

GRANTS & RELATIONSHIP FUNDRAISING LEAD

Recruitment pack
January 2023



FROM OUR CHIEF EXECUTIVE

Thank you for your interest in this exciting role with Working Chance, a small but powerful award-winning charity, helping women with convictions to find employment.

We help women to turn their lives around and to find new hope and purpose. In doing so, we create economic as well as social value, because employment reduces reoffending (which costs the state £18 billion a year) and keeps people out of prison.

Most women who commit crime have a background of poverty and trauma stretching back to childhood. Add to that the difficulty of getting a job when you have a criminal record, and you can see why a charity like Working Chance is so vital.

We place great importance on being able to evidence the impact we have on our beneficiaries, plus we have a strong brand and a good reputation among funders, all of which will help you to be successful in the role.

Responsibility for fundraising has to date mainly sat with our Chief Executive with support from colleagues, but we now want to expand the resources we commit to income generation by appointing an experienced fundraiser. This is a standalone role, but you'll be working very closely with our senior management team, in particular the Chief Executive, Head of Communications and Engagement and Head of Finance and Resources, all of whom bring relevant skills and experience that will make our fundraising a team effort.

To secure the level of income we need to keep providing this unique service, we are looking for an experienced relationship-based fundraiser with strong grants expertise. It costs almost £1m to run Working Chance, so that's the minimum overall income level we're aiming for each year. The main source of our income to date has been grant funding, and that will continue to be an important funding stream, particularly for multi-year funding. Some of our larger multi-year grants have recently ended or will be ending soon, so the successful candidate will need to help us replace this income to help make sure we have a strong foundation for our financial sustainability. We have been working with a fundraising consultant with knowledge of our sector to carry out prospect research and develop applications, and we are open to retaining input and advice from them after we appoint to this role if that's helpful.

We have some exciting untapped potential around corporate income, given that we work closely with around 100 employers (of all sizes and from a wide range of sectors) to help them with their recruitment and CSR needs (through matching our clients with their roles). This potential might take the form of exploring grant or donation opportunities from these organisations, as well as individual giving and fundraising by their employees, and other forms of philanthropy. You'll need to be really confident and comfortable dealing with people at all levels in order to engage corporate stakeholders in a way that maximises opportunities for us.

We currently have minimal individual giving, although we have conducted research into what attracts people to our cause, so there's potential to be explored here too, including with high net-worth individuals.

We're prepared to flex the role around the successful candidate. It could be part-time (minimum of three days) or full-time, depending on the right person's skills match and preference. We are keen to receive applications from people whose experience lies in one particular type of fundraising, as well as people with more generalist experience. I'm

more than happy to answer any questions you have before you decide whether to apply, and to get into more detailed discussions with shortlisted candidates.

If you're interested in the role, do have a look at our most recent published annual report to get a better feel for our work and our finances, as well as having a thorough look at our website.

Working Chance is a great place to work, as you can see from the quotes of current and recent team members in this pack. We want our employees to feel happy to start their working week, and to end the week knowing they've made a difference. Creating an inclusive culture is really important to us, and we work hard to help everyone feel like they belong and can bring their full selves to work.

The impact of having the right person in this role will be a gamechanger for our charity, so it's a chance to really make your mark in your profession. You'll be working alongside supportive, welcoming colleagues and for a compelling cause that changes people's lives.

I hope you will consider applying.

Natasha Finlayson OBE
Chief Executive



WORK FOR AN AWARD-WINNING CHARITY

*"This is the feeling I've been missing my entire working life."
- Working Chance employee*

We were thrilled to be named by The Big Issue as one of their '[Changemakers for 2022](#)' at the start of 2022. We went on to win Organisation of the Year in the Howard League Community Awards 2022, and were also a finalist in the Centre for Social Justice Awards 2022. In 2019 and 2021 we were shortlisted for Charity of the Year in the Charity Times Awards and last year one of our team was shortlisted as a 'rising star' in the Third Sector Awards.

“My confidence has grown and I no longer feel like a failure, in fact, Working Chance has made me realise that I am stronger than I give myself credit for.”

Hannah, Working Chance client

“Women in prison are told in so many ways how to be and what to do. Working Chance encourages us to achieve our goals.”

Ashley, Working Chance client

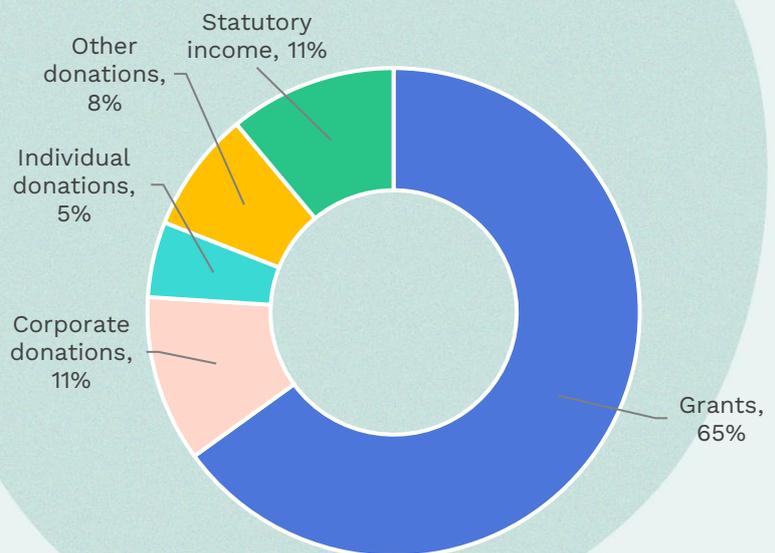
OUR FINANCES

Working Chance is in good financial health. In our last financial year (September 1 2021 – August 31 2022) we raised £896k, mainly from trusts, foundations and corporate donors. This was in line with our plan for the year. We also received income from contracts and a small amount of individual giving which has the potential to grow. We have healthy reserves and intend to use some of these over the next couple of years. The challenge is to identify new funders that want to support our work; multi-year grant agreements will be a priority to ensure a sound financial foundation for the charity.

