

Exciting opportunity: Fundraiser

If you're excited by the thought of being part of a team working to end destitution in the UK for those seeking asylum, and share our passion for justice, then this may be the role for you.

We're looking for an established fundraiser who will grasp our vision; someone excited to apply their skills in securing funding for our vital work. With a proven track record of fundraising through grant applications you'll enjoy working collaboratively with our existing part-time Fundraiser and Chief Exec.

Energised by the opportunity to represent and advocate on behalf of the Trust and our clients, you'll be a highly organised individual with a tenacious and enthusiastic approach to generating financial support for Boaz. Happy to commit to our values and ethos you'll look forward to joining a small but lively and supportive team.

If this has piqued your interest then please read on.

We hope this application pack will help you understand the role of Fundraiser and decide whether this is a role you'd like to apply for. If you have any unanswered questions please do contact Ros Holland, Chief Exec on 0161 202 1056 or info@boaztrust.org.uk

In this pack:

- **How to apply and when you'll know if you've been successful**
- **What the role involves and the person we're looking for**
- **Understanding who we are and what it's like to work at Boaz**

Recruitment process

If you would like to apply for this job, please complete the application form and Equal Opportunities Monitoring form and return to the Boaz Trust for the attention of Ros Holland (info@boaztrust.org.uk) by the closing date of **5pm on 13th July 2016**. **Please note it is especially important that you give as much information as possible in section 6, "Supporting Information"**. All shortlisted candidates will be informed during the week commencing **18th July**, and interviews will be held on a day between the **27th and 29th July**. (NB. For exceptional circumstances we may be able to offer an alternative date of 9th or 10th of August.)

Please visit our website to download an application form:
boaztrust.org.uk/Job-opportunities/

About this job

The Fundraiser is a vital member of our team, helping us to secure the essential financial support needed to continue to offer and expand our services.

Job Description

Job Title:	Fundraiser
Location:	Boaz Trust, 1 st floor, 110 Oldham Rd, Ancoats, Manchester M4 6AG
Salary:	Starting salary £22,700 – 23,500 (£18,160 - £18,800 pro rata)
Hours of work:	30 hours per week, usually worked between 8.30am-4.30pm (working pattern to be negotiated) Occasional evening and weekend work may be required
Holidays:	25 days per annum, plus statutory / bank holidays pro rata
Benefits:	Pension scheme and travel expenses
Responsible to:	The Chief Executive
Contract length:	Permanent
Probation period:	3 months

Main purpose of the job:

In accordance with the Christian ethos and values of the Boaz Trust

- To build and manage relationships with new and existing major funding partners and trusts
- To recruit and maintain relationships with individual donors
- To work collaboratively with our existing part-time Fundraiser (one day per week)
- To work alongside the Community Engagement Manager to ensure consistent, high quality and effective communications

Specific duties and responsibilities:

Major partnerships: key tasks

- To research trusts, foundations and other grant giving bodies to identify new prospects
- To plan, develop and submit credible funding proposals to trusts and foundations in line with the Boaz Trust's budget and needs
- To manage relationships with a portfolio of trusts and foundations including timely and appropriate communication and reporting
- To provide an excellent level of support and service to our major partners (including those who "donate" houses for a period of time)
- To work effectively alongside other staff to ensure applications and reports are submitted in a timely and accurate manner

Individual giving: key tasks

- To develop and implement an action plan to increase the number of individuals making regular gifts
- To recruit and care for individual donors (small to medium one off and regular donations)
- To maintain records of individual donors, ensuring all gifts are recorded and acknowledged accurately and appropriately

Communications and events: key tasks

- To work with the Community Engagement Manager to deliver excellent, communications that promote a coherent Boaz 'voice' and image in line with guidelines (being developed 2016)
- To manage the Boaz Trust's involvement in fundraising / sponsored events (e.g. Great Manchester Run, fundraising dinners etc.)

Additional tasks

- To be aware of and understand appropriate charity law, and follow industry best practice, in particular the Institute of Fundraising's Code of Practice guidelines and Data Protection legislation
- To identify and apply for prizes and awards that may raise the profile of the Boaz Trust

Role and responsibilities within the daily life and working of the wider team

- To be committed to and supportive of the Boaz Trust's values and ethos.
- To participate in daily prayers/team meetings, ideally taking turns to lead.
- To work collaboratively and communicate effectively with other Boaz staff and volunteers whenever necessary
- To comply with Boaz Trust policies and procedures
- To participate in the full life of the team which will include sharing in provision of office cover and admin tasks, participating in away days and other times of team reflection, planning and development where appropriate

Note: This role description is not intended to be an exhaustive list, and it is expected that you will be flexible and willing to participate in duties which are broadly in line with the above responsibilities.

