

RECRUITMENT PACK

TRUSTS OFFICER - BATH

CANDIDATE PACK

Thank you for your interest in working for Julian House. We are a growing organisation providing life-changing services to people facing acute challenges in their lives.

This pack contains the following information:

- About Julian House
- Our Vision and Values
- Job Description and Person Specification
- Guidance on Completing the Application Form
- Benefits
- Terms and Conditions

Julian House is an Equal Opportunities employer and welcomes applications from all sections of society. This includes applications from those with personal experience of homelessness or other forms of social exclusion.

I hope you find this pack helpful and consider making an application.

If you decide to apply, we look forward to discussing the part you can play in Julian House's future.

Contact Details

Should you have any questions about this position or would like additional information, please do not hesitate to contact the HR team - HR@julianhouse.org.uk

(Strictly no agencies please)

ABOUT JULIAN HOUSE

Julian House is a growing organisation - providing life-changing services to people facing acute challenges in their lives.

We are a charity and registered provider with the Homes and Communities Agency. We were originally established in 1987 after a homeless man died on the streets of Bath. Spurred by this tragic incident, our founders decided that something needed to be done to help the homeless.

Our roots as an organisation are therefore in meeting the needs of street homeless people. In the early days this was limited to offering essential food and shelter. Over time we have developed many new projects which not only address the symptoms of homelessness, but also tackle the underlying complex causes: including offending; substance misuse; domestic abuse; mental health needs; physical health needs and unemployment.

Today we provide service users with multiple and complex needs with accommodation, person-centre support, skills training, employment support and work-experience opportunities to improve their life choices and chances. We aim to empower our service users to regain control over their lives, to develop their skills, resilience and independence and rebuild a future for themselves and their families after homelessness, prison, addiction, domestic abuse, and long-term unemployment. We work across South West England. We remain focussed on those in our communities who are the most excluded. Our main activities are the provision of:

- Specialist housing support services, providing safe and supportive accommodation and outreach for rough sleepers, offenders and ex-offenders, people with substance misuse needs, men, women and children with experience of domestic abuse, refugee families, and single homeless people with a range of complex needs.
- Social enterprise projects providing structured training, accredited qualifications, work experience and employment support for a range of socially excluded people.

Julian House is a voluntary organisation at its core and there are more than two active volunteers for every employed member of staff.

For more information

Visit our website www.julianhouse.org.uk

OUR VISION AND VALUES

We value the individual.

We are collaborative.

We are creative.

We strive to:

- Hold Service Users central to everything we do.
- Pursue effectiveness, efficiency and financial stability.
- Value all those who work and volunteer within the organisation.
- Build productive relationships and collaborations with local councils, agencies, and other charities in the sector.
- Embrace and lead change and development.
- Strive for fairness and equality.
- Act responsibly towards the environment.

VISION

Our Vision is:

- A just society where socially excluded people are supported and empowered to build sustainable, independent lives.

JOB DESCRIPTION

Job Title: Trusts Officer

Responsible to: Senior Trusts Fundraiser

Context to the role: Julian House transforms the daily lives and futures of people who are socially excluded in the South West of England.

In recent years, Julian House has achieved significant success in fundraising from trusts, foundations, and statutory sources. The establishment of the new Trusts Officer role is part of our ongoing plan to grow our income from these funding streams, and support the continued development and expansion of our services across the South West.

Purpose of the Post: To support the growth of Julian House's income from trusts, foundations, and statutory sources by securing grants from both new prospects and trusts with an existing relationship with the charity. To steward and develop these relationships to achieve maximum benefit for Julian House. To assist the Senior Trusts' Fundraiser with applications.'

Key tasks:

- Achieve the agreed annual fundraised income target
- Develop strong relationships with grant-making trusts and foundations which have not previously supported Julian House, and to strengthen our existing relationships with trusts and foundations
- Through detailed research identify other trusts, foundations, and statutory funding programmes which have the potential to support Julian House's diverse range of projects and services
- Liaise closely with colleagues at all levels of Julian House to identify and collect key information for funding applications and grant reports
- Research evidence of need for Julian House's services utilising a range of resources, including, but not limited to: local and regional strategies, internal and external reports, news articles
- Draw up budgets for Julian House services for use in funding applications
- Respond in a timely manner to fundraising needs as they become apparent, perhaps for new services or other important one-off needs
- Ensure that all grant reports are delivered in a timely manner by the stated deadline
- Maintain accurate records of your fundraising activities on the Donorflex database
- Support the Senior Trusts' Fundraiser with funding applications and bids, as required
- Assist with other specific projects, as detailed by the Senior Trusts Fundraiser or Fundraising & PR Director

