

Trusts & Grants Fundraising Officer Job Pack



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Registered charity England and Wales 1163421, and Scotland SCO46500

Registered with



Hello and thank you for your interest in applying to join the team at The Wave Project. As a children's mental health charity operating throughout the UK, The Wave Project has improved the mental health of over 14,000 children and young people through award winning surf therapy courses. For children deemed at risk of mental health challenges for a variety of reasons - including bullying, abuse, autism, neglect and bereavement - the power of Surf Therapy cannot be underestimated.

We are currently facing our biggest challenge to date with a twofold blow of the long term effects of the pandemic AND the cost of living crisis. There has never been a time when our surf therapy programmes have been so important and we are looking for a driven, passionate team player to help us increase our fundraising in order to accommodate the increase in demand.

I hope that the job information pack answers any questions you might have but if there is anything else you would like to know then please do get in touch.

Susie Croft

Susie Croft
Head of Fundraising
Email: susiec@waveproject.co.uk
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A bit about The Wave Project



The charity was formed 13 years ago in Cornwall and over the years has provided surf therapy programmes from St Ives to St Andrews.

Our trained volunteer surf mentors work 1:1 with children as young as 8 over a 6 week course to help them to overcome anxiety and trauma. In doing so, the children and young people show significant improvements in their self-confidence, resilience, social skills, and their ability to build trust with their peers and adults.

Children and young people in the UK are suffering from a mental health emergency following the pandemic and it is clear that the scale of the long term impact is beyond anything we have ever seen before.

According to a recent NHS report, 1 in 5 children had a probable mental health disorder last year. This manifests through sleeping problems, eating problems, an increase in self-harm and hospitalisation and the children we are working with are presenting with significant problems ranging from extreme anxiety, depression and self-harm.

And this is before the true effects of the cost of living crisis on children's mental health can be accounted for. According to reports, the impact of the cost of living crisis on children has already led some to start self-harming and admitting to feeling stressed and angry. We find ourselves in the middle of a children's mental health crisis and it is clear that we have our work cut out if we are going to achieve our vision of making Surf Therapy available to any child who needs it.

With your help we can ensure that as many children and young people as possible get the help they need.



Charlie, aged 13, joined one of our Surf Therapy sessions after his father took his own life. Over the weeks and with the help of his volunteer mentors Charlie has thrived.

“When I found out he died, I felt like I had to support my family and be really strong for their sake. It means so much that I can come to the Wave Project and relieve and drain my thoughts and feelings. I feel I can talk to the team and vent to them. When I get a wave it feels so amazing – it makes me feel like I can accomplish something and makes me stronger. It makes me feel everything I do is worth it”.

What it is like working for The Wave Project

We are a mental health charity and consequently the wellbeing of our staff is first and foremost. We welcome flexible working and trust our staff to manage their own time. If you are based at the Newquay office, we try to get out into the water at lunchtimes or go paddleboarding before or after work. Don't worry if you are not a surfer - lots of us aren't - and enjoy a coffee on the beach instead! If you are based elsewhere then we would encourage you to hook up with your nearest project. Regardless of where you are based we have our monthly 'wellness hour' where we encourage our team to get out and do something they enjoy and that gives them a bit of headspace. We are also signed up to the Employee Assistance Programme and the Cycle to Work Scheme.

Full time employees are entitled to 28 days annual leave plus bonus holiday over Christmas for the charity's shutdown period. One day per year is added for each year of service, up to a maximum of 5 additional days.

A bit about the Team



Susie Croft
Head of
Fundraising

I have worked in the charity sector for 17 years and have always been drawn to children's charities and have worked across most income streams in the past but mainly community, Gifts in Wills, lottery, grants and corporate fundraising. Until recently I ran the Institute of Fundraising South West Mentoring programme and sat on the Committee. I joined The Wave Project in April 2022 and was immediately struck by how passionate the staff and volunteers are about the difference they make the second you walk through the door. For me hearing some of the testimonials from the children and/or parents after a programme has finished is a huge motivation and seeing the programmes in action on the beach proves how life changing what The Wave Project offers is. As a manager I want to give you the space to make the role your own but am always on hand to offer help and support. I am open to ideas and feel that this role is particularly exciting because there are many untapped opportunities so there is an element of making it your own.