Take a look at [our most recent audited accounts](#) (our new accounts will be published in January 2023) for more information.

FLEXIBILITY

Most of the Working Chance team work a hybrid model, partly at home and partly in our London office (one minute from Angel tube station in Islington). We currently have two staff outside London who are fully home-based, so we are open to candidates who live outside of London and want to work from home, providing they are UK-based and able to come into London when needed for important meetings or to build team cohesion, and are prepared to undertake occasional travel.



“In the year I have worked here I have seen the charity grow and develop in the most incredible way. I couldn't be more proud or passionate about the work we do!”

Working Chance employee

JOB DESCRIPTION

Job title:	Grants and Relationship Fundraising Manager
Responsible to:	Chief Executive
Location:	Islington, London
Job type:	Permanent; full-time or part-time depending on candidate appointed

JOB PURPOSE

The purpose of this role is to lead on income generation for the charity – primarily from grants (from trusts and foundations) and corporates (eg corporate donations and partnerships).

We hope to appoint a postholder who will also have the skills and time to explore and develop a philanthropy pipeline, including from high net-worth individuals.

Main duties and activities

- Raise income to meet agreed targets.
- Conduct prospect research on trusts, foundations and corporate grant givers that support our areas of work and keep abreast of newly established grant-givers, and relevant corporate partnership opportunities.
- Write compelling grant funding applications that clearly demonstrate our case for support and the outcomes and impact that funding will achieve, prioritising multi-year funding (please note we have support from an external consultant with this aspect of fundraising).
- Explore and develop the potential of corporate giving and partnerships, leveraging our existing relationships with companies (ie the employers we partner with to place our clients into roles with them) and making new ones.
- Build a philanthropy pipeline of individual donors.
- Meet with funders as appropriate to discuss potential funding.
- Build, manage and maintain excellent long-lasting relationships with all funders, including monitoring the outcomes of funded projects and reporting back to funders.
- Ensure the highest standards of fundraising practice and ensure all activities comply with data protection law and our responsibilities as part of the Fundraising Regulator.
- Work with Head of Finance and Resources to keep income pipeline up to date so that quarterly reporting to our Trustee Board and our Finance and Fundraising Committee is accurate.
- Lead on the development of a fundraising strategy, working with the Chief Executive and the Head of Finance and Resources.

PERSON SPECIFICATION

Essential knowledge and experience

- Experience of managing long-term donor/funder relationships.
- Proven track record of securing large multi-year grants from trusts and foundations in a fundraising role in a charity.
- Proven track record of researching grant prospects and planning and prioritising applications strategically.
- Good understanding of charity finance and able to interpret charitable financial accounts.
- Experience and/or knowledge of corporate fundraising, major donor cultivation and/or or lower-level regular individual giving would be an advantage.

Essential skills and aptitudes

- A natural relationship fundraiser, with the interpersonal skills to engage and inspire funders and supporters and build long-term relationships.
- Ability to craft clear and compelling fundraising applications with a strong grasp of grammar and punctuation, and to communicate complex messages with nuance.
- Strong presenting skills, eg to committees, boards etc.
- Excellent understanding of how charities create and demonstrate impact.
- Ability to work independently and meet deadlines.
- Intellectual curiosity and a drive to engage with ideas and debates around issues such as why women offend; how women's and men's offending patterns differ; what decreases the likelihood of offending or reoffending; social attitudes towards people who commit crime.
- Solid IT skills, particularly MS Office.
- Empathy with the women we work with and a passion for the work of the charity.

TERMS AND BENEFITS

- Permanent role.
- Salary: £37,000 plus £3,000 market supplement.
- Hybrid working, or remote working if commuting to London for some days each week is not viable.
- We prioritise inclusion and belonging and are passionate about promoting equality, valuing diversity and working inclusively.
- Pensions scheme and generous annual leave (25 days' holiday + three days over Christmas and New Year + public holidays + day off on your birthday).
- All staff have confidential access to an Employee Assistance Programme.
- We invest in the training and development of our staff and have a continuous learning culture.

HOW TO APPLY

Send your full CV and a supporting statement of up to two sides of A4 telling us why you're the right person for the job (and indicating how you meet the person specification) to jobs@workingchance.org.

We will assess applications on a rolling basis (as opposed to having a closing date), sifting through them every Monday morning and shortlisting candidates for interview. Please check on our website (<https://workingchance.org/jobs>) if you are considering applying to ensure that the vacancy is still live.

If you have questions about the role or your suitability, please email our Chief Executive at natasha@workingchance.org to arrange a confidential phone conversation.

We warmly welcome applicants from diverse backgrounds, and we particularly encourage applications from people who have convictions, and/or who identify as Black, Asian or from a Minority Ethnic background, and/or who have a disability, as these people are under-represented among our staff.

Because we view having staff with convictions as an asset, if you have a conviction you may wish to mention this in your supporting statement, although of course this is a matter of personal choice.

If you have a disability or long-term health condition that might affect your progress through our application and recruitment process, please let us know so that we can accommodate your needs and make reasonable adjustments.