This job description does not form part of the employment contract and we reserve the right to review it with the post-holder as necessary.

Person Specification

Job Title: Fundraiser		
Specification	Essential	Desirable
1. Education/ Training	Degree (or equivalent)	Certificate in Fundraising or equivalent
2. Proven Experience	<p>Proven track record of fundraising through grant applications to trusts and foundations</p> <p>Experience of communicating effectively and persuasively using a variety of media</p> <p>Using supporter care systems or databases</p> <p>Effective team-working, maintaining effective relationships and contributing positively to team formation and function</p> <p>Independent working using appropriate levels of judgement and initiative</p>	<p>Working within a small-medium charity</p> <p>Working with volunteers</p> <p>Experience of raising funds to support vulnerable people</p> <p>Events management</p>
3. Skills & abilities	<p>Confident, accurate and sensitive communication skills in both oral and written contexts</p> <p>Able to research and identify new fundraising and income generating opportunities</p> <p>Time management and ability to manage and prioritise own workload</p> <p>Ability to interpret financial information and manage budgets</p> <p>Detailed knowledge of how</p>	<p>An understanding of the UK asylum system</p> <p>Graphic design capability</p>

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Specification	Essential	Desirable
	<p>trusts and foundations operate</p> <p>Knowledge of fundraising best practice & legal requirements</p> <p>Able to represent and advocate on behalf of the Trust and our client group at events</p>	
4. Attributes	<p>Positive 'can-do' attitude</p> <p>Entirely empathetic with the Christian ethos and aims of the Trust</p> <p>Able to relate to a wide range of people and situations, building relationships and networking effectively</p> <p>High degree of enthusiasm and reliability</p> <p>Discretion and an ability to keep sensitive information confidential</p> <p>Desire to see social justice</p>	A practising Christian
5. Additional requirements	Proficient in use of Microsoft Word, Excel, PowerPoint, email and internet	

Who are we?

The Boaz Trust is a Manchester based Christian charity working with destitute asylum seekers and refugees. Our vision is 'life in all its fullness' for those seeking sanctuary in the UK. Boaz provides accommodation, food, and practical and pastoral care for destitute asylum seekers. This enables them to rebuild their lives and work towards a resolution of the situation that made them homeless. At peak times Boaz accommodates over 70 individuals through our winter night shelter (men only), shared housing and our hosting scheme.

What's it like to work with us?

We're a fairly small staff team (11 people, two thirds of whom are part-time) currently working out of an office in Mustard Tree's building in Ancoats. While we may be small in numbers (and space; we're open plan and quite cosy until we re-locate to a bigger building within the next 12 months) we share a big passion for our work.

Boaz was formed as an outworking of Dave Smith's Christian faith and the desire to serve others, particularly the vulnerable. The team's strength and motivation is very much drawn from our shared faith, and this faith underpins all that we do. Whilst we work with a totally diverse range of people, of all faiths and none, and do not evangelise, our sense of Christian identity is certainly key to how we tick.

It can be tough to work at Boaz, as we often see people at their lowest and dealing with very difficult situations, but we keep focused on the positive. It can hard but it's definitely rewarding work. Hearing a client say 'Boaz has helped me in so many ways. They have helped me put my life together' is certainly motivating, and reminds us why we do what we do. We find humour, strong coffee and cake also help, and it's a very sociable atmosphere.

The values which define how we seek to work as an organisation are:

Christ-centred (rooted in the teachings of Jesus Christ, we seek to serve those who society sees as the least, the last and the lost)

Excellence (we strive for professional excellence with integrity in all our working practices)

Empowerment (we want to see the people we work with (including clients, volunteers, staff and supporters) equipped and released to discover meaning and purpose in their lives.)

Restless for justice (we shine a light on injustice, especially where people seeking sanctuary are treated unfairly and we will fight to see change happen)

Servant-hearted (we adopt an attitude of service within the organisation and beyond, putting the needs of others before our own)

Generosity (we extend a welcome to all we meet, sharing hospitality, kindness and love, and treating everyone with dignity, regardless of their background)

One of our values is servant-heartedness, and this applies to how we treat each other as much as our clients. We all muck in if the pressure's on and everyone shares in the things that keep the office ticking over, like washing up each day. The daily times of combined team meeting, sharing and prayer are key to helping the team function and thrive.

Our clients often refer to Boaz as family, which we regard as a huge compliment. We constantly strive to keep the balance between professionalism and warmth; treating each person with dignity and as an individual is vital for us.

We hope you would find this a fun, friendly, challenging and stimulating place to work. If you share our passion to see destitution ended and positive changes to the UK asylum system, doing what we can to make life better for those seeking refuge in the meantime, then you should definitely apply.