



JOB DESCRIPTION

# Trust and Foundation Fundraising Officer

Dear applicant,

I'm so glad you're considering the role of Trust and Foundation Fundraising Officer at Settle. I'm biased of course, but I truly believe that Settle offers a very special working environment, and we're so looking forward to welcoming the successful candidate.

Here at Settle, our team is 100% committed to preventing homelessness among young people leaving care. To succeed in this mission, we know that we need to attract and retain good staff. This year's staff wellbeing survey found that 100% of the team would recommend Settle as an employer to a friend and 100% feel that Settle is invested in their wellbeing. Our commitment to staff wellbeing is absolute and is reflected in the range of benefits offered. These include 4 wellbeing days per year for staff to spend as they wish, an annual team away day and quarterly staff socials.

Equity, diversity and inclusion in the workplace is something we feel equally passionately about. In the last 12 months, we've commissioned external specialists to host an unconscious bias workshop and a Trans inclusion training day. The conversations that take place in sessions like these drive our dedication to creating a sense of belonging for everyone in the team. In the most recent staff survey, 95% said Settle is a welcoming and inclusive organisation.

A fundraiser at Settle can expect to be well-supported in their work, and well-equipped with the data and resources needed. With strong systems in place around our monitoring and evaluation, excellent financial management and effective cross-organisational collaboration, our fundraisers are empowered to achieve the best possible results. Weekly check-ins and monthly one-to-ones with line managers ensure that workload and work/life balance are always on the agenda.

We take a steady and sustainable approach to our fundraising. Our grants income target for this financial year is around £1.25 million, and next year we expect this to rise to just over £1.4m. With 90% of this year's grant income and 45% of next year's secure already, we are well-positioned to meet these targets. We have long-standing relationships with funders including The Henry Smith Foundation, Garfield Weston Foundation and The National Lottery and currently hold multi-year grants with more than ten funders.

April 2025 marked the start of a brand new strategy period for Settle, and we're committed to doubling our reach in the next 3 years. To do this, we'll need to scale organisationally and build on our strong existing fundraising foundations. We're excited for everything that Settle's future holds and looking for a fundraiser who's equally inspired to help us progress in our development.

We look forward to receiving your application.

**Penny Day, Head of Fundraising**



## About Us

Settle is a charity that supports young adults as they leave the care system and move into their first home. Working in partnership with local authorities and housing associations across London, we provide intensive one-to-one support, helping young people to develop the practical life skills they need to sustain their tenancies, manage their finances and take care of their emotional wellbeing. Our preventative approach to homelessness helps care-experienced young people to lay stable and successful foundations and thrive. Since our foundation in 2015, we've supported over 750 young people across London and we're proud to have won the Care Leavers category award at the 2023 Children and Young People Now Awards.

This is an extremely exciting time for Settle. Last year, we worked with more young people than ever before, launched our Advocacy Forum led by young people and expanded our team. Today, we're in our tenth year as a charity, and we're a team of 21 brilliant staff, delivering sector-leading impact for young people at risk of homelessness through our innovative programmes.

In joining Settle, you'll be joining a fast growing and truly impactful organisation with opportunities for progression and development within our friendly team. We are proud to have been voted one of Escape the City's Top 100 companies to 'escape' to in 2021.

### OUR APPROACH:

#### GROW THE GOOD

We focus on building young people's strengths rather than dwelling on their weaknesses. Asset-based approaches underlie all our services.

#### YOUNG PEOPLE FIRST

We ensure the needs of the young people we support are prioritised above all else, and we work to overcome barriers in the system.

#### INTENTION ISN'T ENOUGH

We go the extra mile to ensure we deliver the impact our programmes seek. We are dedicated to improving outcomes for young people.

# Job Description

## ABOUT THE ROLE



Choosing to join Settle in our mission means contributing to meaningful and much-needed societal change. As Trust and Foundation Fundraising Officer, you'll be working to generate income which will enable Settle to expand its reach, achieve its strategic goals and, ultimately, make a real difference to the amazing young people we serve.

You'll work closely with our senior leadership and support team to help deliver our fundraising strategy. As part of a fundraising and communications team of 5, you'll report to our Head of Fundraising and be accountable for writing grant applications and funder reports, prospecting for new funding opportunities and day-to-day funder administration and correspondence.

