



3rd June 2022

Dear Applicant,

Thank you for considering the **Trusts Fundraising Officer** role with Redthread. We are a team of compassionate, collaborative, and courageous professionals, committed to empowering young people to change their lives. This [animation](#) was created with our Youth Ambassadors and this clip from [BBC News](#) will give you a taster of what we do every day

The Redthread team has grown significantly over the last few years, and we have further opportunities to expand our services in the year ahead. Our highly successful fundraising team has enabled this growth by driving income generation from new sources and increasing our reserves. We are looking for an exceptional Trusts Fundraising officer to join the team.

If you enjoy writing, research, understanding service impact, working closely with frontline staff, and can work diligently, it's a great area to work in with lots of opportunities. We would like to see some fundraising or marketing experience, but we are happy to support people with relevant skills looking to transition into Trust fundraising.

We have a wide range of Trust supporters, such as smaller family trusts wanting to make a difference in their local area; well-known UK grant makers; large international foundations. In the last financial year, Charitable Trusts and Foundations were Redthread's largest source of income so your work will make a demonstrable difference to young people's lives. Even though Redthread has a strong grants portfolio, the area you would work on is still relatively new and it has lots of room for development – it's a real chance to make your mark.

We set high standards, but we expect you to be conscientious, not achieve the impossible. You'll need to be a great communicator; able to assimilate complex information in creative, compelling ways that inspire others to support our cause. We're a hard-working, dynamic team so you will need to thrive on working collaboratively in a busy and dynamic environment.

In return, the successful candidate will receive a competitive salary, a supportive and flexible hybrid working environment, excellent staff training and development package and access to a range of employee benefits including enhanced annual leave and family leave entitlements, employer pension scheme contribution, access to clinical supervisions, enhanced employee assistance programme services and more. The offer of employment is conditional on satisfactory pre-employment checks.

**How to apply:**

If this sounds like the right role and organisation for you, apply by following the link below. This will take you to our recruitment platform Beapplied, where you will be able to fill in a short application and upload a CV. To ensure we fairly assess applications, CV's will not be reviewed initially.

We will accept applications until **10am on Monday 27<sup>th</sup> June 2022**.

**Apply Now:** <https://app.beapplied.com/apply/euymrrkc1b>

**Please note:** If we receive a high number of applications, we reserve the right to close the advert before the closing date. Therefore, early applications are encouraged.

Shortlisted candidates will be invited to interview with the Redthread team. Interviews will take place on the **4<sup>th</sup> July 2022**. We would like this role to start as soon as possible. We will provide comprehensive training and induction.

### **Equity, Diversity and Inclusion**

Redthread are proud to be an equal opportunities employer that values the contribution each individual makes to our work. We strive to build a diverse and inclusive working environment where all staff feel valued, respected and empowered to be who they are at work.

We aim to achieve a workforce that is diverse regardless of age, disability, neurodiversity, gender identity, marriage and civil partnership status, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation or criminal record status and one which reflects the communities and young people we support.

We recognise that in particular people from Black and Asian communities and other minoritised ethnic groups are under-represented in the charity sector, as are those with disabilities. We welcome and encourage people from these historically excluded groups as well as those who identify as male to apply for this opportunity.

**We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias.**

Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process. For more information, please contact [applications@redthread.org.uk](mailto:applications@redthread.org.uk) or call our HR team on [020 3744 6888](tel:02037446888)

### **Safeguarding**

Redthread puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding, child protection practices and high professional standards around all safeguarding issues. Any Employment with Redthread will be subject to the following pre-employment checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check (If applicable)
- receipt of satisfactory references
- at least 1 face to face interview for frontline roles
- proof of and continuous eligibility to work in the UK

Full details on the pre-employment screening process can be requested from [applications@redthread.org.uk](mailto:applications@redthread.org.uk)

