



Senior Trusts, Grants and Major Donor Fundraiser Jessie May Information for Applicants

Contents	Page
Welcome	2
Advertisement	3
About us	4
Job description	6
Person specification	9
Terms & Conditions	11
How to Apply	12

Contact for enquiries

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Welcome



Thank you for your interest in the role of Senior Trusts, Grants and Major Donor Fundraiser with Jessie May.

Our vision is a world in which all children and young people with life limiting conditions are empowered and able to access the support they want for themselves and their families. We aim to ensure that they have the very best quality of life possible and can exercise their right to live and to be cared for in their own homes with their families.

Our mission is to work in partnership with families and other agencies to deliver and develop quality respite and palliative care services in the home for all children and young people with life limiting conditions and their families who choose them and who live in our geographical area.

Over the last five years we have seen rapid growth in terms of the numbers of children and families we support from 68 in 2013 to 132 in 2018. We have also expanded our geographical area to now cover six CCG areas; Bath & North East Somerset, Bristol, North Somerset, South Gloucestershire, Swindon and Wiltshire. This expansion and growth is set to continue and is part of our ongoing strategy.

This growth of course presents the challenge that we must raise even more income. We have invested in our fundraising and communications and have an excellent hard working and committed team. Income from Grant Making Trusts is a large proportion of our income whilst major donor fundraising is yet to be developed.

We are looking for a professional with the experience, knowledge and skills to maintain and grow our trust income and to help plan and develop our major donor programme.

I hope you enjoy finding out more about us as we are a professional, friendly and passionate team. I look forward to receiving your application.

Chris Roys, Chief Executive
Jessie May



ADVERTISEMENT

Senior Trusts, Grants and Major Donor Fundraiser

Help raise vital funds to support children with life limiting conditions and their families in their own homes. We provide regular specialist nursing respite care, emotional support, care at the end of life and bereavement support. As Senior Trusts, Grants and Major Donor Fundraiser you will be making a major contribution to ensuring this growing number of children and their families receive the vital support they need to be cared for in their own homes.

You will be an experienced trust fundraiser, with research and analytic skills, highly organised and skilled in persuasive writing, whilst also able to build strong relationships with influential individuals, speaking with passion and conviction about our cause.

If this is you and you want to join a highly motivated and committed team making a real difference to children's lives then apply now.

Closing date: 25th March 2019

For more information and to apply

Contact: Chris Roys
T 0117 961 6840
E chris.roys@jessiemay.org.uk

Application is by way of CV and Supporting Statement.

Apply via e mail to chris.roys@jessiemay.org.uk All applications will be acknowledged to confirm receipt. If you do not receive a confirmation email please contact Jessie May directly.

About us

Started by a family, for families, and now shaped by families - learn more about how and why Jessie May was established.

Jessie May is a Bristol-based charity providing nursing care at home for children and young people with life limiting conditions who are not expected to live beyond the age of 19.

Jessie May was established in September 1994 by Chris and Philippa Purrington, following the death of their baby daughter Jessica May. She died from a genetic condition known as severe Spinal Muscular Atrophy when she was only 4½ months old.



Whilst the family were visiting relatives in Bristol, Jessica was admitted to the local hospital. It was here that the family learnt that the support they had received back at home in High Wycombe was not available to families caring for their child at home in the Bristol area.

Jessica was cared for by her family at home throughout her illness. She died peacefully at home in her father's arms, in privacy, with dignity and surrounded by all those who loved her.

Jessica's parents were determined to do what they could to enable other children with conditions like Jessica's and their families to have support in their own homes and the choice to die at home when that time comes. After a lot of hard work and perseverance initial funding was secured, and Jessie May was officially launched in 1996.

No charge is made to families using the services of the charity and we rely heavily upon voluntary funding, with only 15% of income coming from statutory sources. Our main sources of income are donations from individuals, corporate organisations, community groups and grant-making or charitable trusts.

Since Jessie May was founded in 1996 we have supported children with life limiting conditions and their families in the Bristol, South Gloucestershire and North Somerset area. In 2014 we expanded our services to Bath & North East Somerset and in 2016 to Swindon and Wiltshire. We are thus now operating in six CCG areas and supporting 183 families.

Our services

To be told that your child will die before you is every parent's worst nightmare. For many families in the local area, this is a reality. Some of these children will die when they're very young; others will deteriorate slowly over a number of years, and their full-time care usually falls to parents who have to cope – 24 hours a day, 7 days a week, 365 days a year.

