



Groundswell

Out of homelessness

Letter from Our Chair

Dear Candidate,

Many thanks for considering the role of Development Officer at Groundswell. I hope you find all the information you need to make an application to join this dynamic and impactful charity.

I became Chair of Groundswell in 2012; since then I have seen the organisation thrive and grow, making a significant impact on the lives of our clients and our volunteers. I have been a charity trustee for 20 years following a full career as a stockbroker. My time with Groundswell has been the most fulfilling experience of my working life.

You will be joining Groundswell at a crucial and exciting time. There are many upcoming opportunities to help individuals experiencing homelessness access healthcare and more broadly use our grass roots insight to campaign for systemic and practical changes to improve this on a local and national scale.

The fundraising function is central to Groundswell's delivery and growth. Fundraising and communications are building momentum as we develop our strategic vision. Your role is key to growing our income and supporting the Development Manager to implement a more sustainable model of funding that will really create change.

Groundswell prides itself as being 'people-powered' with a 'give a lot, get a lot' ethos – and I can certainly testify that that has been my experience!

A unique opportunity awaits a creative, inspiring and values-driven candidate.

Yours sincerely,

Terry Hitchcock

Chair of Trustees, Groundswell

Development Officer: Job Description

Job Title:	Development Officer
Reporting to:	Development Manager
Contract:	One year with strong possibility of extension depending on results
Benefits:	£24,000 – £27,000 plus 5% pension and 28 days annual leave

Summary of Role.

This is a brilliant opportunity for a Trust Fundraiser to take a step up and contribute to Groundswell's overall fundraising strategy by managing important applications and relationships with some key funders. We are at an exciting time in our growth, as we approach an annual income of £1million for the first time ever and look to roll out our Health First strategy nationwide. By working for Groundswell you will benefit from a busy yet positive environment. There is no shortage of dedicated staff and volunteers full of ideas on how to develop our projects using participation to overcome homeless health inequalities.

You will be a crucial part of the Development team, working closely with the Development Manager and Senior Management Team to manage an existing portfolio of Trusts and Foundations. In addition you will lead on generating new business through systematic research and targeted approaches, engaging funders with Groundswell's ethos and goals. You will be a flexible worker and enjoy opportunities to support the Development Manager in refining the fundraising strategy, exploring other income streams and informing Groundswell's communications.

Job Tasks

Prospect research and approaches to new funders

1. To identify, research, evaluate and develop new Trust and Foundation leads.
2. To be proactive in cultivating relationships with potential new funders.
3. To maintain an active process of reviewing opportunities for support from identified Trusts and Foundations, and being alert to new calls for applications.
4. Coordinate volunteers who may undertake trust funding research.

Manage a portfolio of trusts and foundations

5. Produce well-written, effective funding applications and cases for support to meet the criteria of specific Trusts and Foundations.
6. Use effective time-management to meet Trust and Foundations application deadlines.
7. Manage a portfolio of Groundswell's current Trusts and Foundations through timely, well-written reports and updates.

8. Ensure proactive stewardship and identify opportunities to develop existing relationships.
9. As part of the stewardship process attend and contribute to funder meetings alongside the Development Manager and/or project staff or peers.
10. Work with the Development Manager and project staff to define project objectives, outcomes and agree budgets.
11. Work collaboratively with Groundswell colleagues to disseminate accurate and necessary information (evidence, data, project plans and case studies) to inform funding applications and reports.

