



JOB DESCRIPTION

Fundraising and Development Officer/Senior Officer

About Us

Settle is a charity that supports young adults as they leave the care system and move into their first home. We provide intensive 1:1 support addressing practical life skills, sustaining a tenancy and managing emotional wellbeing. Our preventative approach to homelessness helps care-experienced young people to make long-lasting changes and thrive.

We are a fast-growing organisation and 2021/22 was a big year for Settle. We worked with more young people than ever before, developed new services and doubled our team size. You [can read more about our recent work here](#).

Since launching in 2015 we've now supported hundreds of young people across London and we're proud to have been selected as a Guardian Public Service Awards finalist in 2019 and to have been voted the 'Best Tenant Support Programme' at the National Housing Excellence Awards 2016.

We work with some brilliant partners; from JP Morgan Chase Foundation and the National Lottery Community Fund, to local authorities and housing associations across London. We're a deeply committed team of 15 supported by a brilliant board of 7 trustees who help us achieve our social mission. We have ambitious plans to continue scaling our impact over the coming years.

OUR APPROACH:

GROW THE GOOD	YOUNG PEOPLE FIRST	INTENTION ISN'T ENOUGH
We focus on building young people's strengths rather than dwelling on their weaknesses. Asset-based approaches underlie all our services.	We ensure the needs of the young people we support are prioritised above all else, and we work to overcome barriers in the system.	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



This is an exciting time to join Settle as we look to invest and grow our fundraising and development capabilities.

You'll work closely with our senior leadership and support team to help deliver our fundraising and business development strategies. You will lead on writing applications, reporting to funders, managing our prospects pipeline and running fundraising

campaigns. You'll report directly to our Chief Executive.

This role will have a strong focus on securing trust and foundation income in addition to supporting our Head of Business Development to secure local authority and housing association contracts.

We are keen to hear from a broad range of applicants and will appoint the successful candidate as a Senior Fundraising and Development Officer or a Fundraising and Development Officer depending on your experience.

You might be an experienced fundraiser with a track record of writing successful grant applications and looking to take the next step in your career into a senior officer role.

Equally, you might be earlier on in your career with excellent organisation and writing skills and looking to develop your fundraising skills and experience.

You'll be joining a fast growing, impactful organisation with lots of progression for development within our friendly team. We were voted one of [Escape the City's Top 100](#) companies to 'escape' to in 2021.

KEY INFO

Reports to: Chief Executive

Start Date: As soon as possible

Salary: £25,460 - £31,200 (depending on experience)

Hours: Full-time

Contract: Permanent

Location: Hybrid working between our office in Wapping and working from home

Closing date: Thursday 20th October 11:30pm

RESPONSIBILITIES

Trust and Foundations Fundraising

- Write and submit funding applications for trusts and foundations (expected to be in the region of £5,000 - £250,000 but opportunities may vary)
- Work with the Chief Executive on large trust applications
- Manage our funder pipeline and identify new funding opportunities through research and networking
- Lead on funder reporting including managing deadlines, writing reports and working with the wider team to gather good content
- Support with relationship management of funders to ensure their long-term support of Settle
- Support with fundraising stewardship activities
- Adhere to the highest standards of donor care and fundraising compliance

Business development support

- Support with the management of the business development pipeline, monitoring tender portals and flagging new business development opportunities
- Support with the administration, writing and submission of local authority tenders
- Support the management of partnership relationships, including responding to requests for information and contributing to the development of partnership proposals

Planning and Administration

- Manage Settle's fundraising and business development CRM, keeping up-to-date records of all applications submitted, approaches in progress and opportunities secured
- Support with fundraising campaigns and events
- Develop and maintain administrative systems, including logging key documents, for agreement and contracts
- Work with the support team and senior leadership team to develop our fundraising and business development strategy
- Work with the Communications Manager to develop communications to send to our supporters, maintaining Settle's strong reputation of high-quality work, ethos and friendly tone
- Research and apply for awards that build Settle's reputation and highlight our impact
- Attend donor, trust and corporate events on behalf of Settle
- Lead on coordinating occasional fundraising events such as philanthropy breakfasts, dinners and one-off larger events that facilitate income generation

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 writing high quality applications to trusts and foundations with a keen eye for detail and an understanding of what funders want to see in an application.

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 can build good relationships with the people you're working with by showing compassion and communicating clearly.

YOU'RE HIGHLY PROFESSIONAL AND ORGANISED

You can manage multiple funding deadlines efficiently and you are meticulous in your attention to detail, recognising the rigour required in reporting and collecting data. You can effectively research and manage our fundraising pipeline and prospects.

YOU'RE A SELF-STARTER WITH AN ENTREPRENEURIAL, GET THINGS DONE ATTITUDE

You'll thrive working in a small, fast-moving organisation and will be able to prioritise your time effectively. You are excited to shape and deliver services and new projects, ready to get stuck in to get things off the ground. You will take ownership and responsibility for the quality of your work.

EXPERIENCE NEEDED FOR THIS ROLE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Experience of working in fundraising or transferable skills• Excellent writing skills and attention to detail• Experience working for a charity	<ul style="list-style-type: none">• Experience of writing local authority tenders• Track record of writing successful grant applications and funder reports*• Knowledge of youth homelessness and the issues young people face

*Essential for Senior Fundraising and Development Officer role

WHAT WE REQUIRE

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

- Complete an enhanced Disclosure and Barring Service (DBS) check
- Provide two satisfactory references, at least one of which should be from your most recent employer

BENEFITS

- Scope to take real ownership in a fast-growing charity
- Flexible working arrangements around 10am-4pm core hours
- Strong commitment to professional development with a dedicated training budget
- Annual performance and pay progression reviews
- Up to 3% pension contribution
- 38 days paid leave per year: 25 days annual leave, 8 bank holidays, 3 days between Christmas and New Year and 2 personal days for wellbeing
- Cycle to work scheme
- Employee Assistance Programme offering free therapy
- Work phone and laptop
- Wellbeing Wednesdays, finishing at 3pm once a month
- A supportive and inclusive culture with regular team social events
- Employees joining between October and March will be eligible for a one-off cost of living support payment

HOW TO APPLY

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

Application questions:

1. What excites you about Settle?
2. How would you measure your impact at Settle?
3. How do your experiences and skills make you suitable for this role?
4. How did you hear about this vacancy?

Settle is happy to receive video or voice recording submissions answering the questions above alongside a CV and equality and diversity monitoring form sent to jobs@wearesettle.org

Please be aware that neither format is preferred and all applications will be considered equally.

Settle is keen to encourage applicants from as diverse a range of backgrounds as possible, to better reflect the young people we work with. We therefore would like to hear from people from BAME backgrounds and people with lived experience of the care or the homelessness systems.

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.

The closing date for the role is Thursday 20th October 11:30pm