



Play a part

TRUSTS FUNDRAISING MANAGER

The Big House

Job Title:	Trusts Fundraising Manager
Reports to (Title):	Finance & Operations Director/CEO
Reports to (Name):	Sarah Stallwood-Hall/Maggie Norris
Working with:	Fundraising Executive
Term:	Permanent, 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:	Competitive salary, dependant on experience
Annual leave:	21 days + Bank Holidays plus 3 days in between Christmas and New Year (discretionary). The Big House grants an additional day of annual per year of service, up to a maximum of five additional days.
Probation period:	6 months

Primary function of the role

The primary function of the Trust Fundraising Manager is to be proactive in identifying and developing new and existing relationships with trusts, foundations and statutory bodies in order to generate income and work within the fundraising team to reach agreed income targets, ensuring that fundraising activity is in-line with the overall strategic plan for The Big House.

The Trust Fundraising Manager will have an exciting opportunity to join the charity at this pivotal moment and help the organisation to the next stage in its development.

e: info@thebighouse.uk.com

t: 020 7923 9955

l: The Big House, 151 Englefield Road, London, N1 3LH

pany Limited by Guarantee No. 8297808 | Reg. Charity No. 1151106



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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.

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 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**

"(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**

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“Visceral storytelling. Shot through with moments of pure theatre, graced with vivid, moving performances by an excellent young cast.” **Jez 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**

The Big House aims to create a diverse and inclusive working environment which reflects the young people and communities that we engage with. The recruitment process is open to all. If you require any additional support when applying or during the interview process, we are happy to make any reasonable adjustments to ensure that our recruitment is as accessible as possible.

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Job Description

Duties will include but are not limited to:

Fundraising

Identify, research and approach prospective contacts in order to cultivate relationships and generate new business.

To develop and manage a realistic weighted pipeline of trusts and foundations income including the development of new multi-year and growth fund opportunities.

Work with the CEO and Operations & Finance Director to identify funding priorities and develop compelling cases for support.

Prepare interim and final reports to funders in a timely fashion and manage ongoing relationships.

Develop excellent written proposals including drafting and agreeing project budgets.

To support the development and promotion of new opportunities and/or campaigns for individual giving, such as legacy giving.

Manage the effective stewardship of all supporters and funders and the preparation of all supporter communications (including membership newsletters and leaflets)

Support the preparation of sponsorship contracts and ensure sponsors benefits are fulfilled by The Big House.

To help oversee a diary of cultivation events, particularly centred around productions.

Financial

To work alongside the CEO and Finance & Operations Director to help develop realistic and achievable budgets and quarterly forecasts for the fundraising department in line with the organisation's strategic plans.

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To keep the team informed of successful grant decisions and the purpose of these grants.

To work with the Finance & Operations Director to ensure all donations are properly processed and recorded.

To brief the CEO and Finance & Operations Director on funding secured against targets set, funding gaps and new funding opportunities identified.

Monitoring, Evaluation and Research

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 Participation Manager to identify what impact data needs to be captured to best show the impact of The Big House, and tying this into overall strategy.

To keep abreast of developments in policy and practice for care leavers, including reading 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 and it's work.

Board

Support the completion of the annual report.

To work with relevant board members on identifying potential new supporters, pursuing funding opportunities and managing the existing relationships in place.

Sit on the Fundraising sub-committee.

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Other Duties

To work closely with the CEO and Finance & Operations Director to identify and build strategic relationships to further the development of The Big House.

Act as an ambassador for The Big House at all times and maximise opportunities for developing our profile by networking at external events and meetings and at activities in the venue.

Establish and maintain good relationships with all visitors to The Big House including visiting clients, partners and members.

Attend training and staff meetings as required by The Big House.

Support the activities of any fundraising events with The Big House, including the annual Gala.

Adhere to and implement relevant policies, including safeguarding, equal opportunities and health and safety.

Ensure GDPR compliance as per organisational policy.

Undertake any other duties as may be reasonably required

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General:

The post-holder will be expected to adhere to all organisational policies, including safeguarding and health and safety. The post-holder will be expected to represent the charity at events and external meetings which may require some evening and weekend working.

Equal Opportunities:

The post-holder will be expected to implement The Big House's Equal Opportunities Policy in all aspects of their work.

Confidentiality:

The post-holder will be expected to abide by The Big House's Confidentiality Policy at all times.

Safeguarding Children:

The Big House is committed to safeguarding and promoting the welfare of children and young people

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Person Specification:

	Essential	Desirable
Knowledge and Experience		
Demonstrate ownership of delivering at least one full financial cycle of trust and foundations fundraising	✓	
Experience of securing public sector funding		✓
Experience of Arts Council England funding		✓
Experience of successful lottery grants and/or statutory funding		✓
Experience of a range of fundraising markets	✓	
Good knowledge of Trusts & Foundations funding, timescales and reporting requirements.	✓	
Awareness of the General Data Protection Regulations, particularly with reference to charities and fundraising	✓	
Experience of CRM software		✓
Experience of using Trusts Database (TBH uses Grantsonline)		✓
Qualities & Skills		
Skilled in prioritising effectively within highly reactive environments and able to be administratively self-sufficient	✓	
Ability to network both within the organisation and externally	✓	
Ability and passion to drive for improvement	✓	
Outstanding communication skills (written and verbal) to engage with funders and supporters	✓	
Strong copywriting and research skills to be able to write compelling applications	✓	
Attention to detail, drive, an eye for quality	✓	
Confident and successful use of IT systems and packages, including Microsoft Office (Excel, Word, Powerpoint) and mac software.	✓	
Team player	✓	
Flexible and able to adapt in a fast paced and responsive environment.	✓	
Creative thinker who is able to articulate compelling and persuasive cases for funding and support.	✓	
Diplomatic, empathetic and patient	✓	
Enthusiasm and passion for the work of The Big House.	✓	
A passion for the arts and the impact it can have on individuals and communities.	✓	

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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.	✓	

This post is subject to satisfactory references and an enhanced DBS clearance check.

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How To Apply

Please submit your most recent CV and a completed application form. Send applications to Finance & Operations Director, Sarah Stallwood-Hall at sarah@thebighouse.uk.com. Please make the subject line - Trusts Fundraising Manager Application -.

Interviews will take place as and when suitable candidates apply.

Start date: ASAP / depending on notice period.

The Big House aims to create a diverse and inclusive working environment which reflects the young people and communities that we engage with. We welcome applications from all groups, especially those underrepresented in the arts, and actively encourage those from diverse backgrounds to apply.

The recruitment process is open to all. If you require any additional support when applying or during the interview process, we are happy to make any reasonable adjustments to ensure that our recruitment is as accessible as possible.

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