Candidates with experience of trust and foundation fundraising are encouraged to apply; however, direct fundraising experience is not an essential requirement for this position. Trust and foundation fundraising is a skill that can be taught, and we're confident in our ability to nurture and develop new talent. Essential requirements include exceptional writing skills, reliable administrative skills and strong people skills. Applications would be welcomed from candidates with a background in communications or writing-based roles, or from other areas of the charity sector.

Settle is committed to increasing the representation of lived experience of the care system in our team. For this reason, care-experienced applicants who meet the essential criteria below are particularly encouraged to apply, and will be guaranteed an interview. Please refer to the final page of this job description to understand what we mean by the term 'care-experienced'.

## KEY INFO

**Reports to:** Head of Fundraising

**Start Date:** As soon as possible

**Full-time Salary:** £31,733-£33,455 (depending on experience)

**Hours:** Full-time or 4 days per week

**Contract:** Permanent

**Location:** Hybrid working between our office in Tobacco Dock, and working from home, with occasional external events and funder meetings to attend

Closing date: Sunday 31<sup>st</sup> August. Interviews will be held w/c 8<sup>th</sup> September and w/c 15<sup>th</sup> September. Please note that you will only be contacted if you are shortlisted for interview.

## RESPONSIBILITIES

### Trust and Foundations Fundraising

- Work with the Head of Fundraising, Finance Lead and wider team to curate specifically tailored funding proposals based on the interests, history and funding capacity of individual Trusts and Foundations, and based on Settle's financial needs and funding priorities
- Write and submit high quality funding applications and reports for trusts and foundations (expected to be in the region of £10,000 - £500,000 but opportunities may vary)
- Collaborate with our Head of Business Development, Programme Managers and Settle Coaches to gather accurate data and compelling case studies to support applications and reports
- Work with the Finance Lead to produce individually tailored budgets, forecasts and other financial documents in line with the requirements of individual funders
- Work with colleagues to monitor the progress of grant-funded projects, ensuring that obligations are fulfilled within the terms of the grant wherever possible and informing funders in a timely fashion of any significant deviations from projections
- Thoughtfully steward funders, ensuring that they are thanked, and that they are kept informed of progress, key milestones and future opportunities to support the charity in order to maximise retention, and increase levels of support over time
- Proactively seek out feedback from funders where appropriate, share insights with the team and use this to adapt your practice
- Meet with and present to potential and existing funders with passion, enthusiasm and professionalism
- Attend funder events on behalf of Settle

### Planning and Administration

- Maintain our funder pipeline, identifying new funding opportunities through research and networking, developing a strategic plan of approach and working systematically to meet submission deadlines
- Record and manage all fundraising data, keeping accurate, up-to-date records of all applications submitted, approaches in progress, opportunities secured and other funder correspondence
- Develop and maintain administrative systems, including logging all key documents, such as agreements and contracts, on Settle's shared area
- Support the efficiency of our fundraising systems and processes, applying a solutions-focused approach and thinking creatively to continually strive for best practice

## Additional Responsibilities

- Work with Communications staff to produce fundraising materials and promotional resources for relevant stakeholders, maintaining Settle's strong reputation for high-quality work, ethos and friendly tone
- Research and apply for awards that build Settle's reputation and highlight our impact
- Ensure you are always fully appraised as to Settle's delivery, impact and financial need and representing Settle accurately and positively
- Ensure adherence to the relevant charity legislation and the Institute of Fundraising's Codes of Fundraising Practice

## WHAT WE'RE LOOKING FOR

### **You care about improving the lives of our young people**

You're deeply committed to our mission and will go the extra mile to ensure young people are receiving the best quality support they deserve.

### **You have outstanding writing skills**

You'll have a track record of producing high quality written work with a keen eye for detail and ability to tailor your writing to the needs of the audience.

### **You're great with people**

You're going to be working with colleagues, partners and young people from a range of backgrounds. It is essential that you demonstrate the compassion and communication skills to build good relationships, and that you are dedicated to embedding equality, diversity and inclusion into all areas of your work.