Jessie May recognises that the whole family is under huge emotional and physical strain. Through our team of dedicated Children's Nurses and Nursery Nurses we provide specialist care and support to help alleviate some of this pressure. This support is provided in the comfort of the family's own home whenever possible from the time of diagnosis onwards.

Each child is central to the service we provide and we believe in helping our children reach their potential and to make the most of the precious time they have.

The care we provide is holistic and family-centred, working closely with other professionals involved in supporting the family to ensure continuity of care and that all needs are met, whether physical, emotional, social or spiritual.



As the conditions or illnesses that the children have are all life-limiting and have no reasonable hope of cure, the service provided by Jessie May is described as children's palliative care which is defined as: "an active and total approach to care, embracing physical, emotional, social and spiritual elements. It focuses on enhancement of quality of life for the child and support for the family and includes the management of distressing symptoms, provision of respite and care through death

and bereavement." (ACT and the Royal College of Paediatrics and Child Health 1993).

At the core of our service is the provision of specialist respite care in the child's own home through which we develop strong and trusting relationships with the family. These relationships enable us to provide emotional support to the family and to support them through preparing end of life plans and funeral plans where appropriate. At the end of life we provide more intensive support to enable the child to be cared for and to die at home. We also then offer support in bereavement for up to five years.

In addition we help to create a supportive community through group respite sessions and family social events.

Job Description

Job Description

Senior Grants, Trusts & Major Donor Fundraiser

Reporting to
Responsible for

Director of Funding Development
income generation from trusts and foundations and line
management of Trust Fundraising Assistant

Location

Jessie May office in Kingswood Bristol (would consider
home working arrangements)

Salary

£27,000 - £29,000

Hours

9 am to 5 pm Monday to Friday 35 hrs full time (part time
and/or flexible working considered)

Background

Jessie May was established in 1996 as a children's hospice at home service and has recently expanded beyond its service traditional area of Bristol, North Somerset and South Gloucestershire into Bath and North East Somerset, Swindon and Wiltshire. Our Jessie May nurses provide support to children with life limiting conditions in their own homes. This includes regular respite care, emotional support, care at the end of life and bereavement support. The postholder will play a key role in maintaining and growing our income to enable us to continue to provide this vital support and to help meet the ever increasing demand for our services.

Job purpose

- to maximise income from grant makers, primarily trusts and foundations, in order to enable Jessie May to provide a wider breadth of care for an increased number of children with life limiting conditions and their families.
- to identify and implement new income opportunities from all grant making sources.
- To build on and manage existing relationships with grant making supporters.
- To provide line management and support to the Trusts Fundraising Assistant
- To oversee the development of a new major donor funding stream.

Tasks and responsibilities

- **Research and selection**
 - Research prospective grant making supporters.
 - Identify suitable funding opportunities that support the development of the organisational strategy and advice colleagues across the organisation.
 - Maximise the potential for unrestricted funding from grant making trusts and foundations.
 - Identify activities that can be packaged as projects and obtain information required for funding proposals liaising with care team colleagues.
 - Identify with the Director of Funding Development major donor prospects and assist in the development of a donor engagement plan.
- **Application and donor management**

- Develop and submit high quality trust and foundation funding applications, working with the Director of Funding Development and Care team colleagues.
 - Coordinate and supervise the charity small trust mailings
 - Ensure funders receive appropriate level of acknowledgement and recognition and feedback on the mitring of inputs outputs and outcomes in line with their specific requirements.
 - Develop and maintain good relations with potential and existing donors including small trusts.
 - Ensure outstanding donor management and record keeping for trusts.
 - Liaise with Jessie May's care team to monitor progress on funded projects, make suggestions for any remedial action required, identify any potential problems and recommend and implement action to address these.
- **Managerial**
 - To contribute to the development of the overall income generation strategy with particular reference to Trust Fundraising
 - To agree with the Director of Funding Development an annual income target for Trust income.
 - To lead (Director of Funding Development) on the development of an annual plan and budget for Trust fundraising .
 - To report quarterly on progress made in achieving the annual income target and activity plan.
 - To provide support, direction and supervision to the Fundraising Assistant with delegated activities and targets in support of the overall plan.
- **Promotion**
 - Support the Fundraising Team in the production of fundraising literature, reports (including an annual Impact Report), case studies and internal communications
 - Ensure that necessary information for trusts and statutory fundraising is suitably presented on the website
 - Support fundraising and promotional events led by other teams, as requested
- **Administration, records and cost control**
 - Effectively create and maintain up-to-date trusts and foundations fundraising records
 - Provide regular income reports, as required
 - Manage Restricted Funding Matrix, liaising with other Fundraising Team members, as well as Care and Finance to ensure this is up to date and Finance is aware of how to spend funds in line with funders' wishes.
- **In addition the Trust Fundraiser will be expected to:**
 - work within legal and charity guidelines especially within the Institute of Fundraising codes of practice

