusiastic individuals from a diverse range of backgrounds to join our organisation and contribute to our work to create lasting social change for children and families. At Frontline we do this while striving to achieve a culture of freedom and responsibility, and working to become a truly anti-racist organisation. Read on to find out more about our culture and what we are looking for in this role.



FREEDOM AND RESPONSIBILITY: OUR CULTURE

To achieve our best work as a charity, we need to both let go of control and expect much more of one another. If we can manage this feat, you will be surrounded by a team who can solve problems, speak with candour, communicate expectations and give one another the space and support to achieve fantastic results for children and families. This is what we call a culture of freedom and responsibility.

How do we make it happen? Freedom without responsibility results in chaos – confusion, frustration, a lack of accountability. Responsibility without freedom breeds a rigid focus on following rules and process, even when professional judgement and creativity would produce better results. It can result in people doing things right without doing the right thing. Because of this, we need to have huge levels of both freedom and responsibility. The most important word is not freedom, nor responsibility, but **and**.



DIVERSITY AND INCLUSION

Frontline is an employer that takes equal opportunity seriously and seeks to walk the talk.

We believe that the strongest performing teams have a lot of difference in them, our employees come from a range of backgrounds with various expertise and we want our organisation to better reflect the communities we serve. We are committed to anti-discriminatory practice and are actively seeking to bring people with different lived experiences into the organisation. According to our most recent demographic survey, 30% of our employees are from racialised minority backgrounds, 6% are disabled, 18% are neurodivergent and 19% identify as LGBTQ+

We are committed to being an actively anti-racist organisation. For us at Frontline, that means proactively tackling systems and structures that perpetuate and embed racism in our society.

We have a diversity and inclusion working group that includes employees from across all teams and levels including the people team and our senior leadership team. The group leads on recommendations for improvements in this area and implements initiatives to achieve equality for all.

We are committed to taking an inclusive approach to recruitment. We use a system called PinPoint, which helps to remove bias from the selection process by anonymising applications. We ensure all of our employees have the relevant knowledge to support these aims. We design and deliver regular workshops and training around diversity, inclusion and belonging. We are proud to have won the ENEI Best Smaller Employer Award 2020.

We are also a disability confident employer and welcome applicants with disabilities. We ensure a diverse shortlist for all our roles when prompted, we encourage you to share this information with us if you feel comfortable to do so.

If you're interested in hearing more about diversity and inclusion at Frontline, please contact people@thefrontline.org.uk.



OUR BENEFITS

We know that working here is more than just a job title. Our benefits are a way of recognising employees for the important work they all do.



Community

- Employee Affinity Groups (incl. LGBTQ+, Black Affinity Group, Racialised Minority, Disabled and Neurodivergent, Parenting Network)
- Employee Resource Groups (incl. D&I, Sustainability)
- Organisational away day once a year
- Regular social activities – virtual and in-person
- Social work roles can join the Fellowship after one year of service



Family

- Enhanced Occupational Maternity, Adoption, and Shared Parental and Partner leave policies
- Foster and kinship care policy – support and time off for training (up to 5 days)
- Time off for fertility treatment/IVF appointments



Flexible working

- Home-working around the needs of your role
- Flexibility around our core hours (10am-4pm)
- Mission aligned volunteering time (up to 3 days)



Learning and development

- CPD – L&D Calendar and apprenticeships
- Tailored, in-house workshops
- Coaching with qualified, professional coach
- Mentoring scheme for underrepresented groups



Holidays

- 25 days annual leave, plus bank holidays and office closure from 25 December to 1 January
- Holiday entitlement increases by one day every year after two years' service (up to max. 30 days)
- Buy up to five days annual leave a year



Health and well-being

- Employee Support Service – 24/7 confidential advice line and counselling
- Occupational Health support
- Life Assurance Scheme – death in service benefit of x3 annual salary
- Free eye test and flu vaccine
- Sabbatical after 3 years' service (up to 6 months)



Pay, pension and loans

- Transparent salary structure, job evaluation to ensure benchmarking and competitive pay
- Up to 8% employer pension contribution, via salary sacrifice
- Interest-free bike and season ticket loan
- Interest-free deposit loan for renting or buying a new home

THE ROLE

Reports to:

Head of Fundraising

Salary:

£37,254.22 per annum (£40,640.97 inclusive of London weighting) - plus competitive pension

Contract:

Full-time, Permanent (0.8 FTE will also be considered)

Location: London based / hybrid. If in receipt of London Weighting minimum two days a week in London office; Non-London weighting – one day a month in office (travel reimbursed)

Closing date:

9am, 19 May 2025

Interviews:

First round: 28 May 2025 (on Teams)

Second round: 4 June 2025 (in person or on Teams)

There will be a task to be completed between interviews



The team you will be working in: External Relations

The trusts fundraiser role sits in the fundraising team within the external relations division. The fundraising team is responsible for raising between £1m and £1.5m in fundraised income annually. Frontline's philanthropic income complements the significant contract income the charity receives from central and local government and enables the charity to carry out its broader mission to create social change for hundreds of thousands of disadvantaged children.