Kind regards,



John Poyton, CEO

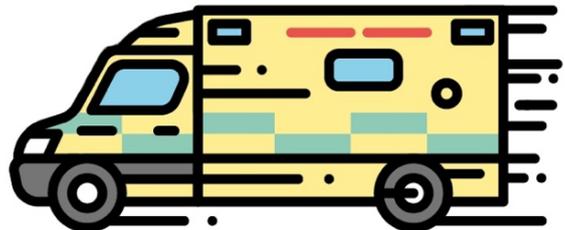
## Youth Violence Intervention Programme

Redthread empowers young people to thrive as they navigate the challenging transition to adulthood by integrating trauma-informed youth work into the health sector. Whether a young person has been the victim of a stabbing, is seeking support for anxiety, has suffered a sexual assault, or wants to find a new home beyond the reach of a gang, we support them to overcome the challenges they face through our dynamic youth work programmes.

Every year thousands of young people find themselves in hospital A&E departments as the victim of serious youth violence. Redthread's Youth Violence Intervention Programme embeds youth workers in hospitals to intervene with these young people. The teams meet the young patients as soon as they can: in the A&E waiting room, on the ward, or even in the resuscitation bay. We believe that this moment of intense crisis, when the young person is nursing a serious injury in the daunting environment of a busy hospital, often alone, can be a catalyst for pursuing positive change – a 'teachable moment'.

Our teams build rapport with the young people, mentor and advise them, and support them to make long-term positive plans to break away from cycles of violence and offending. Problems include exclusion from education, employment or training, a lack of stability in housing, mental health concerns, unstable relationships and reprimands due to criminal activity. Redthread capitalise on our partnerships to ensure long-term work and change is possible for each young person. The teams make well-judged referrals on their behalf and accompany them to initial meetings to ensure transition is smooth. This work disrupts the cycle that can too easily lead to devastated communities and an exhausted healthcare and justice system.

We have teams in three of London's four Major Trauma Centres and commission a service in the fourth. In 2018 we launched services in Queen's Medical Centre in Nottingham, in Queen Elizabeth and Heartlands Hospitals in Birmingham, and in Homerton Hospital in Hackney. We expanded our service to UCLH in early 2020, and have launched in Croydon University Hospital, University Hospital Lewisham and Queen Elizabeth Hospital, Woolwich this year during the pandemic.



## King's Adolescent Outreach Service (KAOS)

On any day, across King's College Hospital sites, at least 20 adult beds are occupied by young people aged 16 to 24. These young people have specific medical, emotional, legal and social needs which we know from user feedback are not being met. The KAOS team help support the medical and surgical teams on adult wards to care for young people in an age appropriate way.

KAOS was launched at King's in April 2018. It comprises of a core team of two lead clinicians, two youth workers and a wider team of forty health care professionals from different backgrounds, all with an interest in optimising care for young people. The service operates in working hours and not at

weekends. This is an exciting opportunity to help develop a much-needed service for vulnerable young people.

**Outside of the hospital,** we deliver The Social Switch Programme in partnership with Social Business Catch22- amongst other things, this programme trains frontline professionals to understand and address social media in their work with young people.

"I need this don't I, this is an opportunity for me; to be able to work with you, any of you, could change things for me. I'm ready for that. I'm in! You don't need to ask me again - I'm 100% on board, whatever I have to do. I'm doing it."

**A young person's reaction to being introduced to the service**

"I've seen first-hand how our hospitals provide a unique moment to engage with young people. Redthread have helped thousands of Londoners - and I'm proud to support their work."

**Sadiq Khan, Mayor of London, June 2019**

"That could have been the worst thing that happened in my life, but you made it one of the best."

**A young person's comment on their experience of our service**



## Trusts Fundraising Officer Job Description

<b>Post Title:</b>	Trusts Fundraising Officer
<b>Work area:</b>	Fundraising Team
<b>Responsible to:</b>	Fundraising Manager
<b>Location:</b>	The post will be based at the Victoria office, with the option for regular home working and travel to Redthread's projects in London, and across the UK
<b>Hours:</b>	37.5 hours per week
<b>Salary:</b>	£30,799 per annum + benefits (includes London Weighting)
<b>Contract type:</b>	Permanent

### Purpose of the Post

- To raise and manage income from charitable trusts and foundations giving up to £100,000, so Redthread can deliver its projects and achieve its strategic goals.

