



JOB INFORMATION, DESCRIPTION, PERSON SPEC & APPLICATION INFO: TRUSTS, FOUNDATIONS & STATUTORY FUNDRAISING MANAGER

July 2024

JOB INFORMATION

Zarach is the children's bed charity, and we're on a mission **to end child bed poverty in England, giving children the opportunity to engage at school and a chance to break the cycle of poverty.**

Since we were formed in 2017, and registered as a charity in 2018, we have gone on to provide bed bundles to almost 9,000 children through our partnerships with schools who make referrals to us to support their most vulnerable children.

Our cause and story have captured the nation's attention, and we have been provided with an incredible national platform that has seen us appear on local and national TV, on radio and in the national press. This has included appearances on BBC Breakfast, Channel 4 News, Radio 5 Live and The Independent newspaper supported our Christmas 2023 appeal, culminating in Zarach being the front-page story on Christmas Day.

In our short history we have received continual funding support from a range of charitable Trusts & Foundations, as a vital part of our overall income and resources mix.

With over 4.3 million children in the UK living in poverty – including 1 million experiencing destitution and around 900,000 living in bed poverty – we have an aspiration to reach more children, in more areas of high need across the country.

To further develop our areas of activity, we are looking for an experienced and successful Trusts & Foundations professional to join our team. We are committed to building our capacity in this area of work so we can look to securing increased income from smaller and larger scale, local and national funders, and via one-off, single-year and multiple-year funding. We are also wanting to explore opportunities to secure public sector contracts due to the unique engagement we have with families and the signposting support we can provide.

If you see that joining a still relatively young, exciting and developing charity, that has gained national recognition is for you, please do read through the key information, main aims of the post and the person specification to help you consider making an application. We would also recommend that you look at us on Instagram, Facebook, X, YouTube and LinkedIn to gain a good sense of our work and the support we are so fortunate to have.

JOB DESCRIPTION:

Key information

Salary	£24,000-27,200 (FTE salary of £30,000-34,000)
Hours	30 hours per week (over 4 or 5 days) (0.8 FTE)
Holidays	36 days per annum, including Bank Holidays, pro rata
Reporting to	Funding & Communications Manager
Location	Hybrid, between home and Hunslet, Leeds (West Yorkshire) office

Main aims of the post

- Be a mission-driven and values-led member of Zarach's team, living, championing and advocating, both internally and externally, for Zarach's work and the children and families we support.
- Lead on all areas of the Trusts, Foundations and Statutory funding resource plan. This will include research, building relationships, preparing applications and fulfilling reporting requirements.
- Be a proactive, participating and contributing member of the Funding & Communications team and in engaging with the wider Zarach teams to help you succeed in your role.

Key duties and responsibilities

- Participate in the development, and lead in the implementation, of plans for your area of work that support the achievement of the required income levels in the pursuit of Zarach's mission and agreed organisational plan.
- Research suitable Trusts, Foundations & Statutory funding and commissioning opportunities, preparing and submitting compelling applications and/or tenders for the identified opportunities.
- Oversee and fulfil the required monitoring and reporting requirements for all funders and/commissioners, on time and to a high standard.
- Recording communications and funding documentation in the Salesforce CRM.
- Engage online and in-person with the representatives of Trusts, Foundations & Statutory organisations, to develop relationships that advocate for Zarach and build confidence in us.
- Maintain excellent knowledge of grant giving bodies, the charity sector and trends, identifying and making the most of fundraising opportunities.

General duties and responsibilities

- To be a champion and ambassador of the mission and values of Zarach in all aspects of work and in all interactions with Zarach stakeholders.
- Attend a monthly (or other agreed frequency) 1-1 meeting and annual appraisal with your line manager to support you in fulfilling your duties and responsibilities and in reviewing your progress against set objectives.
- Attend required meetings (internally and externally) that support the development of Zarach, its team, ways of working and relationships with stakeholders.
- Identify and attend training that will support you in fulfilling your duties and

responsibilities and professional development and in ensuring that Zarach meets legal and best practice standards.

- Follow all Zarach policies and procedures and terms of your contract.
- Undertake any other reasonable duties that supports the fulfilment of the main aims of this post and the ongoing development of Zarach.

PERSON SPECIFICATION

Experience

- Essential: Proven track record of successfully securing both small and larger scale, single-year and multiple-year funding from Trusts & Foundations.
- Desirable: Experience in Zarach's area of work (e.g. children & families, addressing poverty and inequality etc.).
- Desirable: Successful tendering for public sector contracts.

Qualities and characteristics

- Essential: Ability to demonstrate how Zarach's values (Aspirational, Respectful, Collaborative and Open) resonate with the candidate's personal values.
- Essential: Genuine empathy for the children and families we support and understanding of the barriers and challenges they face.
- Essential: Engage with a broad range of internal and external stakeholders with warmth, humility, credibility and professionalism.

Skills

- Essential: Excellent written, verbal and presentational skills.
- Essential: Ability to absorb data and utilise this to present Zarach's story and impact in funding applications and tenders.
- Essential: Good financial understanding that supports the preparation of budgets, in collaboration with the finance team, for funding applications and public sector tenders.
- Essential: Confident with everyday IT use and in learning to work with new software and programmes (currently, Zarach uses Google Workspaces and Salesforce).

APPLICATION PROCESS

If you are interested in applying for this post, please submit an up-to-date CV along with a supporting statement, of no more than 3 pages of A4, in font size 12, by **9am on Monday 29th July 2024**. Please send your application to Kelly Read, Finance & Operations Manager at kelly@zarach.org.

Please note that we will not be able to consider applications received after the closing date and time, or if we do not receive a full application of CV and supporting letter.

For selected candidates, interviews will take place in Leeds on Tuesday 6th August 2024.