



Application Pack Fundraising Manager





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Letter from **Lisa Kiew, Head of Finance and Resources** at Britain Yearly Meeting (Quakers)

This is an exciting time to join us and make a real impact as the national charity supporting the Quaker church in Britain evolves and grows.

Our Trustees recently agreed strategic priorities for the next 5-10 years to support the church to reinvigorate Quakerism. This includes supporting Quaker meetings and other groups to be diverse, to thrive and grow; working with and on behalf of Quakers for a sustainable and peaceful world; and simplifying structures and practices in our local and national organisation.

Fundraising will play a crucial role in the charity's ongoing financial sustainability. This is an opportunity to build a new team, leading and delivering on this new phase of our development.

We hope the information in this pack will fire your interest. As Quakers, we are inspired by faith to work for a just, peaceful, and sustainable world. We seek to fill the gaps, to work where help is most needed, alone or with others – whatever will have the greatest impact.

If you feel that you would like to contribute to the work of the Quakers, then we look forward to receiving your application.

For further information, you can contact Tracy Madgwick or Hayley McDonald of Action Planning's Recruitment Team, who are managing the recruitment process for us at tracy.madgwick@actionplanning.co.uk or hayley.mcdonald@actionplanning.co.uk.

Kind Regards,
Lisa Kiew
Head of Finance and Resources



About the organisation



About Quakers

The Religious Society of Friends (Quakers) is a radical faith group with its roots in Christianity. It emerged in the mid-17th century as a group with no separate priesthood, and with a form of worship based in silence. Quakers have been committed to peace, equality, simplicity and integrity throughout history and are known for work to bring about social change over the years, such as on the abolition of the slave trade, the relief of suffering in wartime, improving living conditions for factory workers and the introduction of same-sex marriage. You can read more about the story of Quakers at www.quaker.org.uk/intro-quakers.

About Britain Yearly Meeting

Britain Yearly Meeting (BYM) is the national umbrella organisation for Quaker meetings in Britain. We provide events and support services to nearly 500 local Quaker meetings across Britain, carry out peace, sustainability & social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of around £12m, and assets of over £77m. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. BYM is based at Friends House (opposite Euston station in central London), which houses our central offices accommodating our 150 staff. You can download our Trustees Annual Report & Financial Statements here: www.quaker.org.uk/annualreport

The work of Britain Yearly Meeting is carried out through five departments:

- Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, organises events for children & young people and runs the Library of the Society of Friends.
- Quaker Peace & Social Witness works on behalf of Quakers in the areas of peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local meetings with their activities and concerns.
- Quaker Communication & Services works to promote public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and trusts. It also provides a secretariat for the Quaker governance structures.
- Quaker Finance & Property oversees the budget and finances of BYM, including our ethical investment portfolio, various properties and legacies.
- Our wholly-owned trading subsidiary, Friends House (London) Hospitality Ltd, operates Friends House as a major conference venue and runs the building facilities. We have recently completed a major refurbishment of our main 1000-seat auditorium, which has been relaunched under the name The Light (see www.friendshouse.org.uk and www.thelightateuston.org.uk for more information). The Hospitality Company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria (www.swarthmoorhall.co.uk).

You can read more about the governance structures of the Quaker organisation in Britain here www.quaker.org.uk/documents/quakers-in-britain---a-short-guide-to-our-structures



About Quaker Communication and Services

The department consists of two teams: Communications and Fundraising, and Events and Committee Services. The objectives of the department are:

- Bring Quaker values to the wider world
- Tell the world that Quakers are active and relevant
- Increase the number of Quakers
- Engage Quakers in centrally-managed work through meeting relations, events and committee services
- Help Quaker meetings to thrive
- Fundraise (including donor relations and member engagement)

Trustees have agreed strategic priorities for the next 5-10 years and fundraising will play a crucial role in the charity's ongoing financial sustainability.

The department works closely with other parts of the organisation. Strategic responsibility for fundraising is held by the Head of Finance and Resources, and for communications by Deputy Recording Clerk in the senior leadership team (Management Meeting). Head of Finance and Resources will support the Finance Manager in interactions with the Trustees' Giving and Fundraising Development Group. The Group acts as advocate and champion for giving and fundraising to BYM, provides contacts, and advises staff on effective messaging in relation to giving and fundraising for Britain Yearly Meeting's central purposes.





Our Values

How we act as Quakers goes together with what we believe.