Mary Gray
Community
Fundraising Officer

I'm Mary, the Community Fundraising Officer for The Wave Project! My main role is enhancing our presence as a charity within different communities. This includes helping to support individual fundraisers, community groups, schools, universities, and working with volunteers. I lead on our fundraising campaigns, such as our annual 'Get on Board' challenge, and work closely on events including county shows and festivals like Boardmasters and Glastonbury. I love meeting new people and building relationships by sharing my passion for the wonderful work that we do. There are many fellow foodies in the office - Toastie Tuesday and monthly bring and shares are a personal favourite! I have worked within the fundraising world for over 5 years and love that I get to wake up every day, work with a great team and help to make a difference!

A bit about the Team



Francesca Hughes
Corporate Fundraising Officer & Policy Manager

I wear two hats here at The Wave Project, one in the Fundraising Team handling all corporate donations and business partnerships and another as the charity's Policy Manager. My background is in corporate law. But, after deciding to leave London and that field of work, I moved to the South Coast and joined The Wave Project as a volunteer Surf Mentor. After seeing the incredible impact on the beach, I wanted to get more involved and now I am part of the HQ team! I am based in Dorset most of the time, with regular visits to Newquay to work with the head office team. I particularly enjoy building great partnerships and helping businesses make a real difference by supporting us, it is incredibly satisfying to secure funding that will help improve the lives and well-being of young people.



Joy Corcec
Marketing Manager

As The Wave Project's Marketing Manager, I spearhead our communication, fundraising, and marketing campaigns across all channels. My passion lies in crafting engaging narratives that showcase the profound impact our work has on young people's lives. With 7 years of experience in marketing, I consider myself a well-rounded marcomms professional with a particular focus on digital strategies. I thrive on creative collaborations and love bringing stories to life through innovative content. My goal is to support and expand our audience, ensuring that more people understand and connect with The Wave Project's mission. One of the perks I cherish most about working for The Wave Project is the flexibility, which allows me to catch the high tide for a refreshing dip in Newquay harbour – a perfect way to recharge and stay connected to the blue environment we celebrate in our work.

Laura Gee
Marketing Assistant

Currently on Maternity Leave.

The role

Location:

Ideally, the role would be based out of the Newquay office for at least one day a week but we are open to home working further afield for the right candidate.

Reports to:

The role reports into the Head of Fundraising.

Salary:

£27-30K pro rata - 15 hours

Hours:

15 hours a week (with potential to increase in the future)

Location:

Hybrid / Remote /
Based in our
Newquay Office

Deadline for applications:

Thursday 17th October 2024

Interview date:

Wednesday 23rd October
(online possible for remote candidates)

This is an exciting chance to really make a substantial difference to the number of children who can be reached through surf therapy. It is part of a wider plan to increase the fundraising capacity of the charity with a significant amount of untapped potential so it is an exciting time to join.

Ideally we are looking for a candidate with experience in writing compelling funding applications and managing relationships with our funders.

However willingness to learn, passion for the cause and transferrable skills count for a lot and training will be provided if you do not have direct experience but you are creative, good at story telling, enjoy building relationships and have an eye for detail.

An average week might involve writing grant applications or meeting funders at one of our surf therapy projects. It might be helping one of our project coordinators with a local application they are working on or researching further opportunities or working with volunteers to help find available funding.

As you would expect working for a small charity no two days are the same and we all 'muck in' doing things out of any job description – which is part of what will make working at The Wave Project so enjoyable.