Contribute to the overall delivery of Groundswell's fundraising strategy

12. Maintain the fundraising CRM system, recording all activities and communications in a timely manner.
13. Support the ongoing development of our fundraising CRM system.
14. Oversee the day to day fundraising administration. This includes but is not limited to: logging received grants/donations, working with the Finance Manager to raise invoices, writing thank you letters, updating the organisational budget.
15. Assist the Development Manager with proposals and reports for prospective and existing corporate partners and major donors.
16. Contribute to Groundswell's fundraising strategy in line with our core values and strategic aims. Work with Development Manager and Senior Management Team to deliver the strategy.
17. Work with the Development Manager to ensure all fundraising and communications adheres to the GDPR and fundraising code of practice; stay informed of updates.
18. Contribute to the Development Manager's quarterly executive report to the board of trustees.
19. Work with the Development Manager, Chief Executive and Finance Manager to streamline our processes for income management.
20. Input into the development and delivery of Groundswell's communication strategy.
21. Support the Development Manager and other staff to deliver events (both fundraising and other organisational events).

General

22. To attend internal and external events on behalf of Groundswell, representing the organisation in an appropriate manner at all times.
23. To participate in training, regular supervision and appraisal as agreed with your Line Manager.
24. To undertake other work as agreed with your Line Manager.
25. To promote equal opportunities in all areas of work.
26. Ensure a high level of confidentiality is maintained, specifically when using client and peer case studies.

Person Specification

	ESSENTIAL <i>(Could not do the job without these)</i>	DESIRABLE
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Track record of effectively managing a demanding pipeline of funding applications and reporting deadlines. • Demonstrable experience of writing engaging and high quality reports, updates, applications or proposals. • Demonstrable success of securing income from charitable Trusts and Foundations. • Strong experience of using research to identify prospect trusts and foundations that align with a charity’s aims and objectives. • Understanding of the Fundraising Code of Practice and GDPR. • Understanding of monitoring and evaluation to drive understanding of impact and attract institutional funders. 	<ul style="list-style-type: none"> • Experience of securing ‘new business’ through Trusts and Foundations. • Experience of face-to-face meetings or pitches to potential funders. • Experience of working with a fundraising/CRM database. • Experience of overseeing fundraising administration (e.g. logging and processing grants on a CRM system). • Experience of defining objectives, setting outcomes and aligning with internal measurement tools.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent creative and persuasive writing skills with the ability to adapt content to a range of audiences. • Excellent research skills with the ability to disseminate and record information. • Exceptional organisational and time management skills with the ability to prioritise, 	<ul style="list-style-type: none"> • Strong numeracy skills, including the ability to interpret and present financial information.

	<p>work on your own initiative and to be self-motivated.</p> <ul style="list-style-type: none"> • Excellent attention to detail. • Excellent verbal and interpersonal skills, able to engage and inspire both internal and external stakeholders. • A proven ability to work collaboratively within and contribute to a team. • Good working knowledge of all Microsoft Office software including Outlook, Internet Explorer, Word and Excel. 	
<p>BEHAVIOURS & CHARACTERISTICS</p>	<ul style="list-style-type: none"> • Understanding of and support of Groundswell’s core beliefs. • Understanding of and enthusiasm for long term stewardship and relationship building. • Willingness to listen and take direction across all levels of Groundswell’s community – from peers to senior management and the board. • Willingness to undertake training and engage in reading to continue personal development and keep up to date with trust fundraising trends. 	<ul style="list-style-type: none"> • Personal experience of the issues relevant to homeless people

Application Process

1. Application

To make an application, please submit your **CV** along with a **cover letter** which explains:

- how you meet each of the areas outlined in the Person Specification above **and**
- why you are interested in doing this job.

The deadline is **Monday 3rd December 2018 at midday**. Please submit by email to katie.langford@groundswell.org.uk.

2. Interviews

Interviews will be held week commencing 10th December 2018.

3. References

Two references will need to be taken up before a job offer can be made. Please include reference details in your application. One should be your current or most recent employer, and the other someone who has known you in a professional capacity for at least two years. We will not contact any referees before the interview and only after you grant consent.

Many thanks for taking the time to look into this role –it is an exciting opportunity and we hope you will consider applying.

If you would like to discuss this role before applying then please contact: Becky Evans, Development Manager on becky.evans@groundswell.org.uk.