



Doncaster Deaf Trust

A National Centre of Excellence

Our Vision

To be a national leader achieving outstanding outcomes that improve people's lives

Trusts, Foundations and Lottery Fundraiser



Job Title

Trusts, Foundations and Lottery

Location – Doncaster Deaf Trust

Starting salary band - £27,000-£32,000 (depending upon experience)

Full time (37 hours a week) with some flexibility for home working

35 Days holiday entitlement (which includes statutory Bank Holidays)

Contributory Pension (3% NEST Government Scheme)

Responsible to the Fundraising Lead

Our Values

- **Leadership** – we empower people to do the right thing and go the extra mile in everything they do.
- **Innovation** – we aspire to shape a new and better future for the Trust community by embracing opportunities, thinking differently and taking positive action.
- **Inclusivity** – we respect people, value diversity and are committed to equality.
- **Quality** – we strive to be outstanding through continuous improvement of systems, people and habits.
- **Perseverance** – we will overcome obstacles together with a can-do attitude.
- **Positive culture** – we foster an ethos of accountability, responsibility, honesty and togetherness.
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Who we are

We, the Doncaster Deaf Trust, are a charity situated close to Doncaster Racecourse with over 190 years' experience in supporting the deaf and those with a hearing impairment, as well as special educational needs.

In response to our strategic priorities, we are embarking upon a number of very exciting capital fundraising campaigns. These include the converting of a listed building, on campus, into a new and vibrant café and enterprise zone. Once complete, the public will be able to visit, browse displays of creative gifts, plants, hair and beauty and associated products and spend time enjoying the very best in refreshments and home baking. Our students and young people are at the very centre of creating this new space, developing and making our products and being front of house in a totally unique vocational and educational training facility.

In making this and other unique opportunities a reality, we are investing in a completely new fundraising team. Everyone is getting behind the prospect of this new team, from Trustees to students and staff. There is a buzz of excitement on Campus!

The team will initially comprise of a full time Corporate and Community Fundraiser as well as Trusts, Foundations and Lottery Fundraiser, supported and managed by our Fundraising Lead, who will work across a number of disciplines including legacy development, high level relationships and individual giving.

We have already begun to develop a coordinated approach to soliciting financial support from the Charitable Trusts & Foundations as well as The National Lottery. Your role will be to significantly raise the bar. Whilst recognising your key strengths might be in either Trusts and Foundations or Lottery,

we may seek additional support and/or training to ensure your skills fully meet with our income expectations from each respective income stream.

You will work closely with the Fundraising function, service delivery teams and Senior Management Team to:

- Create and share a matrix of funders matched against respective and pre-agreed projects.
- As appropriate, develop project income to take full advantage of Full Cost Recovery using a recognised template (ACEVO/Lottery).
- Provide financial briefings and updates linked to known and anticipated income.
- Scope and develop in-house project proposals and through consultation develop priorities.
- Input and store donor information in line with GDPR and the IoF Codes of Practice.

You will have at least 2 years' experience of fundraising within the charitable sector and specifically linked to the Trusts, and Foundations and/or Lottery. You will have a demonstrable track record of submitting successful funding applications (across varied income levels) and on occasion, within projects with multiple funders.

What our staff and Students say about us:

"I've worked here for over 20 years, starting as a support worker and now part of the senior team. I can honestly describe our staff wider team as being like an extended family. Whilst we've experienced the most challenging 18 months of my entire career, the staff, students and parents have been utterly extraordinary, pulling together and demonstrating our core values, particularly those of perseverance and positive culture!" - Senior Staff Member

"As a relative newcomer I have been absolutely blown away by the generous, supportive and can-do culture I've experienced. And its clear to me now that until you experience all we do here, you've no idea just what an astonishing impact we have on the lives of those we support. It feels as though we're Doncaster's best kept secret!" – New staff member, 2 year after starting.

"This genuinely feels like a home from home and the staff are amazing!" - One of our residential students.

"When I first came here, I was quiet and reserved and didn't mix very well. I have now trained to use the new Barista as part of the Yellow Hub coffee club (a project on site) and feel more able to communicate better and talk with to staff and students" – One of our students who helped to set up the new on-site coffee club and small café.



Key Tasks and Responsibilities

- In consultation with the wider team, lead on implementing a Doncaster Deaf Trust, Trusts and Foundations / Lottery income strategy covering revenue, capital and multi-year income.
- Deliver on your designated income targets whilst contributing to the overall target of the wider fundraising team.
- Develop with the fundraising team a 'project income' matrix showing potential funders, timelines, preferences and income expectations.
- Create timely impact reports in line with the expectations of our funders and wherever possible involve staff and students in their writing
- Support the ongoing development of individual 'Case's for Support'.
- Engage with other fundraising initiatives (for example, Corporate & Community and Major Donor, Legacy) through regular 1-1's, team meetings and informal discussion.
- Contribute to the Doncaster Deaf Trust 5 Year Strategy, Fundraising being a key component.
- Submit monthly and annual progress reports
- Contribute to the ongoing marketing and promoting of the Doncaster Deaf Trusts services to external stakeholders using social media, website and other communication means.
- Attend supervisory sessions, relevant subject based training, briefings and networking events to keep up-to-date with legislation, policies, practice and technology.
- Undertaking any other tasks of a similar level of responsibility as requested by the Senior Management Team or Line Manager.

