



South West Action for Learning and Living Our Way

Patron John Cullum DL

The Old Engine House, Old Pit Road, Westfield, Radstock BA3 4BQ

Trusts and Foundations Fundraiser Vacancy at SWALLOW Charity

Thank you for your interest in SWALLOW Charity. We are an expanding local charity based in Westfield, carrying out our work within Bath and North East Somerset. This role provides an exciting opportunity to make a direct, positive difference to local teenagers and adults with learning disabilities.

SWALLOW was founded in 1993 and the charity now supports over 130 members, providing tailor-made support to enable them to live their lives to the full as independently as possible.

SWALLOW is user-led which means that our members are at the heart of everything we do. Our members have a say in all of the courses, activities and events that we run. This role is integral to empowering every individual and to maintaining the high standards and variety that our members expect from us.

All applications must be made using the red "Apply Online" button directly on our website or by completing the downloadable MS Word Application form. Please do not send unaccompanied CVs

Please return your completed Application and Monitoring Form to:

SWALLOW
The Old Engine House
Old Pit Road, Westfield
Radstock
BA3 4BQ
Email: recruitment@swallowcharity.org
Deadline for Applications is Monday 4th July 2022

We look forward to receiving your application,
Yours faithfully

Michelle Cox Human Resources Manager



SWALLOW is working to make sure that teenagers and adults with learning disabilities live the lives they choose, through user led support.



Trusts and Foundations Fundraiser

Title:	Trusts and Foundations Fundraiser
Responsible to:	Fundraising and Finance Manager
Place of Work:	SWALLOW Office
Hours per week	14 hours, over 2/3 days
Annual Leave:	5 weeks pro rata
Salary:	£14.23 per hour (senior admin pay scale)

Job Purpose:

To work as part of a small fundraising team to help SWALLOW achieve their vision of people with learning disabilities living the lives they choose through user led support.

Working well as part of the team but also using own initiative to apply for funding from Trusts and Foundations, meeting deadlines and priorities.

To generate substantial income from Trusts and Grant making bodies and individuals. Building relationships with existing and potential supporters, contributing to the delivery of SWALLOW's fundraising strategy.

This is a new post, which will develop and evolve, working as part of an ambitious fundraising team.

Duties and Responsibilities:

1. To help to implement fundraising strategy to maximise potential income from both regular and new Trusts and Foundations.
2. Work with the wider staff team to identify current and emerging funding needs on an ongoing basis and develop these needs into fundraising applications.
3. To research relevant Trusts and Grant making bodies, preparing and writing applications and taking personal responsibility for this income stream, through ongoing proactive research, coordination of re-applications to previous funders, responding to ad-hoc and short-notice funding opportunities and harnessing the contacts of staff and Trustees.
4. Liaise with funders as necessary in order to prepare applications, confirm funding decisions and solicit feedback on applications.

5. Conduct ongoing research into the UK trusts and foundations in order to keep abreast of developments and identify potential new sources of income.
6. To record all Trust fundraising activity on SWALLOW's CRM database, E-tapestry.
7. To represent SWALLOW and make presentations to funders as necessary and network externally to ensure that Trusts and Grant making bodies are kept aware of the funding requirements of SWALLOW
8. To liaise closely with the Fundraising and Marketing Officer and Fundraising and Finance Manager to ensure that all relevant stories are utilized, to enhance both fundraising and public awareness of grant giving.
9. To be responsible for co-ordination of own administration and correspondence.
10. To take part in strategy and planning meetings in relation to income generation planning, and input into forecasting and annual budget planning.
11. Following every new grant - to brief project staff on the expectations and reporting requirements of the funder, in order to be able to prepare comprehensive and clear narrative and financial reports for funders, liaising with the finance team as required.
12. Work with the fundraising team to manage routine donor care, including sending thank you letters, interim updates and annual reviews.
13. Develop and refine our strategic approach and process for trusts and foundations fundraising over time, from initial donor identification and proposal design through to application and reporting.
14. Adapt and improve SWALLOW's case for support over time, in response to feedback received from funders.
15. Develop a strategic approach to building long-term relationships with funders, through the creation of outstanding communication content and by maximising natural relationship-building opportunities via our local events and social enterprises.
16. To understand and adhere to the values and objectives of SWALLOW

Person Specification:

You will be passionate about creating better futures for teenagers and adults with learning disabilities and have the following knowledge:

Essential Experience and Skills:

1. Self-motivated with the ability to organise and plan own work
2. Good working knowledge and understanding of Trust and Foundation requirements and expectations.
3. Highly developed written and verbal communication skills
4. Experience of working in the voluntary or public sector in a fundraising or bid writing role.
5. Recent experience of researching, preparing and submitting Trust and Foundation fundraising grants.
6. Experience in researching and developing relationships with current and prospective funders
7. Experience of working collaboratively with staff across an organisation to develop proposals from initial concept through to project start

8. Ability to write accurately, concisely, creatively and persuasively to tell a compelling story
9. Ability to research, analyse, interpret and present complex data concisely
10. Excellent ICT skills and proficiency in Microsoft Outlook, Word, Excel and PowerPoint Desirable

Desirable Experience and Skills:

1. 2+ years' experience in fundraising from charitable trusts.
2. A Level English Language or equivalent.
3. Experience of working with people with learning difficulties.
4. Knowledge and understanding of the software available to help identify funding Experience of using online funding and e-tendering portals
5. sources
6. Knowledge and understanding of social impact measurement and utilising a monitoring and evaluation framework
7. Experience of working in a user led organisation

Other Information

General

All SWALLOW employees are expected to comply with statutory requirements and SWALLOW's employment policies while carrying out their work. This post is one of continual development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.

Equal Opportunities

The post holder must at all times carry out his/her responsibilities with due regard to SWALLOW's Equal Opportunities Policy.

Performance Review

Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.

Health & Safety

All employees are subject to the Health and Safety at Work Act. The post holder is required to pro-actively comply with their duties as described by SWALLOW's Policy and objectives for health and Safety.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work.