We don't have a fixed creed because we have found that the search for truth can lead us to new expressions of values as well as confirming existing ones. We call these values 'testimonies'. Today we focus on equality, peace, truth, justice and simplicity, and how they relate to one another.

Our testimonies encourage us to work for a more just, peaceful and sustainable world. It's not always easy to live this way, but as Quakers we try to encourage each other to keep trying.

Equality and justice

Quakers believe everyone is equal. This inspires us to try to change the systems that cause injustice and that stop us being genuine communities. It also means working with people who suffer injustice, such as prisoners of conscience and asylum seekers. We were campaigning for independent juries in the 17th-century, for marriage equality in the 21st, and for a range of things in between.

Peace

Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent conflict to developing alternatives to violence at all levels. This could be personal or international.

Truth and integrity

Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

Simplicity and sustainability

Quakers are concerned about excess and waste in our society. We want to make sure our use of natural resources is sustainable. We try to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of stillness.

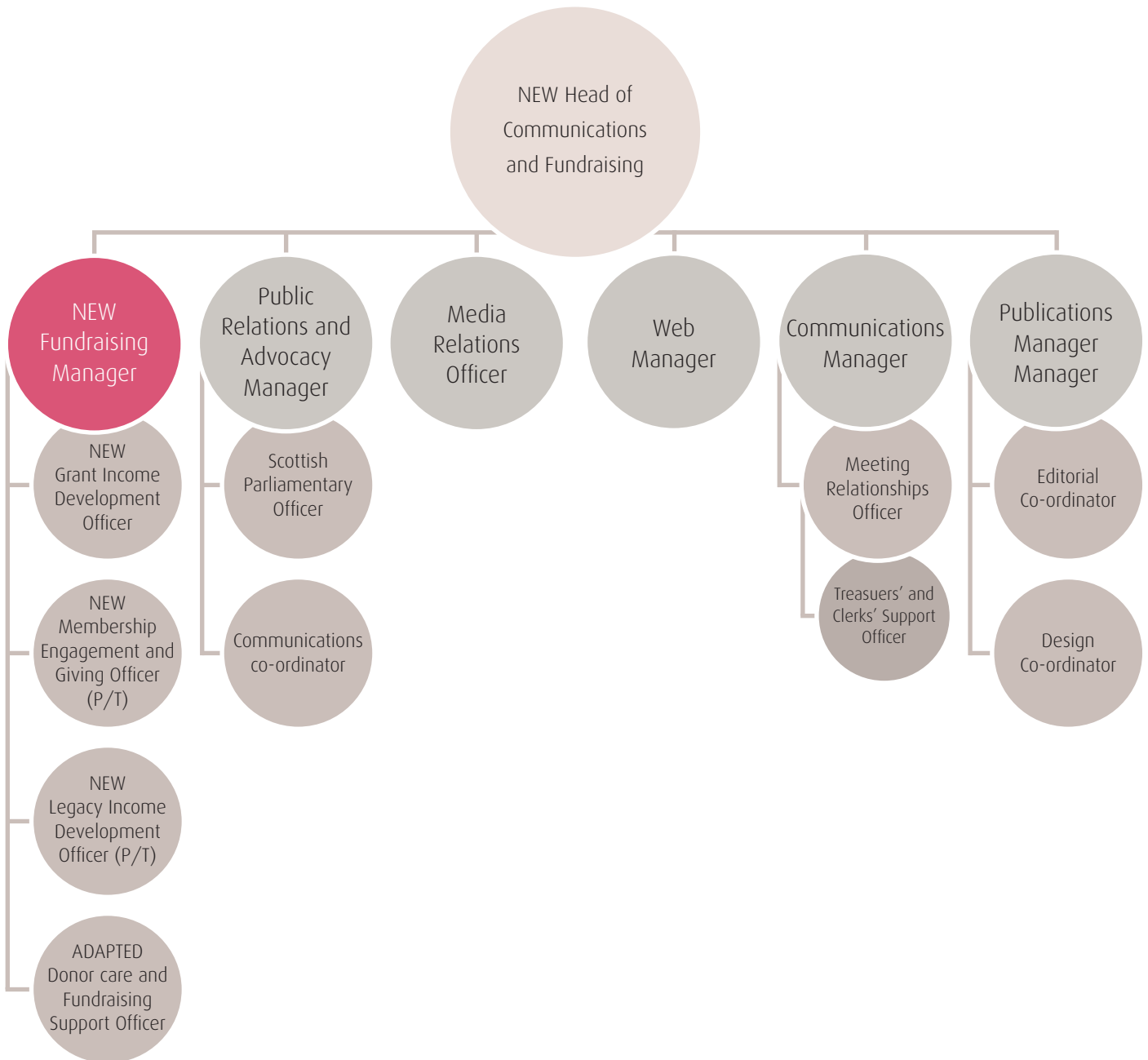
The process of living out our faith is often called Quaker Witness – you can [find out more about Quaker work by listening to our podcast](#).





