



# COMMUNITY AND EVENTS FUNDRAISING MANAGER

APPLICANT INFORMATION PACK





## WELCOME FROM EMMA REVIE, CHIEF EXECUTIVE

The work of our foodbank network is inspiring but we face significant challenges ahead. Between 1<sup>st</sup> April 2017 and 31<sup>st</sup> March 2018, The Trussell Trust's Foodbank Network distributed 1,332,952 three day emergency food supplies to people in crisis, a 13% increase on the previous year. 484,026 of these went to children.

I want to see the end of the need for emergency food services in our country, to work with Government to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Although the recent Budget marked a positive step forward, there is still much more to be done and we will continue to work through the foodbank network to bring further change.

Working for The Trussell Trust means making a difference in people's lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

A handwritten signature in black ink that reads "Emma Revie".

**Emma Revie**  
Chief Executive



## INTRODUCTION TO THE TRUSSELL TRUST

Thirteen million people live below the poverty line in the UK, with individuals going hungry every day for a range of reasons, from benefit delays to receiving an unexpected bill on a low income.

The Trussell Trust's mission is to bring communities together to end hunger and poverty in the UK by providing compassionate, practical help whilst challenging injustice.

The Trussell Trust supports a network of over 400 foodbanks run by local community groups and charities across the UK, giving emergency food and support to people in crisis across the UK, where thirteen million people live below the poverty line. In the last year we gave 1,332,952 three day emergency food supplies to people in crisis.

We've been supporting our Foodbank Network to develop into community hubs, providing people in need with emergency food and a range of support in one location and helping to break the cycle of poverty.