### Main Duties and Responsibilities

- Conduct in-depth, systematic research into funding opportunities from trusts, foundations and statutory sources, keeping clear, organised records and continuously updating the prospect pipeline.
- Write and submit compelling proposals and attend and lead proposal meetings with potential funders - focussing on multi-year grants up to ~£100,000, being able to lead on some larger bids where appropriate, and as the needs of the organisation dictate.
- Manage the portfolio of current grant funders giving up to ~£100,000: cultivate positive professional relationships and provide exemplary stewardship.
- Create compelling communications and inspiring reports to funders in a timely manner, working with the Programme Coordinators, Data Manager, and Trusts and Grants Fundraising Manager to interpret monitoring data and evidence of impact, specific to grant agreements.
- Work closely with the Trusts and Grants Fundraising Manager on larger, strategic applications and funder relationships: collecting data, drafting copy, meeting funders and liaising with other Redthread programme and support staff.
- Maintain a bank of useful trust fundraising resources for use by the team, including project budget, application and reporting templates and a trusts stewardship plan.
- Lead the Trusts and Grants team's digital fundraising activities by promoting and reporting on social media and through other channels.
- Manage the small trusts mailing: identify prospects, collate mailing data and update the database.
- Support the trust fundraising activities of the broader team as required, providing regular trust fundraising guidance and development support to the Fundraising and Communications

#### Assistant

- Support other members of Redthread's staff team to nurture potential funding relationships, submit proposals for specific localised funding opportunities, and report back to funders.
- Collaborate with the Trusts and Grants Fundraising Manager with reporting on the team's outputs and KPIs.
- Process donations from trusts and foundations, and keep accurate, detailed records of all trusts and grants activity on the fundraising database (Donorfy).
- Support the wider activities of the fundraising team as required, including representing Redthread at fundraising events and being a proud advocate for the organisation and for young people.
- Be an involved team player - supporting and contributing to all the activities of Redthread's income generation team as required, seeking opportunities to share knowledge and ideas, and being willing to jump in when we need.

#### **General responsibilities of all Redthread staff**

- Actively participate in staff meetings, session evaluations, supervision/reviews and planning sessions and in Redthread's overall development, including input on the needs of young people, ideas for new projects, and the on-going development of existing projects.
- Assist where possible with fundraising events and fundraising, including the maintenance and growth of the regular supporter network, and to assist in promoting the organisation's work with young people to the wider community.
- Assist in maintaining good working relations with Redthread's stakeholders, project partners and with other agencies and represent Redthread at external meetings as required.
- Encourage and enable young people to participate in all forms of decision-making and management of Redthread's projects, with the ultimate aim of empowering them to shape the services and activities provided for them. To ensure that all young people have equality of access and that the programme promotes opportunities for all young people.
- Assist the team in ensuring that all Redthread policies and procedures are followed, including Health and Safety, Safeguarding, Data Protection and Equal Opportunities. Report any concerns to an appropriate member of the SMT.
- Work as a member of the Redthread team and assist as required across all the organisation's projects, carrying out any other duties that may be required to meet the needs of the organisation.

**This job description is not exhaustive and is subject to review in consultation with the post holder and according to future changes/developments within the organisation**