Organisation Chart

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The three new posts of Grant Income Development Officer; Membership Engagement and Giving Officer and Legacy Income Development Officer are currently vacant posts. We anticipate that one of the first tasks of the Fundraising Manager will be to recruit to these posts.



Job Description



About this Post

This is a new post, created following the adoption of new Fundraising Strategy. It is central to the charity's ambition to significantly expanding and professionalising the fundraising capacity after a period of years with limited capacity in this area. The charity faces competition for supporter giving, within the church, between Quaker bodies and with other charities.

This is an opportunity to set up a team and introduce best practice to the charity.

Job Purpose

The Fundraising Manager provides leadership to the Fundraising Team, and support to the rest of BYM, to enable the generation and maintenance of voluntary income streams sufficient to meet BYM's needs, now and in the foreseeable future.

1. Key accountabilities and main tasks

Management and Development

Working with appropriate governance bodies, the postholder holds overall responsibility for the generation of voluntary income, including contributions, grants and legacies. The postholder is therefore responsible for developing and implementing plans for delivering the headline fundraising strategy and targets that have already been agreed.

Leadership of Fundraising Team

- Ensure that the Fundraising Team can deliver its organisational objectives efficiently and effectively by making sure it has:
 - the necessary resources
 - the necessary systems and processes, especially in respect of donor care

- robust financial controls and effective risk management
- regulatory compliance and statutory reporting.
- Provide support, information and advice on fundraising matters to the Head of Finance and Resources, and to work consultatively alongside him/her.

Governance and reporting

- Ensure that progress towards fundraising strategic aims is monitored and that appropriate performance data is collected, analysed and regularly shared with colleagues, and reported on to committees and trustees as required.
- Maintain an overview of delivery risks and appropriate mitigations.
- Ensure that all fundraising activities are carried out in line with the Fundraising Code of Conduct and best practice.

Management of staff and work

- Help BYM realise its aspiration to be an exemplary employer, including by upholding the BYM Managers' Commitment and the values of the organisation.
- Provide effective leadership, support, direction, management and development of Fundraising staff and their work.
- Ensure that all direct reports have clear implementation plans for their work, and monitor performance.
- Manage the delivery of fundraising activities within agreed budgets and timescales.
- Work collaboratively with other departments as appropriate.

2. Intellectual Demands

- Maintain a good understanding of Quaker faith and practice, with particular reference to how Quakers and Quaker bodies are likely to wish to see their money used
- Keep abreast of professional and other developments in



the voluntary/non-governmental sector – in particular relating to fundraising - and, where these are relevant to the work of Britain Yearly Meeting, interpreting them to those concerned.

- Maintain a good understanding of fundraising best practice and relevant advice and regulation from the Charity Commission and Fundraising Regulator.
- Apply Quaker values and experience to all areas of the work.
- Good understanding of systems development, and the initiative to be able to propose improvements as needed.

3. Judgements

- Deciding on appropriate reference to line manager, and/or relevant governance bodies; ensuring that they have access to clear and accurate information and advice to enable effective decision-making.
- The role demands an ability to research the facts and analyse them dispassionately.
- The post requires the ability to communicate persuasively and convincingly.
- Because of the often competing demands of projects requiring funding, the post holder is required constantly to reassess and reorder priorities.
- The post holder is required to assess and respond appropriately to the efficacy of third party fundraising software and other services.
- Judging the right information and level of detail to brief committees, managers and trustees.

4. Use of Resources

- As the manager of the Fundraising Department, be responsible for the effective deployment of resources to achieve the agreed objectives.

5. Communications

Internal: 30%

(Paid staff)

- Primary contacts are with Finance Department staff, Communications, Programme Managers, Operational Managers, and Management Meeting.

External: 70%

(Non paid staff include: local and area meetings, committees etc.)

- BYMT Giving and Fundraising Group
- Actual and potential funders including statutory bodies, grant making trusts, companies, community organisations, and individual donors.
- Providers of various fundraising support services
- Local Friends.

