



JOB DESCRIPTION

Head of Fundraising and Communications

Dear Applicant,

This is an exciting period of stability and growth for Settle. Seven years after its foundation, Settle has developed enormously. It's now an award-winning charity with a team of 16 brilliant people with an annual turnover of £600k+. We consistently deliver sector-leading impact through our innovative programmes for young people at risk of homelessness.

The young people we work with are at the heart of everything we do and we're proud to have care-experienced individuals amongst our staff and Board team. We have supported over 500 young people to avoid homelessness and to live the lives they want and we have ambitious plans to scale our work.

Today we're stronger than ever and at an incredibly exciting point on our journey. Last year we worked with more young people than ever before, launched our Alumni programme led by our graduates, completed our first external evaluation with the New Economics Foundation and expanded our team and Board significantly.

We have also just launched our new brand and three-year strategy which sets out our bold plans for how we intend to grow our impact and organisation over the coming years.

We are now at a critical and exciting juncture, which makes this role a fantastic opportunity. The purpose of this newly created role is to develop and deliver our fundraising and communications strategy for the long-term sustainability of the charity which will allow us to grow its impact through our programmes.

The financial position of the charity is strong, having recently received over £1 million in multi-year funding from long standing partners. We want to build on this strong position, and have big ambitions that require new and sustainable income.

The work of developing the strategy will involve scanning the funding landscape to find sources of income that fit the charity's values, goals and ambitions. We have a strong track record of securing trust and foundation income but we know there are untapped opportunities that we are keen to explore. This role will work as part of our Senior Leadership Team and will take a leadership role in steering the charity's strategy and development. This is a fantastic opportunity to join a flourishing organisation with substantial resources for our stage of development.

We look forward to receiving your application.

Kind regards,

Rich Grahame

Chief Executive

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.

Since launching in 2015 we've now supported over 500 young people across London and the South East and we're proud to have been included in Escape the City's Top 100 social impact organisations 2022 and Guardian Public Service Awards finalist in 2019.

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 16 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 and have just launched [our new 3 year strategy](#).

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 communications capabilities.

Leading our fundraising and comms team, this role will focus on the strategic development and delivery of these areas of work. The role will have a particular focus on growing our trusts and foundations income, expanding our corporate and major donor giving portfolio, building new partnerships and devising new creative

strategies to strengthen our reputation.

You will help to develop and promote our new high-quality brand, raising awareness of the charity and supporting the development and delivery of any public-facing campaigns to raise the profile of the organisation.

You will also have the opportunity to be involved in the running of a medium sized charity, reporting directly to the CEO and inputting into the Board. You will work both independently and collaboratively with the CEO and Senior Leadership Team to design and deliver our fundraising and communications strategy and help create a positive culture within the organisation.

KEY INFO

Reports to: Chief Executive

Start Date: February 2023 (flexible)

Salary: £43,680 - £46,800 (depending on experience)

Hours: Full-time and part-time considered

Contract: Permanent

Location: Hybrid working between our office In Tobacco Dock and working from home

Closing date: Sunday 4th December, interviews taking place in the weeks commencing 5th and 12th December

RESPONSIBILITIES

Increasing our income sustainability by developing our fundraising strategy

- Prepare and deliver a long-term fundraising strategy and comprehensive annual plan, covering all income streams, including but not limited to: Trusts, major donors, corporates, individual giving, events, community and legacies, to ensure the growth of sustainable income for Settle.
- Raise £300k+ of new fundraising income per year.
- Provide annual budgets and plans with regular financial and performance reports as requested by the CEO.
- Research, identify and target suitable funders and partners whose aims and objectives align with Settle's work and values.
- Work with colleagues across the organisation to develop compelling and creative funding proposals, ensuring these meet Settle's strategic aims.
- Develop relationships with key charitable trusts, foundations and other funding bodies to promote Settle's work and provide exemplary stewardship, including reporting efficiently, sharing updates and seeking opportunities to bring funders closer to the work.
- Working closely with the Head of Delivery and programme team to ensure we are responding to emerging needs of the young people we work with.
- Develop a corporate engagement plan to promote our work.
- Develop relationships with high-net-worth individuals and maintain positive relationships with current individual funders to encourage ongoing support.
- Develop and maintain a pipeline of bids to secure funding from a diverse and sustainable mix of funders, across multiple years.
- Work with the Head of Business Development to maximise fundraising opportunities and relationship building across our local authority and housing association projects.
- Work with our CEO to pitch and present to potential funders and corporate partners.
- Support the charity's presence at external events, promoting Settle to potential funders and corporate partners.
- Work closely with our operations and finance team to ensure full risk, governance and financial implications for fundraising growth are accurately assessed prior to progressing large proposals.
- Manage and improve systems and processes for record keeping and reporting on funder relationships.
- Provide regular reports and updates to the CEO and board.

Developing our communications, strengthening our reputation and raising our profile

- Develop our communications strategy by working closely with our Comms Manager and the wider team to ensure we are strengthening our reputation, demonstrating our impact and raising our profile.
- Take a leading role in designing and shaping content (from press notices and op-eds to speeches and social media content) to further the reach of our work.
- Oversight of content strategy including digital, video, audio, and print content to further the impact of this work
- Able to evaluate and measure the impact of communications activity, presenting to others and showing clear learnings and development opportunities.
- Developing our communications calendar, which complements streams of work.
- Work closely with our Communications Manager to develop and manage Settle's brand, maintaining a consistent and engaging message, tone and visual identity across all communications.
- Ensure our communications are in line with our values and comply fully with our legal obligations
- Ensure all key stakeholders are communicated with regularly, positively and consistently.
- Source opportunities to build our profile and share our work with prospective partners, funders and supporters

Develop Settle's advocacy, policy and public affairs activities

- Develop Settle's policy and public affairs activities working with and reporting to the Chief Executive and liaising with other relevant staff and board members.
- Maintain an oversight of current political issues, policy contexts and consultations relevant to the youth and homelessness sectors in the UK.
- Ensure we are working closely with young people to advocate on the issues that they care about.
- Policy analysis and the development of evidence-led policy positions on agreed matters of relevance and importance to the organisation.
- Pro-active preparation of position papers, briefings and statements and their use in advocacy and to inform policy thinking at early stages.

Build effective relationships with senior stakeholders, corporates and high net worth individuals that build a supporter journey to ensure maximum income is achieved.

- Act as an external face for Settle in developing and managing key senior relationships.
- Work with existing networks to identify opportunities to deepen engagement and increase funds.
- Develop, foster and maintain effective relationships with new stakeholders across the public, private and third sector to raise the profile of Settle.

Support the delivery of Settle's mission and values by providing leadership and technical expertise to the fundraising and communications team.

- Form part of the Senior Leadership team to develop the charity's strategic vision and provide leadership to the organisation.
- Lead Settle's fundraising and communications team, by providing effective line-management to our Comms Manager and Fundraising and Development Officer with potential to line manage others as the team grows.
- Showcase inspiring behaviours that develop, coach and motivate team members to achieve and exceed objectives and targets.
- Foster a culture of learning, collaboration and excellence.
- Ensure the Fundraising and Communications team consider how they can involve young people's perspectives in their areas of work, drawing on support from colleagues when appropriate.
- Keep abreast of best practice in fundraising and compliance with relevant legislation (Code of Fundraising Practice, GDPR as relates to fundraising etc).
- Engage and work with the Board to understand and fulfil its responsibilities in respect to fundraising, leading on the identification and mitigation of new opportunities as well as the key operational risks related to income generation.

WHAT WE'RE LOOKING FOR

We're on the hunt for a Head of Fundraising and Communications to join us at this exciting stage in Settle's development. We are looking for a driven, experienced individual, with the relevant skills to secure funds, build relationships and demonstrate our impact. We are interested in someone looking to step up to a head of role, or someone already established at that level to join us and lead our team.

Leading a team of two, you will have the ability or potential to lead a high performing team to successfully deliver our fundraising and communications objectives. You will also have an ability to build new relationships, recruiting new high net worth and corporate donors into the organisation. You will utilise your creativity to broaden awareness of the organisation, building on our existing income streams and diversifying our overall income portfolio.

We are looking for a compassionate leader who can help develop and deliver an achievable fundraising and communications strategy. Someone who is able to maintain our high-quality reputation and track record as well as harnessing new opportunities for the organisation.

What we're looking for:

- * You are an experienced leader who establishes positive working relationships, has a strong work ethic and is flexible to changing priorities
- * You're a strategic thinker with excellent analytical skills
- * You're an excellent relationship builder and able to build strong relationships with key external and internal stakeholders
- * You can translate strategy into deliverable operational plans
- * You have sound financial acumen
- * You have excellent verbal, presentation and written communications skills
- * You are dedicated to embedding equality, diversity and inclusion into all areas of your work

EXPERIENCE NEEDED FOR THIS ROLE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">* Significant track record of raising funds from multiple income streams, including trusts, foundations, corporates, and high net worth individuals* Experience of creating and implementing fundraising strategies* Substantial experience of leading and writing compelling proposals, presentations and reports* Excellent understanding of GDPR legislation and Fundraising Code of Practice* Experience designing and implementing successful communications strategies* Experience line managing and leading high performing teams, with ability to motivate and collaborate with others	<ul style="list-style-type: none">* Strong network of potential funders* Knowledge and experience of policy, advocacy or public affairs* Knowledge of youth homelessness and the issues young people face* Experience at a fast-growing organisation

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.

BENEFITS

- * Scope to take real ownership in a fast-growing charity
- * Flexible working arrangements
- * 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
- * A one-off cost of living support payment for employees joining between November 2022 and March 2023

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. Based on the skills outlined in the 'what we're looking for section' and the essential and desirable experience listed above, please tell us why you think you'd be great for this post
2. What excites you the most about this role?
3. How you heard about the 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.

[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 Sunday 4th December with interviews taking place in the weeks commencing 5th and 12th December.