Job Description in More Detail



We are seeking an experienced and highly motivated Trust Fundraising Officer who has exceptional attention to detail, excellent prospecting skills, and a track record of securing funding from Grants, Trusts, and Foundations as well as providing exceptional support to them.

Preferably the successful candidate will be able to demonstrate previous experience of working successfully in trust fundraising, have experience of setting, working to and achieving financial targets within deadlines and budgets, experience of managing relationships at varying levels and the ability to write persuasive and compelling copy.

The post holder will be required to manage the day-to-day pipeline of prospects, identify appropriate funding opportunities, submit applications to established deadlines, ensure all reporting and project evaluation is met and steward the funders. The candidate will also be responsible for supporting a number of colleagues with their applications for local funding, providing support and guidance.

We can't emphasise enough how much we value transferrable skills and passion so please do not be put off from applying if you are applying from a different sector/role.

Key Responsibilities

- Identify and research new Trust, Grants or Foundation funding streams for both restricted and unrestricted funding opportunities.
- Support local Project Coordinators with larger applications for local funding – and targeting local opportunities when there isn't the capacity from a Project Coordinator or one in post.
- Manage a pipeline of current Trusts.
- Responsible for relationship management, coordinating funder reporting and providing support and information for Trusts, including answering queries by telephone and email.
- Deliver on an agreed annual income target.
- Develop new exciting and persuasive proposals to encourage new funder relationships and broaden support from existing donors.
- Maintain accurate records of new and current funding applications.
- Keep up to date on best practice developments within the charity sector, including fundraising regulations and codes of practice.
- Work collaboratively with colleagues across the charity to maximise fundraising income.

We received this emotional message from a parent of one of the children who took part in a surf therapy programme this year:



"My 15 year old son Jake has suffered a lot of bullying, discrimination, hate crime and also the loss of a very special family member last year. Getting him out of his room, let alone out of the house was a daily struggle. Confidence and mental health was at an all time low. We had been to GPs and saved what little money we had to pay privately for a therapist because things were not improving. Finding his suicide notes in his room was the most heart breaking experience of my life, I felt lost and like I was failing him....

I can't even begin to describe what the Wave Project has done for not only my son but my whole family. He has been accepted, encouraged and treated so kindly. He now actively makes plans with various groups of friends, looks forward to going out and about on buses, explores the city, goes shopping. It's unbelievable! His confidence, resilience and realisation that people do accept him has changed all of our lives.

I fully believe The Wave Project has saved my son's life."

Person Specification

We are open to anyone coming from a variety of roles/sectors with plenty of transferable skills and experience.

Ideally we are looking for someone who can demonstrate the following/evidence the equivalent of.

The Wave Project values diversity and is committed to equality of opportunity and welcomes applications from all sections of the community.

Experience in

- Fundraising from charitable trusts and foundations
- Developing compelling funding proposals
- Managing relationships with trusts and foundations
- Researching and creating a pipeline of potential funders
- Delivering outstanding supporter care
- Fundraising in line with the Fundraising Regulator and IOF guidelines
- Working alongside volunteers/managing their day to day tasks
- Financial interrogation
- Ensuring a database is up to date – both in terms of the record itself and finances.

Skills, knowledge and abilities

- Excellent communication skills, especially written, with experience of writing inspiring applications for funding
- Excellent presentation skills
- Good computer and CRM skills
- Excellent organisational skills
- Ability to manage multiple projects and prioritise
- Meticulous attention to detail
- Ability to work with financial figures, budgets, forecasting, and business plans to a high standard
- Proven ability to develop and maintain good working relations both internally and externally.
- Good up-to-date working knowledge of the trust and grant making landscape and of databases such as Grants Online

Personal Attributes

- Highly self-motivated, a pro-active and flexible approach
- Ability to work independently and on initiative
- The ability to work well with other colleagues, seeing the bigger picture and supporting peers and colleagues regardless of their role in the charity