

About Tools for Self Reliance

Tools for Self Reliance is a rarity amongst charities – our work genuinely transforms lives. Every tool we send, every new skill learnt, means a person, a family, a community, benefits. And that means every penny we raise will help transform a life. This job isn't for the faint hearted – it's fast paced, busy and demanding. Our fundraising team raises almost every penny of our income. So, an experienced fundraiser who genuinely wants to make a difference, really will.

In the main, our projects support people without regular income to find meaningful employment and to secure an income that will support them and their families. Projects provide vocational training opportunities which will equip them with practical trade skills and knowledge of how to run their own businesses and maintain a healthy lifestyle. As part of our current strategy, we have broadened support to address issues and challenges in communities where our trainees live.

In 2022 we will launch our ambitious new five-year strategy which will see us focus our work on improving the ways we support our partners in Africa to diversify approaches to the development of sustainable livelihoods. Fundraising will be key to this growth and in enabling us to deliver our strategic plan and achieve our organisational objectives.

About You

You must be passionate, determined and committed to making a difference in people's lives. You will have a strong fundraising background and leadership experience, with experience across multiple income streams. You will need the drive to build on a successful programme, chase new and untested opportunities, and achieve significant income growth.

You will be able to think outside the box and have experience of developing and putting a fundraising strategy into practice to ensure key objectives are met or exceeded. Ideally you will also understand how effective communication can drive fundraising activity and be able to integrate consistent messaging across multiple channels.

You will be able to forge excellent working relationships and be able to support and challenge your team to thrive and deliver across a diverse income portfolio to achieve ambitious targets; with an overall income target in excess of £600,000.

You will be a resilient individual and a team player able to work flexibly and at pace to get the job done.

This job description sets out the main requirements of this role but is not prescriptive. The post holder is expected to work flexibly and may be required to undertake responsibilities not specifically outlined above. Additional job responsibilities will be discussed and agreed with the CEO as they evolve. Some out of hours working, and travel around the UK, may be required

Key Responsibilities

The work of the Head of Fundraising and Communication will be varied and responsive to the priorities of the charity and opportunities that arise. This will include, but not be limited to:

Strategy and Income Growth

- Lead the delivery of the fundraising and communications strategy with an emphasis on growth and diversification of income streams
- Develop an Annual Fundraising Plan for both unrestricted and project funding in line with programme and operational funding requirements
- Lead on the development of key fundraising income streams: including digital, larger donors, institutional funders, legacy giving and new donor acquisition.
- Lead and support the Fundraising Team to ensure the development of high-quality funding proposals

Financial management and reporting

- Work closely with the Finance Manager to ensure accurate income monitoring and funder reporting using the Donorfy database and alignment with the Xero accounting package
- Work across the staff team to ensure effective and accurate use of Donorfy to manage supporters and donations
- Provide accurate and timely reports to the CEO and Board to assist in strategic decision making

Strategic Relationships

- Strengthen existing relationships with funders and develop new ones with a view to diversifying and growing sustainable funding opportunities as they arise.
- Engage in networking across the fundraising sector to keep abreast of new ideas and good practice

Fundraising and Regulatory Compliance

- Keep up to date with all relevant legislation, regulatory procedures, compliance and best practice, communicating any changes to the Fundraising Team and beyond as needed.

Team management and development

- Provide effective line management to develop, nurture and support our Fundraising Team, to deliver on workplans and targets set, and monitor progress against these.

Person Specification

Essential Skills and Experience
<ul style="list-style-type: none"> • A minimum of five years working within a fundraising environment, preferably with experience across two or more income streams
<ul style="list-style-type: none"> • Demonstrable experience of securing four to six figure grants and / or multi-year funding across a portfolio of trusts and grant giving bodies
<ul style="list-style-type: none"> • Experience in the delivery of a cohesive and consistent communications plan; or significant experience of working closely with a communications team; a strong understanding of charity communications and communications for fundraising
<ul style="list-style-type: none"> • Knowledge of and commitment to the regulatory framework surrounding non-profits particularly the Fundraising Code of Practice; GDPR; fundraising and communication regulation and donor and beneficiary safeguarding
<ul style="list-style-type: none"> • Well organised, with a strong ‘can-do’ attitude and the ability to deal with competing priorities and deadlines
<ul style="list-style-type: none"> • Demonstrable skills in the use of donor management databases and experience of using these to record and manage donations and donors.
<ul style="list-style-type: none"> • Strong people management skills and an approach that ensures your team are supported, motivated and high performers
<ul style="list-style-type: none"> • Highly numerate, able to plan and manage costs, and work with set / limited budgets.
Desirable Skills and Experience
<ul style="list-style-type: none"> • Experience of working in international development and / or an understanding of the key issues we are addressing
<ul style="list-style-type: none"> • A recognised fundraising qualification and or fundraising management experience
<ul style="list-style-type: none"> • Experience of developing major donor programmes from scratch.

Terms and Conditions

Job title	Head of Fundraising and Communications
Reports to	CEO
Salary band	£36,000 - £37,500 depending on experience. A 10% pension contribution will be made
Supervisory responsibilities	The post holder will have supervisory responsibility for all members of the Fundraising Team (currently two full time / one part time)
Contract type	This is a permanent post (subject to the successful completion of a 6-month probationary period) Full-time - 35 hours per week
Location	This role is based in Netley Marsh, Southampton. This is an office-based role. Staff are offered one working at home day per week.
Hours of work	Working hours are from 9.00am – 5pm, Monday to Friday. Some unsocial hours, including weekend, may be required. Time of in lieu will be awarded in accordance with the TOIL policy.

Travel	Travel within Hampshire and occasionally elsewhere in the UK. This role may offer the opportunity to travel overseas on visits to our programme countries. Estimated 2-3 weeks per year.
Leave allowance	25 days per annum, plus bank holidays Our offices are closed between Christmas and New Year and all staff must take leave during this period.

Tools for Self Reliance provides equal employment opportunities to employees regardless of their gender, race, religion, disability, sexual orientation, or marital status. We particularly encourage applications from candidates from black and minority ethnic communities, who are underrepresented within the charity sector.

We also encourage applications from candidates who have lived experience of the issues we deal with. Please note we are only able to employ people with the right to live and work in the UK.

How do I apply?

Please send an up-to-date CV and cover letter outlining how you meet the requirements and person specification for this role (of no more than 2 sides of A4 for each).

Your application will be assessed on how well you address the personal specification and demonstrate how you have used your skills, knowledge and experience in your current or previous roles. You are welcome to set out your supporting statement in sections / under bullet points to address how you meet the requirements of this post.

Email to: jobs@tfsr.org

Application deadline

Please note, we will be reviewing applications as soon as we receive them, so please apply early to register your interest.

Closing date: Wednesday 9th February 2022

Stage 1 short listing interviews: Commencing 11th February 2022

Stage 2 interviews: Commencing 14th February 2022.

We continue to comply with current COVID-19 workplace restrictions and guidelines, as such initial interviews may take place virtually by Zoom.

We regret that we will not be able to respond personally to applicants who are not shortlisted. If you have not heard from us within three weeks of submitting your application, please assume that you have been unsuccessful on this occasion. Only short-listed candidates will be contacted with interview dates.