



Registered Charity Number: 1045429
Office 73, 4th floor, Building 8, Vantage Point Business
Park, Mitcheldean, Glos. GL17 0DD
Phone: 01594 372777 Email: hr@ticplus.org.uk Web Site:
www.ticplus.org.uk

Job Pack

Job Pack: Fundraising Manager

Thank you for your interest in working for TIC+. The job pack consists of the following documents:

- Guidance Notes
- Job Details
- About TIC+ and the Role
- Job Description/Person Specification

The closing date for applications is **12:00pm, Friday 12th July** however we will be reviewing and interviewing potential candidates through the application window.

TIC+ reserves the right to close this vacancy should the right candidate be identified.

Interviews will be held **6th August 2024**

Please return the following documents by the date stated above.

1. The completed Application Form
2. The Diversity Questionnaire

If you do not hear from us by the closing date it does mean that we have not been able to include you on our shortlist.

Completed applications should be sent to:

hr@ticplus.org.uk

Or by post:

HR Department
Office 73, 4th floor, Building 8
Vantage Point Business Park
Mitcheldean
Gloucestershire
GL17 0DD

Guidance Notes

Filling in the application form

- Please complete all parts of the application form. **(CVs will not be accepted in place of an application form).**
- **Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the person specification.**
- Do not miss out experience gained in previous jobs but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work, etc.
- Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
- Check the closing date to allow time for your application to reach us.
- We suggest you keep a copy of your completed application.
- TIC+ does not usually acknowledge receipt of application forms unless specifically requested and a stamped, self-addressed envelope is enclosed. **Please note that if you have not been contacted by the advertised interview date then unfortunately you have not been successful in your application.**

Short-listing- Please read

When short-listing we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed.

Commitment to Inclusivity and Diversity

Here at TIC+ we want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. We try to create an encouraging, caring, supportive environment where everyone, from any background, can be themselves and fulfil their potential at work.

Please make us aware of any reasonable adjustments we may need to make for you and particularly address any special requirements you may have if you are invited for interview.

Keeping children, young people and families safe

TIC+ is committed to safeguarding and promoting the welfare of children, young people and families and expects all staff to share this commitment.

As part of our Safer Recruitment Policy you must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring check. You will be interviewed and assessed against the criteria set out in the job description and person specification. We are particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve direct and indirect contact with children and vulnerable adults or supervise those who have direct or indirect contact with children or vulnerable adults, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and responsibility inherent in the post they hold, might be expected to be positively suitable to work with children and vulnerable adults. Seeking this information is not, in anyway, to reflect upon applicants' integrity but is necessary to protect the vulnerable and to assist us in making safe recruitment decisions.

The declaration section of the application form must be completed.

Providing false information is an offence and could result in the application being rejected or summary dismissal, if the applicant is already in post, and possible referral to the police.

All employment offers are made subject to the following checks

- satisfactory clearance from the Disclosure and Barring Service where applicable;
- satisfactory references
- right to work check
- satisfactory health check

We aim to make the application process as straightforward as possible. If you have any further questions regarding your application or require any further general guidance or information about TIC+ please contact a member of our Human Resources Department 01594 372777 or email hr@ticplus.org.uk

Thank you for considering applying to TIC+

About TIC+

TIC+ is a charity established in 1993 serving Gloucestershire and surrounding areas. TIC+ reaches hundreds of children and young people every year as well as offering support & advice to parents & professionals. We work to ensure that every young person has easy, prompt, independent access to appropriate support according to their needs. We offer:

- Counselling - online and face-to-face for children and young people
- Family Counselling
- Parent Support
- Psycho-educational workshops for children, young people, parents & professionals
- Counselling Training courses

TIC+ has a main office in Mitcheldean Gloucestershire; counselling rooms and home-based staff and volunteers working across the county. We strive to ensure young people, parents and families feel accepted, safe & valued, so that they can say what's on their mind, and be really listened to without the fear of being judged. We work with young people to help them build resilience & give them strategies to cope with situations they might be facing.

Our Mission, Ethos and Values:

TIC+ is a Christian led charity that is not affiliated to any particular denomination, church or group. We provide services to anyone of any faith or none and we employ staff from any faith or none. As an organisation we believe that the Christian faith provides the foundation and motivation for the work of the charity and is the reason why we do what we do. Our mission *to improve, preserve and promote good mental health and wellbeing amongst children, young people and families* is borne from Jesus' words; *"I have come that they may have life, and have it to the full."* John 10:10.

An outworking of our Christian ethos means that we expect all representatives of the charity to treat everyone equally, with care and respect regardless of their race, gender, religion, sexual orientation, ethnic background, beliefs, status, ability or class. The ethos is given life through our relationships; the way we work together and behave with one another and those we serve, are a demonstration and authentication of our ethos.

Our Values:



Job Detail

Job Title:	Fundraising Manager
Rate of pay:	Grade D, £40,462 - £41,476 DOE Rate of pay whole time equivalent (pro rata for part time employees). Salary is dependent on experience.
Reports to:	Chief Operating Officer (COO)
Responsible for :	Line management responsibility of Fundraiser.
Place of Work:	TIC+, Vantage Point Business Village, Mitcheldean, Gloucestershire, GL17 0DD. You may also be required to attend TIC+ meetings and training related to the post at various locations across Gloucestershire as required. You will not be required to work outside the UK.
Hours of Work:	30 hours a week (with view to increase subject to funding)
Contract:	Permanent, subject to funding
Holiday:	5.6 weeks a year (inclusive of bank holidays) pro rata for part time employees. In addition to this entitlement, we also gift all employees the days between Christmas Day and New Year's Day excluding Bank Holidays. Additional holiday is accrued after one year' service up to a maximum of ten additional days
Expenses:	Legitimate business expenses incurred as part of carrying out your job will be reimbursed.
Terms:	There will be a six-month probationary period where the successful candidate's suitability for the role will be assessed.