- manage and work within Jessie May's fundraising administrative, IT systems and guidelines
 - represent Jessie May as required and to be an ambassador for the organisation at all times
 - undertake training and skills development and keep up to date with the changing requirements of the role
 - undertake other duties as may be required
- **Additional Notes:**
 - The post may involve some travel to meet with prospective and current supporters.
 - Some home working, where appropriate, and pre-agreed with line manager, will be available.
 - This role may involve flexible working hours to include some evening and weekend work – time off in lieu will be given in these instances.
 - You will be expected to work within legal and charity guidelines, ensuring compliance with CQC and other statutory regulations.

Jessie May takes its responsibility for safeguarding the wellbeing of children seriously and this post may be subject to an enhanced Disclosure and Barring Service application.

Person Specification

Education Levels & Qualifications

- Educated to degree level or equivalent
- Member of the Institute of Fundraising or similar body.
- Continuing Professional Development/Learning

Specific Knowledge, Experience & Skills

- Excellent written use of English language with the ability to convey relevant detail clearly and concisely
- Excellent time management and organisational skills
- Track record of securing five figure donations from trusts and foundations
- Experience of establishing and managing effective relationships with trusts and foundations
- Ability to think laterally to tailor communications to create personal connections with prospective and current supporters
- Ability to proof colleagues' written work and provide constructive feedback
- Experience of using specialist research tools
- Proven experience of initiating and leading on development of complex bids and cases for support
- Knowledge of monitoring processes utilised by grant funders and understanding of outcomes and impact approaches
- Ability to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people
- Experience of working with a database (e.g. DonorStrategy)
- Empathy with the work undertaken by Jessie May
- Knowledge and understanding of charitable trusts and relevant fundraising trends and legislation

Processes and Procedures

- Able to ensure that internal policies and procedures are complied with
- Demonstrates understanding of the general environment in which the Charity operates

Communications

- Able to demonstrate good written and oral communication skills
- Checks own understanding of others' communication (e.g. paraphrases, asks questions)
- Tailors communication to the right audience and to the context to positively influence policies and strategic directions

Stakeholder Management and Engagement

- Able to engage, inspire and manage internal and external stakeholders
- Works hard to maintain regular communication with funders to facilitate the development of long-term relationships
- Actively builds and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests X S

Project Management

- Identifies and undertakes response actions and formulates contingency plans as appropriate
- Able to prepare project budgets

Problem Solving, Planning and Use of Initiatives

- Solutions focused, with ability to use own initiative and solve problems quickly and effectively
- Able to develop own work plan and manage deadlines to achieve objectives and targets
- Able to hit the ground running, absorb complex information quickly and work to a schedule of deliverables where requirements can change
- Able to use own initiative and work independently

Equality

- Demonstrates ability, awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Respects the unique contribution of every individual and works positively in a diverse environment

Customer Services

- Regularly demonstrates a positive attitude and is customer focused, ensuring that the needs of staff, volunteers and service users are maintained and managed appropriately
- Is courteous and effective when dealing with people, exchanges information in a tactful and diplomatic manner and is able to communicate effectively at all levels
- Displays willingness to work flexibly and proactively and respond to the emerging needs of the charity and our supporters

Values

- A commitment to and a passion for the cause of Jessie May and to advocating for child and family centred care in the home.
- Demonstrating warmth, compassion and respect for families, staff, donors and supporters and other stakeholders recognising their important contributions to our success.
- An approach that matches our values of integrity, honesty, objectivity and impartiality

The list of duties in this job description is not intended to be complete but is expected to act as a guide to main areas of key responsibilities.

Terms and Conditions of Employment

Jessie May offers a number of benefits including:

1. 22 days annual leave progressing to an additional 5 days after 5 years
2. Up to 5% matched pension contribution
3. Flexible working hours
4. Employee Assistance Programme, e.g. counselling
5. Onsite parking

How to Apply

The application format is CV and Supporting Statement. Your Supporting Statement should be around 1,000 words or two sides of A4, and it should set out how you meet the experience and knowledge requirements of the role.

Apply via e mail to chris.roys@jessiemay.org.uk All applications will be acknowledged to confirm receipt. If you do not receive a confirmation email please contact Jessie May directly.

Closing Date: 25th March 2019

For an informal conversation about the role please contact:

Chris Roys

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