Since we were founded in 2013, Frontline has leveraged its success to build committed, high impact partnerships with a number of prestigious supporters including trusts and foundations, corporates and high net worth individuals. Our new fundraising strategy focuses on continuing to grow our network of supporters by maintaining excellent relationships with our current funders while identifying new potential donors, and at the same time testing and developing fundraising through community and events and individual giving. We are now looking for a trusts fundraiser to help drive this strategy forward. The successful candidate will have experience in building relationships and securing income, helping us to build relationships with new trust funders while stewarding effectively our current trust and foundation relationships.



THE ROLE

Job description:

The successful candidate will work closely with the head of fundraising and the fundraising manager to implement Frontline's annual fundraising plan, taking specific responsibility for researching, building relationships with, writing persuasive proposals to and securing income from new trust and foundation funders, while also providing excellent stewardship and reporting to current funders. The fundraising team is supported by the marketing, events and communications staff of the external relations division.

Key responsibilities:

- To develop a pipeline of potential trust funders through prospect research, the development of strong relationships, and writing of persuasive, creative and inspiring applications.
- To arrange meetings and engagement opportunities with new funders, including ensuring that other Frontline staff are involved in supporting applications and pitches where appropriate.
- To account manage a portfolio of existing trust supporters, providing excellent stewardship and planning and writing high quality grant and funding reports in line with reporting deadlines.
- To work closely with other teams at Frontline, particularly the fellowship team and evaluation team, to develop proposals and reports, bring funders closer to our work and help inspire a culture of fundraising across the charity.
- To ensure that systems (e.g. SharePoint and Salesforce) are kept up-to-date to support income reporting and data analysis.
- To support the head of fundraising with the development of Frontline's long-term fundraising strategy, monitoring our progress towards annual revenue goals.
- When required, to support the head of fundraising and fundraising manager with their areas of work, for example working with major donors or corporate foundations.



THE ROLE

Person specification:

Experience and knowledge	Essential or desirable	Where this will be assessed?
Previous experience of delivering against financial targets and growing income in a trust fundraising role.	Essential	Application and interview
Experience of developing persuasive cases for support and crafting creative and imaginative funding proposals.	Essential	Application, interview and task
Experience of carrying out prospect research	Essential	Application and interview
Experience of securing grants from trusts and foundations, including five- or six-figure partnerships and/or multi-year grants.	Essential	Application and interview
Experience of stewarding funder relationships effectively to grow income	Essential	Application and interview
Experience in other areas of fundraising e.g. corporate foundations or major donors	Desirable	Application and interview
Strong belief in and enthusiasm for Frontline's aims and mission	Essential	Application and interview



THE ROLE

Person specification:

Characteristics and skills	Essential or desirable	Where this will be assessed?
An enthusiastic, target-driven fundraiser with a 'can do' approach.	Essential	Application and interview
Strong writer who is able to express complex ideas simply and tell effective stories	Essential	Application and task
Strong oral communications skills, able to influence, persuade and network with a wide range of stakeholders at different levels of seniority.	Desirable	Interview and task
Highly numerate with an ability to develop project budgets and financial reports.	Essential	Application, interview and test
Strong IT skills, including Microsoft Office, Salesforce and/or other donor databases.	Essential	Application, interview and task
Excellent organisational skills and the ability to assess and prioritise a demanding and varied workload.	Essential	Application and interview.



THE ROLE

You may not have all of the experience or skills listed in this job pack but don't let that automatically put you off applying. If you have relevant experience and feel you would be a good fit for this role, we'd love to hear from you.

It is important to us that you are aligned with our values and committed to:

- working to deliver our [mission](#) and helping achieve our vision
- working towards our organisational goal of creating 4,000 impactful fellows by 2025
- creating a culture of freedom and responsibility
- actively dismantling discrimination in your role

Please let us know how we can make the recruitment process more accessible for you by emailing people@thefrontline.org.uk.

How to apply:

If this sounds like the right role and organisation for you, please apply by following this [link](#).

Please note that we reserve the right to close all roles early if we experience a high number of applications. If you think the role is a right fit for you, please apply as soon as you can.

Visa sponsorship is not guaranteed but please do not let this put you off applying.

Want to find out more?

Please contact:

Steve Hawe, Head of Fundraising at fundraising@thefrontline.org.uk