Following a recent, small scale, fundraising campaign to refurbish our student accommodation, we had the following feedback;

"I am loving the new things and I want to say a massive thank you and it looks so much better than before" – a resident student

"Shared kitchen and living room are good! Feels like at home" – resident student

"The feedback from both staff and students has been so positive, everybody agrees it is a much more homely atmosphere and are appreciative of all the hard work that has been happening in the lodge"



Person Specification

Knowledge

- Good working knowledge and understanding of the Trusts and Foundation sector and the impact of the pandemic, thus far.
- An understanding of The National Lottery grant giving criteria, timelines and expectations.
- Reasonable knowledge and understanding of the sector within which the Doncaster Deaf Trust operates, including disability, social exclusion, SEND, young, disadvantaged people.
- Knowledge relating to researching, preparing and submitting successful funding applications.
- Understanding complex project management and finance including Full Cost Recovery will be an advantage.
- Knowledge relating to the use of online and offline research tools to ensure a good match. .

Skills and attributes

- A Team player.
- Commitment to Doncaster Deaf Trust's core values.
- A 'can do' attitude focused on solutions and continuous improvement.
- An excellent organiser and ability to work with competing priorities and deadlines.
- Ability to write accurately, creatively and persuasively to engage the target audience.
- Excellent interpersonal and communication skills with ability to work with stakeholders at all levels.
- Ability to use own initiative, plan and prioritise workloads with minimum supervision.
- Excellent ICT skills and proficiency in Microsoft outlook, word, excel & power point.
- A desire to help people from all backgrounds and treat them with dignity and respect.
- Commitment to maintaining personal and commercial confidentiality.

Applying for the role

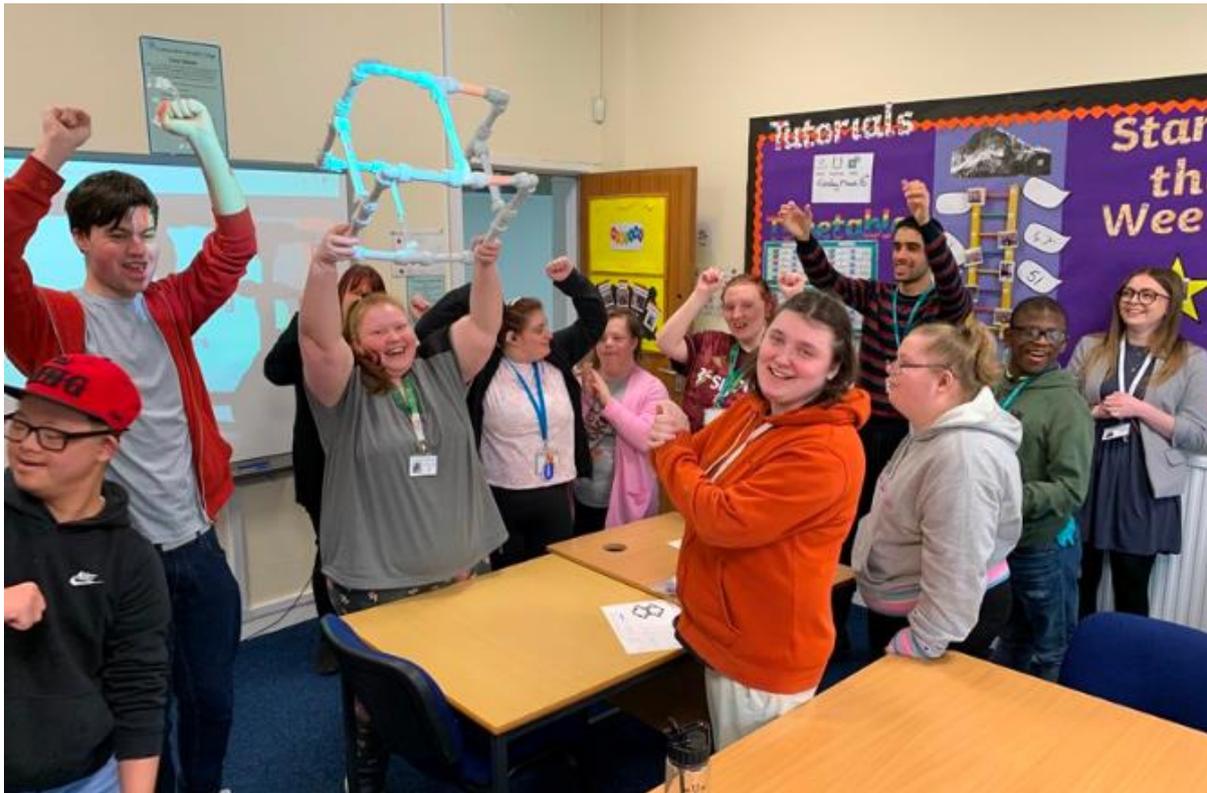
If, having read this application pack, you feel suitably qualified and inspired then please simply send us a letter sharing both, plus your most recent CV, making sure that you include your full contact details. Send this to our Fundraising Lead, Ian Proudler at iproudler@ddt-deaf.org.uk

Initially, we intend to have informal, rolling interviews, ideally on campus. If your letter inspires us with a great narrative, empathy for our cause and a connection to our values (as well as the requisite shining examples as to how you meet the job role and person spec!) then you may well hear from us quite soon. If you're not able to join us on site, for whatever reason, then we'll arrange to chat to you online.

We will require you to complete a formal application form thereafter, to ensure we cover all HR, equal opportunities and safeguarding requirements as we work with vulnerable young people.

A formal interview is likely to take place but if you're who we're looking for we may appoint without one.

Ian will be able to offer a little more background and answer any specific questions you might have, should you require, so please feel free to make contact at the earliest opportunity.



Doncaster Deaf Trust, Registered Charity Number 1088060

