

# the food chain

## **Fundraising Co-ordinator (Trusts and Individuals)**

**£26,000 pa**

**This is an exciting time to join the small and dedicated team at The Food Chain.**

2018 is our 30<sup>th</sup> anniversary year and it's all set to be an exciting one in which we will move premises and start up new social enterprise activities to support our work providing food and nutrition support services for the most vulnerable people living with HIV in London.

We need an excellent Fundraiser who knows how to make the most of new opportunities.

You will play a key role in increasing our income from charitable trusts, individual donors and corporate supporters. You will already have a successful track record in securing income from charitable trusts. We are a small charity and are looking for someone who is a team player with a flexible outlook to get the job done.

The enclosed job description provides further details about the role and the profile of the person we are looking for. You may find other useful information about our work on our website: <http://www.foodchain.org.uk>.

**Applicants should complete the enclosed application form.**

Please **do not send your CV** and/or covering letter as **this will not be accepted** in place of a completed application form.

The deadline for applications is **1700 hrs on Friday 5<sup>th</sup> January 2018**  
**Interviews to be held on Thursday 18<sup>th</sup> January 2018**

Completed applications should be submitted by email to [recruitment@foodchain.org.uk](mailto:recruitment@foodchain.org.uk) or sent by post to the following address:

Siobhán Lanigan  
Chief Executive  
The Food Chain  
345 City Rd  
London EC1V 1LR

<b>Job Title: Fundraising Co-ordinator (Trusts and Individual donors)</b>	<b>09.00-17.30 FT £26,000 p.a.</b>	<b>Reports to: Chief Executive</b>
<b>Purpose</b> <ul style="list-style-type: none"> <li>The role supports the CEO in implementing the organisation's Fundraising strategies and securing income to ensure the delivery of The Food Chain's services.</li> </ul>		
<b>Fundraising</b> <ul style="list-style-type: none"> <li>Research and prepare applications for core and project funding to Foundations and Trusts.</li> <li>Develop and implement fundraising initiatives to increase support from, and enhance our profile with, individual and corporate donors.</li> <li>Develop campaigns with existing donors to enhance the donor experience and increase giving.</li> <li>Identify key supporters, major donors and those with the potential for long term support.</li> <li>Devise suitable propositions for, and secure donations from, high value supporters, utilising the CEO and Trustees as appropriate.</li> <li>Undertake research as required into potential new funders and campaigns</li> <li>Preparing progress reports to funders to explain how funding has been used, in accordance with deadlines.</li> </ul> <b>Communications</b> <ul style="list-style-type: none"> <li>Sustain effective communication with potential donors and other stakeholders and increase opportunities for giving.</li> <li>Ensure timely acknowledgment of income to all donors and accurate and comprehensive donor and income records on the office database.</li> <li>Understand the organisational budget, to identify gaps in funding and opportunities for fundraising.</li> <li>Prepare reports detailing income received against target.</li> </ul> <b>Team</b> <ul style="list-style-type: none"> <li>Actively participate in team meetings and support the work of colleagues as appropriate</li> </ul>	<b>Experience, Knowledge &amp; Competencies</b> <b>Experience:</b> <ul style="list-style-type: none"> <li>A minimum of 2 years recent experience of successfully securing income from charitable trusts</li> <li>Experience of working with corporate supporters or individual donors</li> <li>Experience of preparing and managing budgets and preparing financial reports</li> <li>Experience of creating and sustaining positive relationships with a diverse range of supporters and donors</li> </ul> <b>Knowledge</b> <p>Awareness of some of the issues faced by people living with HIV in the UK and the ability to explain these to others</p> <b>Competency</b> <ul style="list-style-type: none"> <li>Excellent communication and presentation skills</li> <li>The ability to effectively represent the organisation and communicate with a range of stakeholders</li> <li>The ability to occasionally work outside 'normal' office hours including some weekend work for which time off in lieu will be available.</li> <li>A high level of IT competence and experience of databases</li> <li>The ability to prioritise work and engage collaboratively</li> <li>Self-motivated with a "can-do" attitude, and the ability to work as part of a team</li> </ul>	