## Person Specification

The below criteria do not necessarily have to have been in paid work, please do think about your voluntary, family and lived experience when considering them.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a fundraising and/or income generation team and/or in a customer-facing role with transferable skills suited to this role</li> <li>• Experience of writing proposals and reports, or supporting successful proposal or report writing</li> <li>• Experience of building and maintaining successful professional relationships, ideally with charitable funders</li> <li>• Experience of designing, following and improving processes to improve efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of securing income from trusts and foundations</li> <li>• Experience of researching trusts and foundations, and matching their interests with relevant projects</li> <li>• Experience of using databases to accurately record information</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge and understanding of fundraising processes</li> <li>• Knowledge of budgets and financial reporting relevant to funding bids</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of issues facing young people and/or the youth work sector</li> <li>• Knowledge and understanding of trust fundraising processes</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Outstanding written skills with the ability to explain complex issues clearly to external audiences</li> <li>• Able to research, assimilate and present information appropriate to different audiences</li> <li>• Excellent numeracy skills</li> <li>• Outstanding attention to detail with a consistent commitment to high quality</li> <li>• Ability to communicate with empathy and sensitivity when dealing with and when building relationships with key stakeholders both internal and external</li> <li>• Strong analytical skills with an ability to effectively interpret and utilise data</li> <li>• Efficient in the use of Excel and able to learn new IT systems</li> </ul>	<ul style="list-style-type: none"> <li>• Working experience of Donorfy</li> </ul>
Professional skills	<ul style="list-style-type: none"> <li>• Self-motivated and committed to personal development</li> <li>• Effective time management skills and an ability to prioritise tasks and work flexibly to deadlines</li> <li>• A commitment to and understanding of issues relating to equality, diversity, and inclusion as</li> </ul>	

## EMPLOYEE BENEFITS AND TERMS AND CONDITIONS

### Salary

Circa £30,799 per annum + benefits. We offer competitive salaries which are regularly reviewed, and we're proud to be a living wage employer.

### Contract

Permanent.

### Place of work

The post will be based at the Victoria office, with the option for regular home working and travel to Redthread's projects in London, and across the UK.

### Hours of work

37.5 hours per week.

### Probationary period

The post is subject to a six-month probationary period.

### Annual leave

The holiday entitlement is 26 days leave each year, plus the bank holidays. An extra one day's holiday per year is given for each full year worked, up to a maximum of five additional days. Employees can also carry over three days leave entitlement (pro-rata for part-time employees) into the next holiday entitlement year.

### Enhanced family leave entitlements

We offer employees enhanced maternity, paternity and adoption leave and pay after one year of completed service.

### Workplace Pension Scheme

We offer membership of a workplace pension set up with The People's Pension, and employees are eligible to be auto enrolled after three months' service. The employee's minimum pension contribution rate is currently 3%. Redthread's contribution rate is 5% higher than the employee up to a maximum of 8%.

### Enhanced Sick Pay

The entitlement to enhanced sick pay is service-related, starting with one-week full pay and one-week half pay.

### Employee Assistance Programme (EAP)

We offer an *enhanced* Employee Assistance Programme, which offers free, 24/7 confidential helpline services (accessed either by phone and/or online) including structured counselling services and practical resources aimed to support your work-life balance. In addition, some aspects of the EAP service are also available to share with an employees' dependants including their partner.

### Tax-free Childcare scheme

You are entitled to sign up to the Government's Tax-Free Childcare (TFC) scheme at

<https://www.gov.uk/tax-free-childcare>

### **Cycle to Work Scheme**

We offer a Cycle to Work scheme which enables savings on the cost of a new bike and accessories for employees wishing to cycle to work for all or part of their journey. Employees can sign up after one month's service.

### **Safeguarding**

Redthread puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues.

### **Learning and Development**

We are committed to supporting everyone who works for Redthread to develop their professional skills and to achieve their full potential. Alongside a Professional Development Plan's (PDP) all staff are offered up to six Continuing Professional Development (CPD) days per year to meet their goals. Redthread run a comprehensive curriculum of in-house core training for all frontline staff.

### **Equal Opportunities**

Redthread is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, neurodiversity, gender identity, marriage and civil partnership status, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation or criminal record status. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

At Redthread, we're currently exploring new ways in which we can improve our overall approach to equality, diversity and inclusion whilst continuing to build an organisational culture where all colleagues feel valued, respected and empowered to be who they are at work.

Our EDI networking forum provides opportunities for staff to contribute to the future development of Redthread's new EDI strategy. The forum also supports the organisation to coordinate and deliver actions around equity, diversity and inclusion such as bias training, inclusive leadership, virtual workshops, events, accreditations and more.

### **Please note:**

Any offer of employment will be subject to continuous eligibility to work in the UK and satisfactory pre-employment screening which for frontline staff includes an Enhanced DBS Check. Full details on the pre-employment screening process can be requested from [applications@redthread.org.uk](mailto:applications@redthread.org.uk)