6. Physical Demands & Co-ordination

The post makes no unusual physical demands.

7. Working Conditions and Emotional Demands

- Required, sometimes, to have difficult conversations with departmental staff members, and donors.
- Some weekend working is required.
- For the most part, however, working conditions and emotional demands are within the normal range.

OTHER RESPONSIBILITIES:

- Ensuring that Britain Yearly Meeting's Equal Opportunities Policy, Health and Safety Policy, Data Protection Policy and Safeguarding Policy are adhered to at all times in all aspects of the role.
- Responsible for ensuring that BYM's commitment to sustainability is adhered to in all aspects of the role
- Responsible for ensuring that BYM's fundraising activities are in line with the Fundraising Regulator's Code of Conduct.
- To undertake duties and responsibilities commensurate with the post.



Fundraising Manager - Person Specification

ESSENTIAL KNOWLEDGE

- Knowledge of and sympathy with Quaker values.
- Through understanding of fundraising regulation and best practice
- Sound understanding of what motivates individual and organisational donors to support a faith-based charity
- Knowledge of computerised database systems, MS Word and Excel.

ESSENTIAL QUALIFICATIONS

- Certificate in Fundraising (or proven equivalent experience)

ESSENTIAL EXPERIENCE

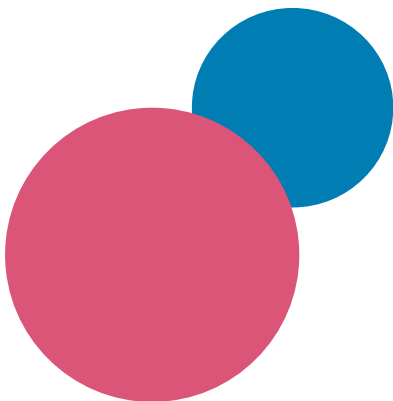
- Demonstrable experience in fundraising roles across a number of fundraising disciplines, especially trusts and individual giving.
- Management of staff, including at least two years managing at least one other fundraiser

ESSENTIAL SKILLS

- Good inter-personal and team leadership skills.
- The sensitivity to respond appropriately to a range of audiences.
- The ability to communicate effectively and concisely, both in writing and orally.
- The ability to work collaboratively as part of a team.
- The ability to manage often conflicting demands within tight timeframes and finite budgets.
- Proven ability to build, manage and develop successful and collaborative relationships both internally and externally
- Ability to work on own initiative, planning, managing and prioritising own work and that of the fundraising team
- Excellent numeracy skills with the ability to analyse and report on financial fundraising performance
- Well-developed influencing skills
- Ability to create high quality compelling pitches and proposals to corporate partners

DESIRABLES

- Experience of fundraising for faith-based organisations
- Diploma in Fundraising (or proven equivalent experience)







Competencies



Influence

- Uses understanding of others to influence outcomes
- Negotiates to resolve differences while maintaining support
- Builds solutions with others
- Is politically aware and able to use influence without authority
- Builds networks, creating productive connections
- Influences others at all levels of the organisation

Planning

- Translates insights, knowledge and analysis into plans
- Applies awareness and insights of the external environment
- Sees fundraising within the context of the wider organisational strategy and objectives
- Identifies trends and relationships in complex information
- Critically filters information and shows good judgment
- Analyses risk

Communication

- Engages others through effective dialogue
- Understands the needs and agendas of others and is able to empathise
- Effectively adapts style to situation and audience
- Engages others through active listening
- Contributes opinion with conviction
- Has excellent presentational skills and the ability to 'pitch' effectively for new business
- Is able to articulate the case for support for the organisation with knowledge, passion and conviction

Performance Management

- Creates and develops high performing teams
- Inspires, motivates and engages people to improve their

performance and that of others

- Drives accountability for delivering goals and manages the consequences for those that under-perform
- Helps individuals to recognise their responsibility to develop their performance
- Draws in expert support where required, e.g. HR

Working across the organisation

- Thinks and acts in the best interests of wider organisation
- Encourages others to build collaborative relationships with all parts of the organisation and creates a
- shared culture of fundraising across the organisation

Fundraising

- Demonstrates profound understanding of the relationship between the donor and cause
- Demonstrates and applies specialist knowledge in a number of fundraising disciplines (or can apply previous experience/ expertise to a fundraising setting)
- Understands and applies knowledge and principles in fundraising disciplines which are not areas of experience and expertise and counter-balances within team
- Knows where and how to access information and advice on best practice in fundraising
- Is creative in spotting new income generation opportunities
- Works with others to create new ideas and challenges others to see things differently
- Turns ideas with potential into reality
- Takes considered risk when the reward justifies it

Governance, finance and the law

- Fully understands the relevant elements of charity and corporate law and regulation and how they relate to the fundraising in the organisation.



