



Candidate Information Pack

For the Position of

Fundraising & Engagement Executive



This post is funded by:



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COMMUNITY FUND

Foreword from our CEO



May 2024

Dear Applicant,

Thank you for expressing your interest in the post of **Fundraising & Engagement Executive**.

This is an exciting opportunity for the successful candidate to make their mark and help drive innovation within a well-respected organisation, recognised as a model of best practice. We value experience and attitude over qualifications so if you think you are the right person for the job we want to hear from you.

Please find enclosed relevant information relating to CAN and the role.

Please send us your **CV** and include a **covering letter** telling us:

1. Why you are attracted to this position: and
2. What will you bring in terms of previous experience?

PLEASE clearly demonstrate HOW you meet the Essential and Desirable Criterion in the covering letter as failure to do so may eliminate you from the process. If you would like any further information, please do not hesitate to contact me on 028 275 23053 or email janet@compasspeople.org.

If you have any initial enquiries relating to the post in the first instance, please contact Danielle McKee at danielle@compasspeople.org or telephone 02827669030/07902142274.

Applications must be sent to Danielle (as above) by **Monday 3rd June 2024** at 4pm.

Thank you for your interest in Compass Advocacy Network.

Yours sincerely,

A handwritten signature in cursive script that reads 'Janet'.

**Janet Schofield,
Chief Executive Officer**

Charity No. **NIC100988** Registered Company No. NI32676

Head Office Address: 32 Lislagan Road, Ballymoney, BT53 7DD. Tel 028 275 23053. www.compasspeople.org

Background to the Organisation

CAN is an award-winning organisation in Northern Ireland that has been recognised for its sustainability efforts and leading transformation in health and social care. With a 25-year track record, CAN is known for providing creative and cost-effective solutions that prioritize the needs of individuals.

The organisation maintains its independence and ensures the inclusion of its core service users through its engaged board and Peoples Forum. CAN works with over 450 individuals, families, and carers, offering holistic support through various programs and initiatives. They have also established social enterprises that generate funds and provide training opportunities for people with disabilities and mental health issues. Despite the challenges posed by COVID-19, political instability and a cost-of-living crisis, CAN has focused on maximizing income and streamlining operations to sustain its services. Their vision is to create a space where individuals with disabilities and mental health issues can realise their full potential.

CAN aims to generate at least 50% of its income through social enterprise activities by 2028, granting them more autonomy and sustainability. In 2021, the organisation purchased an 11-acre site called Lislagan Farm, which will serve as a groundbreaking facility and expand their income generation potential. This facility will provide a range of services, including social and leisure activities, therapeutic interventions, and training programs.

CAN plans to secure funding for the next stages of the project, which include bookable accommodation, a coffee stop, and overnight respite options. The farm will not only support CAN's social enterprise activities but also provide critical services to meet the future needs of children and adults with learning disabilities, autism and neurodiversity's, their families and carers

The farm will be a space where people can engage in various activities and experiences throughout the seasons.



Job Description

Job Title:	Fundraising & Engagement Executive
Reporting to:	CEO
Hours of Work:	Negotiable (TOIL, subject to approval)
Location:	This role has a hybrid working approach and therefore the place of work will include both home-based working and the Head Office location (Ideally 4 days per month in Ballymoney, Co. Antrim and as the role requires). This post may require travel across NI and occasionally outside NI.
Culture:	Flexible, life and family-friendly, happy to discuss working patterns to suit you.
Salary:	To be Negotiated based on experience (in the range of £36-45k) and hours of work with potential of Performance Related Bonus
Pension:	8% Employer contribution of salary
Holiday Entitlement:	25 Days plus 10 Statutory Days (Pro-Rata) increasing with long service
Duration:	Permanent. Funded by TNLF this project will run from September 2024 – June 2026. A business case will be developed to ensure continuity of post beyond the period.

About You:

We want someone to join us who embodies our core values of ambition, passion, and integrity, dedicated to fostering positive social change and enhancing the lives of individuals in Northern Ireland. Your approach will reflect our ethos of active listening, non-judgment, and collaboration, both internally and externally.

You'll possess the skills and qualities necessary to cultivate strong and meaningful relationships, coupled with a commitment to collaborative work alongside the Senior Management team and our broader staff community.

We're seeking someone with a background in either cultivating relationships with major donors and experience in crafting clear and compelling proposals.

Our organisational culture encourages an ego-free environment, fostering a relaxed and supportive atmosphere where authenticity is celebrated and encouraged in your role.

About the Role:

This is a senior-level position requiring a seasoned professional who will serve as the face of CAN, always upholding the organisation's reputation with professionalism and integrity.

As the Fundraising & Engagement Executive, you will be entrusted with managing a portfolio of high-value relationships, including philanthropists and grant-makers, throughout Ireland, the UK and beyond. Working closely with the CEO, Director of Services, and Director of Enterprise, you will lead the development and implementation of a comprehensive strategy aimed at expanding philanthropic income streams to realise CAN's vision.

We are seeking an entrepreneurial and commercially astute individual who is highly motivated to drive sustained growth and with a proven track record in securing significant levels of income from a variety of sources, including philanthropy and corporate support for both revenue and capital projects to support the vision of Lislagen Farm. The ideal candidate will possess excellent communication and organisational skills.

Key responsibilities will include identifying and cultivating opportunities presented by Lislagen Farm, with a focus on generating leads, nurturing relationships, and maintaining partnerships with Corporate Sponsors and Partners. Emphasis will be placed on leveraging ESG (Environmental, Social, and Governance), Social Value, and Corporate Social Responsibility initiatives.