## Application Form

Job applied for: **Fundraiser (Trusts and Individuals)**

### Personal details

Surname:

First Names:

Address:

Mr / Mrs / Miss / Ms:

Nat Insurance No

Date of Birth:

Home Tel No:

Postcode:

Work Tel No:

E-mail:

Are you subject to immigration control?\*

YES

NO

Are you free to remain and take up employment in the UK?\*

YES

NO

***\*NB: The successful applicant may be asked to provide evidence of eligibility under immigration procedures such as birth certificate or passport before any appointment can be confirmed***

### Present or most recent employer

Job Title:

Salary:

Employer:

Address:

Start Date:

End Date:

Reason for leaving:

Postcode:

Notice Required:

Details of responsibilities:

## Previous Employment

Please start with the most recent (before job detailed on previous page). **Please do not attach your CV as this will not be considered**

<b>Employer's Name and Address</b>	<b>Job Title and Main Duties</b>	<b>Reason for Leaving</b>
<b><u>From – To</u></b>		
<b><u>From – To</u></b>		
<b><u>From – To</u></b>		
<b><u>From – To</u></b>		

**Education and training**

<b>From – To Month / Year</b>	<b>Establishment</b>	<b>Examinations Passed / Professional Qualifications / Training</b>

Please give details of any other skills you have e.g. languages, computing, word processing, typing:

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## Supporting Statement

Please explain why you are applying for this vacancy and how you feel that you fulfil the **Experience, knowledge & competencies** set out in the job description. Please feel free to attach additional pages if necessary (maximum two sides of A4):

## **References**

Please give names and address of two referees – one must be your current/most recent employer, the other must be a personal referee:

<b><u>Employer</u></b>	<b><u>Personal</u></b>
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:

**All appointments are subject to receipt of references which we find to be satisfactory. We may wish to take up references from other previous employers. Referees will not be contacted without your agreement**

Do you have any criminal convictions? YES  NO

Please provide details on a separate sheet of any criminal offences of which you have ever been convicted (including moving vehicle motoring offences, but not parking offences) or police cautions you have received. Please include spent convictions: Note that this post involves the provision of care services to vulnerable adults, and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 SI 2002/441 para 5(2)).

## **Declaration**

**I confirm to the best of my knowledge that the information given in this application is true and correct and can be treated as part of any subsequent contract of employment.**

Signed:

Date:

**Please return the completed form to [recruitment@foodchain.org.uk](mailto:recruitment@foodchain.org.uk) or by post to:**

**Siobhán Lanigan  
Chief Executive  
The Food Chain  
345 City Rd  
London EC1V 1LR**

## Application Monitoring Form

The Food Chain operates an equal opportunities policy. To help us monitor its effectiveness, please complete this section. A copy of The Food Chain's equal opportunities policy is available on request.

**The information on this sheet will be separated from your application as soon as it is received. It will not be passed on to anyone involved in short-listing or appointment to this post.**

Name:

Job applied for:

Where did you see this post advertised?

### Please tick the appropriate boxes below:

Are you related to any trustee or employee of The Food Chain?  Yes  No

What is your gender?  Male  Female

Would you describe yourself as having a disability?  Yes  No

### Please tick the box below which best describes the ethnic group to which you belong:

<b>White</b> British <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Any other White background <input type="checkbox"/> Please specify if you wish: <input type="checkbox"/>	<b>Black, Black British, Black English, Black Scottish, or Black Welsh</b> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/> Please specify <input type="checkbox"/>
<b>Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</b> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Please specify if you wish: <input type="checkbox"/>	<b>Mixed</b> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Chinese <input type="checkbox"/> Any other Mixed background <input type="checkbox"/> Please specify if you wish: <input type="checkbox"/>
<b>Chinese, Chinese British, Chinese English, Chinese Welsh, or other ethnic group</b> Chinese <input type="checkbox"/> Any other background <input type="checkbox"/> Please specify <input type="checkbox"/>	<b>These classifications are those used by the Equality and Human Rights Commission (<a href="http://www.equalityhumanrights.com">http://www.equalityhumanrights.com</a>)</b>

**To help us monitor our advertising policy, please say where you saw this post advertised:**

**Please return this form with your completed application.**