Working for Quakers in Britain



Britain Yearly Meeting is a national charity employing around 200 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

About our organisation

Quakers is the name often used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as 'centrally-managed work'.

A Quaker workplace

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

- We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
- We avoid unjustifiable and unlawful discrimination in our employment practices
- We follow good employment practice, with clear and supportive line management
- We have a 1:4 ratio between the lowest and highest salaries
- We aim to be open and honest in all our work
- We avoid titles such as 'Mrs.' or 'Mr'.

Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

About Quakers

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world. Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

- From our website - www.quaker.org.uk
- By reading 'Advice and Queries' which is an introduction to Quaker belief (<http://qfp.quaker.org.uk/>)
- By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions
- Or ask for a free information pack - www.quaker.org.uk/more-information



Salary & Benefits



Salary:

£40,900- £46,935 if based in London (we normally appoint to the minimum of the scale)

£34,765 to £39,895 if based outside of London (we normally appoint to the minimum of the scale)

Hours of work:

Our working week is 35 hours per week. There is some flexibility over the daily start and finish times.

Flexible working options:

While the role is London-office based, we are open to discussions about flexible working patterns such as working from home or compressed working patterns.

Holiday:

27 days a year plus bank holidays and three days for Christmas closure

Sabbatical scheme:

Staff are able to take a nine-month unpaid sabbatical leave after five years' continuous service.

Subsidised café and restaurant:

We have an on-site café which provides subsidised meals as well as a bookshop selling ethically sourced goods.

Cycle to work scheme:

We offer a cycle to work scheme which helps you save money on a new work bike and spread the cost of the bike over monthly tax-free instalments.

Annual Season Ticket Loan:

We will provide with a loan of up to £7,500 to cover the cost of your season ticket repayable in 11 monthly instalments.

Pension scheme:

Quakers have a generous pension scheme where we contribute 8% of your salary and you contribute 3% of your salary. You have the option to increase your contributions should you wish and to pay your contributions via salary sacrifice.

Sick pay scheme:

We have a very generous sick pay scheme:

- If you have less than 12 months service, you are entitled to full sick pay for 3 weeks followed by three weeks at half pay.
- After 1 years' service, you are entitled to full sick pay for 3 months followed by 3 months at half pay, subject to a maximum of six months since the start of your service
- After 4 years' service you are entitled to full sick pay for six months followed by six months at half pay, subject to a maximum of 12 months.

Private Health Insurance:

If you are off work due to sickness for more than 52 continuous weeks you will be eligible, subject to requirements of the scheme, to sick pay.

Employee Assistance Programme:

Quakers offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

Family Friendly Policies:

Our family friendly policies give enhanced maternity and adoption leave. Once you have one year's service by the 15th week before your baby is born or you adopt, you will be entitled to six weeks at full pay, 20 weeks at half pay and 13 weeks at SMP.



How to Apply



Applications should be sent to Hayley McDonald at:
hayley.Mcdonald@actionplanning.co.uk

The closing date for applications is **5pm on Tuesday 13 August.**

Please enclose:

- A full CV outlining your career history to date. Please include details of your latest remuneration and benefits.
- A covering letter, of no more than two pages in total, outlining how you meet the criteria set out in the person specification and your reasons for applying.
- A completed Personal Details Form – available on the Action Planning website.

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help them to monitor and refine their

employment practice and respond to the needs of the diverse range of people that the organisation comes in to contact with. The personal data provided will be kept securely by Action Planning before being passed to the Quaker HR team and will not be shared with any member of the selection panel.

All applications will be considered immediately after the closing date and candidates informed if they have been shortlisted for first interview by **5pm on Friday 16 August.**

First interviews will be conducted by Tracy Madgwick, HR Consultant, Action Planning using Zoom between **Wednesday 21 and Tuesday 27 August.**

Second interviews will be held at Friends House in London on **Monday 9 September** with Lisa Kiew, Head of Finance and Resources, Juliet Prager, Deputy Recording Clerk and Tracy Madgwick; HR Consultant, Action Planning.