Job Title:	Fundraising Manager
Responsible to:	Chief Operating Officer
Job Purpose:	<p>Reporting to the Chief Operating Officer, you will proactively create and grow fundraising income opportunities with individuals, community groups, the faith sector and grant giving trusts and foundations.</p> <p>You will be at the heart of our local community and beyond, bringing our cause to life and building lasting donor relationships. Through your fundraising expertise, you will have a proven track record of building relationships with individuals, community groups, trusts and foundations and other donors to achieve and exceed annual income targets.</p> <p>You'll have the capacity to create and craft compelling proposals and appeals that successfully engage and attract donations from new and existing supporters.</p>
Main Duties:	<ul style="list-style-type: none"> • Explore and increase our applications to grant giving trusts and foundations promoting TIC+ and its work to successfully attract funding. • Be proactive in identifying, engaging and building good relationships with prospective corporate donors, successfully securing them as funding partners. Alongside this you'll oversee the deepening of engagement and growth of our relationships and partnerships with existing corporate donors. • Develop, monitor and manage a fundraising portfolio capable of generating in excess of £750,000 per annum within the next five years (last year £c280k). You will establish a fundraising pipeline, including a range of indicators that can be tracked and that will enable you to make informed projections regarding future income. • Design and deliver excellent, engaging and regular stewardship communications and powerful fundraising appeals alongside establishment of associated data and systems, to grow our income and pool of individual supporters making one off or monthly donations. • Work with and support external consultants and colleagues across the organisation to help secure fundraising partnerships and income from grant giving trusts and foundations. • Work with the COO and CFO to define clear income targets for all fundraising activity with a view to year-on-year growth and ensure robust review processes for regular monitoring and evaluation. • You will proactively take advantage of any fundraising training and skills development opportunities and engage with any joint fundraising opportunities, ensuring TIC+ is innovative, astute and agile in our fundraising approach. • Overall responsibility for managing and maintaining TIC+ CRM Fundraising system

	<p>Management</p> <ul style="list-style-type: none"> • Prepare and manage a fundraising budget • Ensure good ROI on expenditure, and keep track of income in line with agreed targets • Develop cross function reporting/systems with finance to allow accurate tracking of funds • Contribute to meetings with the Board of Trustees as requested and prepare Board reports for monitoring • Line management of fundraising team, demonstrating active leadership and promotion of TIC+ values. • Where appropriate review roles and responsibilities within the fundraising function to ensure the team is fully resourced
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	<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Ensure that supporter information and data is stored and used in compliance with the latest guidelines at all times including GDPR • To undertake any other duties which are consistent with the basic objectives and/or duties of the post. <p>External Liaison</p> <ul style="list-style-type: none"> • Promote the work and Christian ethos of TIC+ when appropriate to clients and supporters – this may include evening and weekend working for which TOIL may be claimed. • Be able to promote TIC+ and its work at arranged talks at churches, social groups and various other venue
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Person Specification:

The person appointed will be expected to have the key essential skills and attributes listed below. The items under the heading 'desirable attributes' will also be useful. However, candidates who do not have these desirable attributes should not be deterred from submitting an application as relevant support/training can be made available for the right person.

Selection Criteria	Method of Assessment	Essential	Desirable
1 Training, Qualifications and Experience			
The successful candidate will have:			
A recognised qualification in Fundraising (CIOF or other)	Application form Certificate		✓
A strong experience of fundraising, particularly from grant giving trusts and foundations.	Application form Interview	✓	
Demonstrable experience of securing six figure incomes (this may be across various grants)	Application form Interview	✓	
An understanding of corporate partners, individual giving and fundraising from community groups, associations and faith sector.	Application form Interview	✓	
Experience of setting, managing and reporting against fundraising KPI's.	Application form Interview	✓	
Experience of working with, supporting and overseeing external consultants.	Application form Interview		✓
Experience of supporting projects involving multiple stakeholders	Application form Interview	✓	
Experience of working with Budgets	Application form Interview	✓	
Experience of collecting and analysing information	Application form Interview	✓	
Experience of working with volunteers	Application form Interview		✓
2. Skills, abilities and knowledge			
The successful candidate will be able to:			
Be proficient in use of Word, Excel and Microsoft Office	Application form	✓	

Ability to write compelling, effective and engaging copy to secure engagement and/or funding	Application form Interview	✓	
Ability to work on own initiative and prioritise work within agreed objectives and fixed deadlines.	Interview	✓	
A working knowledge of Health and Safety risk assessments and ability to compile these for a project.	Interview		✓
Ability to provide effective support to others and be a co-operative team member.	Interview	✓	
Building and maintaining effective relationships both internally and externally with a range of stakeholders.	Interview	✓	
Driving license or ability to travel around the community.	Application form	✓	
Ability to think creatively and solve problems.	Interview	✓	
Have or able to quickly gain a good knowledge and understanding of TIC+ our structures and ways of working	Interview	✓	
3. Values and Personal Attributes			
The successful candidate will demonstrate:			
A passion for the mission of the charity – “to improve, preserve and promote good mental health and wellbeing among children, young people and families.”	Application form Interview	✓	
Demonstrate TIC+ values (as shown in job pack)	Interview	✓	
Organised, methodical and innovative	Application form Interview	✓	
Excellent communicator	Application form	✓	
Able and willing to work some weekends and evenings as required	Application form Interview	✓	
The ability to both work independently and as part of a team	Application form Interview	✓	
Support the Christian ethos of the charity as stated in the job pack	Application form	✓	