PERSON SPECIFICATION

- Educated to degree level or equivalent
 - Excellent written English skills
- Highly organised, with a proven ability to deliver completed tasks to deadline
 - High degree of numeracy
 - Strong attention to detail
- Experience of developing project budgets
- Knowledge and understanding of fundraising from trusts, foundations, and statutory sources
 - Track record of developing successful funding applications
- Ability to lead service delivery staff through the project planning and budgeting required to make an application
 - Ability to communicate complex issues in writing in an accessible and engaging manner
- Experience of seeking information from senior and operational staff, written and online materials
 - IT literate, with the ability to use Microsoft Outlook, Office, and Excel
 - Experience of using CRM databases, preferably Donorflex
- Knowledge of trust funding research systems and experience of using them to identify new funding sources
 - Understanding of charity accounts and how to read them
- Excellent interpersonal skills – open, helpful, engendering trust and respect
- Excellent verbal and written communication skills, including the ability to prepare reports and funding proposals
 - Flexible, adaptable and proactively responsive to change
 - Able to work under pressure and meet strict deadlines
 - Diplomatic and responsible
 - Positive and self-motivated
- A commitment to Julian House's values and working principles
- An understanding of the causes and challenges of homelessness, and empathy for Julian House's client base
 - Excellent team working skills, able to work collaboratively to deliver improved result
 - Ability to work well with a diverse range of people at all levels of an organisation

GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

Please read these notes carefully. They have been written to help you make the best of your application. The decision to shortlist you for interview will be based solely on the information you provide on the application form and supporting statement. Please do not send us your CV or any additional information.

The supporting statement should address how your experience and skills equip you to fulfil each element of person specification.

EXPLANATION OF TERMS USED

- Job description - Gives details of the duties of the post. Use this as a guide to decide whether or not you think the job would suit you.
- Person specification - Lists the criteria, which will be used to assess your application & covers the qualifications, specialist knowledge and experience that we are looking for.

WORK EXPERIENCE

Include all relevant work experience including part-time or voluntary work, particularly if you have not been employed on a full-time basis before include any previous posts you may have had with your current employer.

REFEREES

One of the referees that you provide should be your present or most recent employer. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information that you have given and to comment on your ability to do the job.

NOTIFYING YOU ABOUT YOUR APPLICATION

Please note we are not able to personally acknowledge receipt of individual applications; once your application has been completed on-line you will, however, receive a confirmation email from the system. We will shortlist as soon as practicable and generally aim to notify shortlisted applicants within 5 days of the closing date. Unfortunately, due to the high volume of recruitment Julian House is generally not able to give feedback on applications that have not been shortlisted.

SENDING IN YOUR APPLICATION

Applications received after the published closing date will not be considered.

BENEFITS

PENSION SCHEME

Your pension scheme is a defined contribution scheme with the Social Housing Pension Scheme. Under auto enrolment you will automatically be enrolled in the pension scheme at 4% contribution from your pay and 4% from Julian House. You can opt out of the pension scheme, and you can also increase your contribution to the pension and Julian House will match your contribution up to 6% of your salary.

EMPLOYEE ASSISTANCE PROGRAMME

You can access a free and confidential support service. Help is available for everything from relationships, to stresses or life events, bereavement and loss, family issues, anxiety and depression, disability and illness, bullying and harassment, debt, health and well-being.

STAFF AWARD SCHEME

Once a year, fellow staff are able to nominate colleagues for exceptional pieces of work. The winners are awarded fantastic prizes. Sadly, you cannot nominate yourself!

CASH HEALTH PLAN

Your cash health plan with Simply Health helps you cover the cost of visiting the dentist, optician, physiotherapist, chiropractor and a number of other healthcare professionals. Whether it is a check-up, treatment or an emergency, the scheme will give you cash back dependant on your type of claim.

TRAINING AND DEVELOPMENT

We offer staff a wide range of training and development opportunities to realise your potential and enable you to achieve your best.

20% DISCOUNT AT JULIAN HOUSE SHOPS

You can claim a 20% discount on all new and refurbished bikes, accessories, parts, servicing and repairs at our bike workshop social enterprises as well as at our charity shops.

TERMS AND CONDITIONS

Salary:	£23,000.00 to £25,000.00 per annum (depending on experience)
Hours of work:	Part time – 22.5 hours per week
Contract:	Permanent
Holidays:	There is an entitlement of 25 days annual holiday, plus Bank Holidays (pro rata for part time). There are subsequent increases to entitlement to annual holiday according to length of service.
Sickness:	(5 days pay during probationary period): 2 weeks full pay, 4 weeks half pay (pro rata for part-time).