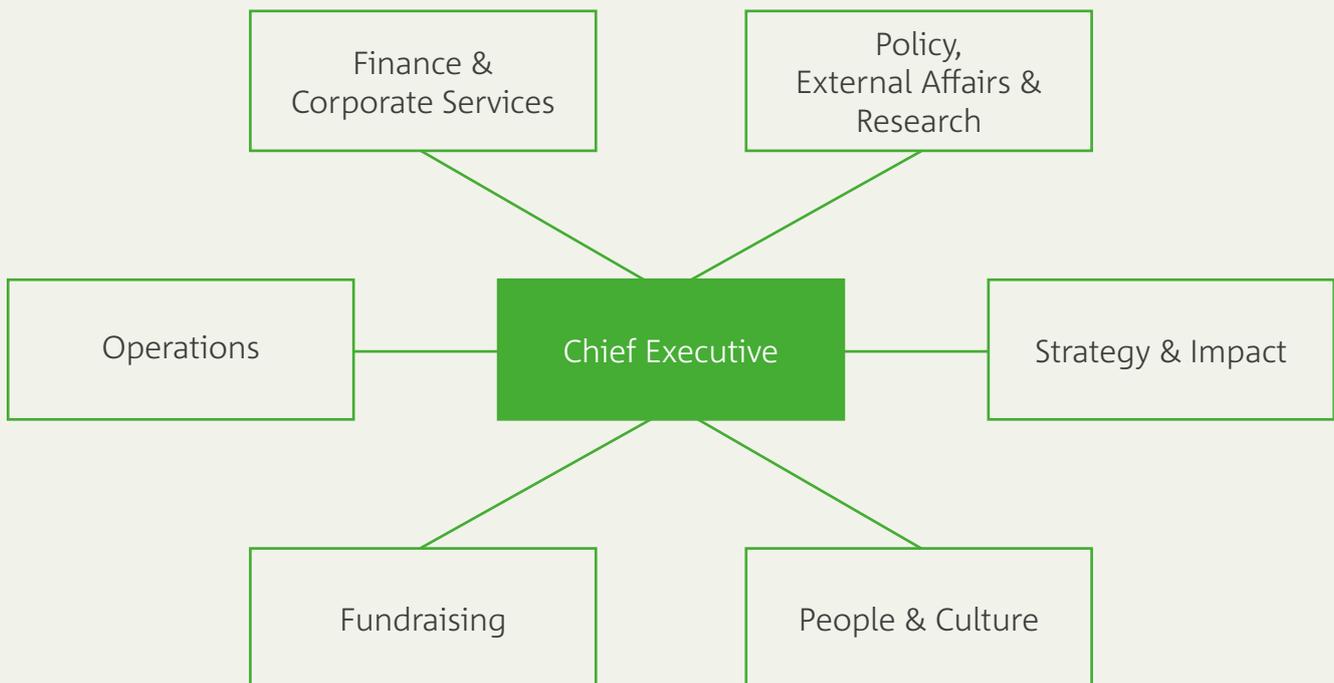




## HOW WE WORK

Our head office is based in Salisbury, Wiltshire, with satellite offices in London and Coventry and team members based across the UK.

Our support for over 420 foodbanks across our network is delivered through six directorates reporting into our Chief Executive;





## VISION, MISSION AND VALUES

### OUR VISION:

To end hunger and poverty in the UK.

### OUR MISSION:

Bringing communities together to end hunger and poverty in the UK by providing compassionate, practical help with dignity whilst challenging injustice.

### OUR VALUES:

The Trussell Trust is committed to **community** built on **diversity, tolerance, cooperation,** and **mutual respect**; we want to contribute to society and demonstrate social responsibility. Our values are important to us, and we aim to live them out in all areas of our work.

We are **passionate** about what we do and the difference it makes in the lives of others

We are **compassionate**; we give selflessly and put others before ourselves

We hold ourselves **accountable**: we acknowledge and assume responsibility for actions, decisions, and consequences – as individuals and as an organisation.

We are **innovative**, with the ambition to pursue new and creative ideas that have the potential to change lives for the better.

We **empower** and **encourage** staff, volunteers and clients to take the initiative and achieve their best, in a safe environment where mistakes are viewed as learning opportunities.



## THE ROLE

**Directorate:** Fundraising

**Responsible to:** Head of Public Fundraising

**Responsible for:** Scotland Partnerships Co-ordinator, Public Fundraising Co-ordinator, Coventry Community and Events Fundraising Assistant

**Hours:** Full-time (37.5 hours per week)

**Based:** Trussell Trust Head Office, Salisbury

## ROLE OUTLINE

The post holder will be responsible for achieving an ambitious target, growing income from the development and expansion of community fundraising products and events and developing regional and volunteer fundraising opportunities.

## RESPONSIBILITIES

- To develop and implement a community and events fundraising strategy
- To manage a portfolio of annual national events and fundraising products
- To manage a small team including remote and office based staff
- To develop relationships at national and regional levels with community groups and service organisations
- To support corporate partners at local and regional levels (in concert with the Corporate & Major Partnerships team)
- To encourage employee fundraising from existing corporate partnerships and provide stewardship to employees of smaller new businesses
- To work with key stakeholders, including the Volunteering team to develop volunteering opportunities (both volunteer fundraisers, and volunteer opportunities for key fundraising contacts, e.g. corporate partners)
- Attend speaking engagements to raise awareness and encourage support from schools, businesses and community groups
- To develop and manage fundraising plans for owned foodbanks (across the fundraising mix)
- To provide guidance and fundraising support to the Foodbank network

### Personal Attributes

- Experience of developing fundraising strategies and activity plans
- Experience of working on innovative fundraising products within community and events fundraising
- Strong knowledge of charity law and best practice
- Significant experience of developing relationships at regional/national levels with community groups and corporate partners
- Strong internal stakeholder management skills



- Strong line management skills
- Experience of managing volunteers and fundraising groups
- Excellent written and oral communication skills

### **Other conditions**

- Willingness to work outside office hours as required
- Willingness to travel within the UK: UK driving licence required

### **Personal attributes**

- Passionate about the work of The Trussell Trust
- Confident and self-motivated
- High achiever backed by a proven track record
- Target-orientated
- Ability to stay calm under pressure and manage a diverse work load

Any other reasonable duties as specified by the line manager to support the work of the Trust.



## THE PERSON

Requirement	Measures of success (Key Performance Indicators)
Experience of developing fundraising strategies and activity plans	Proactive delivery of strategy leading to growth in income Brings in new ideas and approaches
Significant experience of developing relationships at regional/national levels with community groups	Delivers new and innovative fundraising projects with community groups
Strong line management skills	The creation of a close-knit and supportive team Timely and effective performance management of direct reports
Experience of working with organisations that recruit, train and support volunteers	Develops a network of key stakeholders that has led to increased volunteering opportunities
Excellent communication and interpersonal skills Effective presentation skills	Effective and considered communication with all internal and external stakeholders Demonstrates effective influencing and negotiating behaviours
Team worker with a flexible approach to the role and its future development Development of fundraising plans for Trussell Trust-owned foodbanks	Proactive and considered communication with other members of the Fundraising team, the Corporate Partnerships team and the wider Trussell Trust organisation Delivers an effective fundraising strategy for Trussell Trust-owned foodbanks in consultation with the foodbank managers and the Fundraising team
Ability to work unsupervised Ability to work under pressure and to deadlines Well organised and able to juggle competing priorities	Delivers key outputs and responds to managerial requests in a timely fashion Has a clear idea of priorities and manages time appropriately



Requirement	Measures of success (Key Performance Indicators)
<p>Passionate about the work of The Trussell Trust and is sympathetic to its values and ethos</p>	<p>Demonstrates personal integrity and commitment to the values of The Trust. Works outside office hours when this is required</p> <p>Represents the Trust and its values effectively</p>
<p>Competent and efficient use of IT</p>	<p>Produces clear and well organised documents using approved Trussell Trust formats</p> <p>Submits regular informative monthly reports</p>



# BENEFITS OF WORKING WITH US

£35,000 P.A. PLUS BENEFITS

People are the most important thing The Trussell Trust has – without our people we could not achieve any of our goals.

Our people are passionate about our cause and the difference it makes in the lives of others. The benefits package we offer employees to support them in delivering their crucial role includes the following:

## **Personal development programme**

Continuous Personal Development is actively encouraged and training opportunities explored

## **Pension**

Matched contributions up to 8%

## **Health scheme**

Allows employees to claim money off healthcare bills.

## **Enhanced sick pay**

Four weeks of contractual hours on full pay and four weeks of contractual hours on half pay after completion of probationary period, remainder at statutory rate

## **Enhanced contractual leave**

Five additional days above statutory entitlement (33 days in total including bank holidays) [pro rata for part-time hours]

## **Potential to buy/sell contractual leave**

Up to five days (pro rata)

## **Enhanced maternity/paternity/adoption/shared parental leave pay**

To support sustainable living while having a family we offer enhanced pay while on leave. Please do contact us if you would like further information

## **Flexible working**

Core hours 10am – 4pm where role allows & in agreement with line manager

## **Group life [death in service] scheme**

Three times annual salary to nominated beneficiaries

## **Plus**

Three paid days of compassionate leave.



## HOW TO APPLY

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to [www.trusselltrust.org/jobs](http://www.trusselltrust.org/jobs) and click on 'Apply for this job' by the role details. This will take you through to our online Applicant Tracking System (ATS). You need to complete the ATS process in one go so it may help you to prepare the following before you start:

- Current employer
- Position in organisation
- Length of notice
- Give a brief outline of the responsibilities associated with your current role (no more than 150 words)
- Explain your interest in the position and give details of any relevant experience you have (no more than 150 words)
- Then separately upload your CV and a letter outlining why you are just who we are looking for.

If you have questions about this position please call 01722 580 209 or email [people@trusselltrust.org](mailto:people@trusselltrust.org).

[www.trusselltrust.org/jobs](http://www.trusselltrust.org/jobs)

The Trussell Trust is Reg. Charity in England & Wales (1110522) and Scotland (SC044246). Reg. Ltd. Co. in England & Wales (5434524)