### **You're an organised and thoughtful worker**

You'll apply a considered, research-informed approach, both when identifying and approaching funders. You can manage multiple deadlines efficiently and you are meticulous in your attention to detail, recognising the rigour required in collecting data and in record-keeping, as well as the nuances of grant-writing.

### **You are proactive**

You'll thrive working in a small, fast-moving organisation and will be able to prioritise your time effectively. Target-driven and tenacious, you're ready to get stuck in to get things off the ground. You will take ownership and responsibility for the quality of your work, and you'll be able to take initiative as well as instruction, leading on projects independently as well as working collaboratively with other team members when required.

## You are self-reflective

You're continually looking for opportunities to learn and improve. You're able to recognise areas for development and demonstrate an appetite for continual professional development and growth. You view feedback as a gift and use it to shape your practice.

## EXPERIENCE, KNOWLEDGE AND SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Track record of outstanding writing and communication skills</li><li>• Strong administrative and organisation skills</li><li>• Excellent people skills</li><li>• Understanding of basic fundraising principles and motivation to grow knowledge</li><li>• Digital fluency in tools such as Word and Excel</li></ul>	<ul style="list-style-type: none"><li>• Track record of writing successful grant applications and funder reports, and of securing 5-figure grants from Trusts and Foundations</li><li>• Track record of reporting to and stewarding Trust and Foundation funders</li><li>• Experience using a CRM</li><li>• Knowledge or lived experience of youth homelessness, the care system and/or the issues young people face.</li><li>• Please note that care-experienced applicants who meet the essential criteria will be guaranteed an interview.</li></ul>

## WHAT WE REQUIRE

As a precondition of employment, we'll need you to:

- Complete a basic Disclosure and Barring Service (DBS) check.
- Provide two satisfactory references. At least one of which should be from your most recent employer.

## BENEFITS

- Flexible working arrangements
- 40 days paid leave per year: 25 days annual leave, 8 bank holidays, 3 days between Christmas and New Year and 4 wellbeing days
- Strong commitment to professional development with a dedicated training budget
- Annual performance and pay progression reviews
- Up to 5% pension contribution
- Scope to take real ownership in a fast-growing charity
- Cycle to work scheme
- Employee Assistance Programme offering free therapy
- Work phone and laptop
- A supportive and inclusive culture with regular team social events

## HOW TO APPLY

Please answer the following questions in the form on [our Careers webpage](#). Please also upload a CV and complete the equality and diversity monitoring questions.

We recommend reviewing the 'what we're looking for' section and the essential and desirable criteria to ensure you are evidencing as much of those areas as possible.

**Please do not use AI to craft your answers. Note that because writing skills are essential for this role, we will automatically discount any applications that have been produced using ChatGPT or another similar tool.**

Application questions:

1. What excites you about Settle and about this role?
2. Based on the skills outlined in the 'what we're looking for' section and the essential and desirable criteria listed above, please tell us why you think you'd be great for this post.
3. Please provide an example of your own written work and tell us what audience the piece was aimed at. How did you tailor your writing to meet the needs of this specific audience?
4. How did you hear about the vacancy?



We are committed to improving the diversity of our team and we want to ensure that our recruitment process is inclusive and accessible to everyone. Completing the equality and diversity monitoring form alongside your application helps us to achieve this, so please do fill this in, if you are able to.

Once the applications have been received, your equality and diversity information will be separated from your application and will remain anonymous throughout the selection process.

**Settle is committed to increasing the representation of lived experience of the care system in our team. Therefore, care-experienced applicants who meet the essential criteria above will be guaranteed an interview.**

Care-experienced means you have been “looked after” by your local authority at any point, for any length of time before turning 18. This includes living with foster carers, in a residential children's home, being looked after at home with a supervision order, living with relatives or friends in kinship care, being adopted and previously looked after. This also covers asylum seekers who arrived in the UK without an adult with parental responsibility also known as Unaccompanied Asylum Seeking Children. If this applies to you, please mention this in your application and we will follow up to request some evidence (such as a letter from a social worker or PA).

The closing date for the role is Sunday 31<sup>st</sup> August. Interviews will be held w/c 8<sup>th</sup> Sept and w/c 15<sup>th</sup> Sept. Please note that you will only be contacted if you are shortlisted for interview.