This role presents a transformative opportunity for CAN, offering avenues for expanded income generation, enhanced services, and support for the next generation of CAN stakeholders. The chosen candidate will complement the existing Management Team, fostering organisational learning, building internal capacity, and contributing to strategic planning efforts.

Performance will be closely monitored against established Business Plan and Strategic Objectives, with success measured by income raised, milestones achieved, and tangible evidence of positive change within the organisation.

Summary of Role:

The Fundraising & Engagement Executive will report to the CEO, assisting and supporting them to successfully achieve CAN's income generation targets by:

- Developing and maintaining relationships with corporate partners to maximise opportunities for Social Value Partnerships and collaborations relating to ESG in terms of support, physical resources and/or materials;
- Seeking funding from trusts, foundations, corporates, high net worth individuals, legacies and government, generating both endowed (long-term) and short-term revenue funding;
- Facilitating sponsorship opportunities with corporate partners which are aligned to their charitable interests and to CAN's strategic priorities.

Main Duties and Responsibilities:

- Work collaboratively and in line with the CAN's policies and income generation procedures, to secure new income to support all areas of our work;
- Secure new income against agreed targets from a range of sources, to ensure the successful delivery of the income generation plan;
- Develop and manage campaigns to secure new income for specific purposes;

- Develop a comprehensive cases for support;
- Write funding applications and bids for institutional funding;
- Provide reports on income generated against agreed targets, for the CEO, Senior Management Team and Trustees;
- Ensure the accurate and timely recording of all data relating to income generation and opportunity management, on our database, EVIDE;
- Create impact reports with case studies to update supporters on what their support has achieved;
- Generate progress reports and updates on opportunity management;
- Ensure all activities comply with the Fundraising Regulator and the Institute of Fundraising Codes of Practices, as well as best practice and legal requirements relating to income generation.

Relationship Management:

- Research and carry out due diligence on prospects and potential sponsors/donors and log on our database in line with the CAN's policies and data protection legislation;
- Provide excellent supporter/donor care and stewardship to new and potential donors;
- Build relationships and work with professional advisors and existing donors to encourage legacy donations;
- Plan and oversee events, project visits and other networking opportunities for prospective donors;
- Keep up to date on trends in income generation, including issues relating to tax-effective giving;
- Assist with publicity and awareness raising through events and materials;
- Undertake any other reasonable responsibilities as directed by the CEO.

Other:

You will also be expected to:

- Attend training courses and events as required and share learning with other staff and the trustees, as relevant;
- Contribute towards other aspects of the CAN's work as required.

All staff are required to:

- Carry out their work in accordance with the organisational culture, values and behaviours;
- Be aware of, understand and comply with all the CAN's policies and procedures;
- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others;
- Always maintain the confidentiality of information received;
- Carry out such other appropriate tasks and work as requested;
- Attend and participate in staff meetings, team meetings and relevant training;
- Attend some of CAN's events each year;

- Identify improvements and efficiencies – we have a lean approach to our operations and are always trying to improve;
- CAN is an Equal Opportunities Employer.

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

N.B. CSR refers to a company's voluntary actions to consider the economic, social, and environmental impacts of its operations on society and the environment. It often involves philanthropy and community engagement, such as charitable donations and volunteer programmes.

On the other hand, ESG is a more comprehensive framework that includes environmental impact, treatment of workers and stakeholders, and governance practices. ESG is used by investors to assess a company's long-term performance and potential for success, encompassing a wider range of factors than traditional CSR. See: <https://www.investni.com/about-us/environmental-and-social-governance-strategy>

For further information about Social Value, see <https://sibni.org/project/social-value-unit> and <https://www.finance-ni.gov.uk/publications/ministerial-statement-assembly-scoring-social-value>

Personnel Specification

To be considered for this role, you should:

- Share our passion for making a meaningful difference in the lives of children and adults with learning disabilities, autism, and mental health issues.
- Demonstrate a solid background in fundraising, with a proven track record of exemplary stewardship.
- Have successfully secured, developed, and renewed relationships with corporate or high net worth prospects.
- Possess strong interpersonal, relationship-building, and presentation skills, capable of engaging and inspiring diverse audiences.
- Display a good understanding of digital and social media platforms.
- Be a collaborative team player, capable of working effectively across the organisation.

Other Requirements:

- Demonstrate a commitment to CAN's vision, mission, and core values: Ambition, Passion, and Integrity, along with the behaviours of Active Listening, Non-judgmental attitude, and Collaboration.
- Show dedication to Diversity, Equity, and Inclusion, willing to engage with a broad spectrum of individuals.
- Be available to attend both daytime and evening events across Northern Ireland, the UK, and Ireland.

Desirable Criteria:

- Hold a relevant degree or fundraising qualification;
- Membership of Institute of Fundraising or similar;
- Have experience working with professionals to facilitate charitable giving.

Equal Opportunities

Compass Advocacy Network is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

CAN is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. CAN aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Access NI (Criminal Convictions Check)

Please note, all successful post-holders are required to complete an Enhanced Disclosure through Access NI. In addition, this individual will also be required to handle cash, cheque and other transactions, necessitating total trustworthiness and reliability.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”. If you consider yourself to have a disability relevant to the position for which you are applying please contact Danielle McKee so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

References

Applicants are required to provide details of two referees. Referees will not be contacted until after the interview process. You should not provide anyone who is related to you as a referee.

Contact Details

If you would like to discuss this position, please contact Danielle McKee on 02827669030.

Application Deadline

The deadline for completed applications is Monday 3rd June 2024 at 4pm.

To apply, please send your CV along with a Covering Letter (see above).

The Funding for this post is provided by: