



Play a part

## Job Description

### Fundraising Manager

**Responsible to:** Chief Executive Officer

**Based at:** Mildmay Community Centre, Woodville Road, London, N16 8NA

**Terms:** Full time (35 hours per week excluding breaks, additional hours as required: applicants must be prepared to work some evenings, public holidays and weekends)

**Salary:** £32,000

**Pension:** 3% employer contribution

**Annual leave:** 21 days

**Probationary period:** 4 months

The primary function of the Fundraising Manager is to support the development and implementation of a sustainable fundraising strategy for growth. The Fundraising Manager will work closely alongside the Development Manager, CEO and Board of Trustees to ensure that fundraising activity is in-line with the strategic plan for The Big House.

Continuing The Big House's strong track record of securing funds from Trusts and Foundations and Individual Donors, The Fundraising Manager will also support the sustainable introduction of additional income streams.

This role is vital for taking the organisation to the next stage in its development.

### About The Big House

The Big House has a simple mission: to enable care leavers to fulfil their potential.

The statistics are stark and speak for themselves. While only 1% of children in England & Wales have been in care, they account for 27% of the adult prison population and half of all prisoners under 25. A shocking 46% of care leavers remain continuously NEET (not in education, employment or training) and they are four times more likely to commit suicide.

Through drama and individualised long-term support we help care leavers overcome traumas experienced in childhood so they can make the complex transition from looked-after child to independent adult. The Big House's main activities are: weekly drop-in drama and employment workshops and the 3-month Open House Project which runs twice yearly.

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In each Open House Project, 15 care leavers and other vulnerable young people facing problems such as homelessness or family breakdown, participate in an intensive 3-month programme of drama participation, pastoral support and life/employment skills workshops which culminates in a three week run of a full-scale theatre production. Each young person who takes part in this project is matched with a personal mentor and offered support from a psychotherapist. This helps transform their lives; equipping them with the skills needed to become job ready, lead independent lives and fulfil their potential.

Through our work we have seen the transformational effect that drama can have on at risk young people's lives. The strict discipline required to produce professional theatre imparts vital transferable

skills including time keeping, focus, team working, effective communication, ability to regulate emotions and make better informed decisions; empowering and equipping the young people with the skills needed to become self-reliant. We have found drama to be an excellent tool for engaging young people in the project, bringing them from the margins to the centre of society. Since being established in November 2012, The Big House has gone from start-up to award-winning charity.

### Reputation

*"Care leavers have a stigma, but here there are so many people who want to do good and do well in life, but [before coming to The Big House] they just didn't have the connections and support system. I've seen amazing changes in people."* **C, aged 21**

*"I've seen quite a lot of this sort of work with young people, but rarely anything so passionately or so brilliantly acted, and even more rarely so beautifully staged."* **Michael Coveney, Whatsonstage**

*"(Phoenix) sizzles with energy ...this is a pulsating, angry show that should make us angry, too, about the way we let down those who most deserve our care."* **Lyn Gardner, The Guardian**

*"Visceral storytelling. Shot through with moments of pure theatre, graced with vivid, moving performances by an excellent young cast."* **Jeز Butterworth - Playwright (Jerusalem)**

*"Within all of us there is a poem, within all of us there is a painting, within all of us there is a novel, within all of us there is a real expression of what we want to see of the world. And what The Big House does is open it up and bring it out. It's wonderful."* **The Rt. Hon Jeremy Corbyn**

*"I'm convinced The Big House is plugged into the community in a way that other charities are not. A genuine life transformer, helping the lost to locate a path and stick to it."* **Sir Lenny Henry CBE**

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*“The impact of The Big House’s work on young care leavers has been tremendous... Their dynamic approach provides an ideal platform for care leavers to develop their creative and practical skills as well as plan and set goals for the future. I am a massive supporter of their work.”* **Matthew Blood, Tri-borough Virtual School Head for Looked after Children and Care Leavers**

*“I was totally bowled over by last night’s performance. I have worked in child protection for over 10 years dealing with some of the most distressing issues, however not often have I felt so emotionally moved by young people’s circumstances. I was so impressed by their tenacity and talent.”* **Sophie Humphreys, Professional Advisor to Safeguarding Children Board at Hackney Council, Director of the Pause Project**

### Responsibilities

#### Fundraising and income generation

- To support all donor relationships and fundraising activities on behalf of The Big House, helping to identify who should undertake which activity, including the CEO, Trustees, volunteers or freelance staff.
- To manage a clear and realistically weighted Trust and Foundation pipeline.
- To set and work to targets, alongside the CEO, Development Manager and Board of Trustees.
- To report to funders, ensuring that existing funders are communicated with in a timely fashion.
- To help oversee a diary of cultivation events, particularly centred around productions.
- To maintain The Big Houses database with up to date contact information of funders and communications to ensure effective and efficient fundraising.
- To work in collaboration with the wider team in the development, implementation and regular review of a fundraising strategy to encompass all current and potential fundraising income streams for The Big House, including Trusts and Foundations, Events, Individual Giving, Major Donors and Corporate Sponsors.

#### Research

- To keep abreast of developments in policy and practice for care leavers.
- To read published reports on care leavers.
- To ensure up to date statistical information is used in funding applications.
- To seek opportunities to be involved in research projects, either as one of many organisations, or independent research focussing on the impact of The Big House.

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### Management

- To work closely with the CEO and Development Manager to identify and build strategic relationships to further the development of The Big House.

### Financial

- To work alongside the CEO, Treasurer and wider team to help develop realistic and achievable budgets.
- To keep the team informed of successful grant decisions and the purpose of these grants.
- To brief the CEO and Treasurer on funding secured and where further funding is needed.

### Monitoring and Evaluation

- To work with project staff to ensure useful and relevant material is gathered across projects, for detailed and timely reporting to funders and the creation of compelling fundraising material.
- Support the Engagement Manager to identify what impact data needs to be captured to best show the impact of The Big House, and tying this in to overall strategy.
- Identify new opportunities to be involved in external reports, evaluations and research.

### Human resources

- To recruit and train additional fundraising volunteers as needed.

### Board

- Support the completion of the annual report.
- To work with relevant board members on developing strategies or pursuing funding opportunities.

### Other

- Other activities as the CEO and board deems appropriate.
- Adhere to and implement relevant policies, including safeguarding, equal opportunities and health and safety.
- Raise the profile and awareness of The Big House.

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### Skills and experience

The Big House is a dynamic and growing organisation. To thrive in this environment, you will be an exceptional candidate who demonstrates intellect, personal confidence, excellent interpersonal skills and drive. The successful candidate will be able to demonstrate that they have the following qualifications, skills, abilities or experience.

- A successful track record in professional fundraising (securing figures in excess of £50,000).
- Strong bid and report writing skills.
- Confident and successful use of IT systems and packages, including Microsoft Office (Excel, Word, Outlook).
- Ability to work efficiently, making good use of time and resources, prioritise and work to deadlines.
- Ability to take the initiative, be creative and proactive.
- Excellent verbal and written communication skills.
- Resilience in growing the work of The Big House in collaboration with the team.
- Enthusiasm and passion for the work of The Big House.
- Inclusive approach which welcomes and relates to people from many different backgrounds
- Ability to maintain professional boundaries and maintain a high level of confidentiality and discretion at all times.
- Happy, confident and relaxed when talking to a variety of different people, including young people who may have emotional and behavioural problems.

**This post is subject to satisfactory enhanced DBS clearance**

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