

Information pack

Development and Partnerships Manager

October 2017



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Report to	External Relations Director
Closing date	1st November 2017
Salary	£35-45,000 dependent on experience
Hours	Full time
Location	London, WC1
Contract	One year

The organisation

Unlocked Graduates is a charity that aims to change the way we develop society's future leaders, as well as how we think about prisons and prisoners by focusing on rehabilitation, and addressing the damage and cost of reoffending.

At the core of Unlocked Graduates is a new leadership programme that will get top graduates into prisons working as frontline prison officers for two years. The project grew out of a recommendation in the Coates' Review of prison education.

Our participants will be asked to focus on rehabilitation and breaking cycles of re-offending to give second chances to those who lacked opportunities earlier in life. This work will form part of their studies for a master's degree which they will complete while taking on the full duties of a frontline prison officer. At the end of the programme they will be asked to develop policy ideas that they think have the potential to influence systemic change.

It's a model we know can work to improve public services – recent research on the Teach First scheme credited their work for a measurable improvement in London schools.

We want the programme to raise the status of a currently invisible and undervalued public service by attracting a different kind of leader to work in prisons and help identify ways to reform the prison system, reduce re-offending and improve rehabilitation. We also want our participants to consider entering other professions and sectors at the end of the two years and are building corporate relationships to offer such opportunities.

The fundraising challenge

The majority of funding for the programme comes from the Ministry of Justice but we have already secured support from a range of other sources for our back-office costs. We want to expand on this work to enable the charity to deliver an ambitious programme of activity that reaches above and beyond the core recruitment and development scheme.

We urgently want to diversify and increase our these alternative funding streams to ensure that we have the independence to act as well as the capacity to deliver an ambitious programme of activity that reaches above and beyond the core recruitment and development scheme. Our initial organisational target is for a fund of £300k.

Unlocked Graduates is supported in its incubation state by Catch22, the social business which has been critical to our development but another important priority will be becoming a standalone organisation in the near future.

The role

With this challenge in mind, the purpose of this role is to take the lead in managing and increasing all aspects of fundraised income. Working closely with the Chief Executive and External Relations Director, the person in this post will drive a wide-ranging fundraising strategy that spans trusts and foundations, businesses and individual donors.

This will involve developing and maintaining a funding pipeline; compiling high quality funding applications based on our strategic priorities; and developing and maintaining strong relationships with a wide range of donors and potential donors.

Key accountabilities will include the following.

- Undertake systematic research to identify potential funding sources and new funding initiatives as they emerge, targeting in particular:
 - Charitable trusts – including private, individual and corporate trusts, UK based and international
 - Lottery funding bodies and programmes and other grant funding schemes
 - Corporates or individuals with established or emerging interests in criminal justice, graduate skills or social mobility.
- Lead on developing and writing all funding applications.
- Proactively drive a wide range of creative donor recruitment activities including events and visits.
- Coordinate and lead on all ongoing communication with donors and potential donors. This will include reporting, financial claims, publicity requirements and other correspondence as well as informally cultivating and maintaining strong relationships.
- Work closely with key team members to understand all work strands and need. Build a level of organisational understanding that allows the active identification of activities that may be of interest to funders.
- Work with the Finance and Operations Director and finance colleagues in the production of the annual pipeline and annual income budgets. Monitor and maintain other relevant databases and information systems on a regular basis to ensure all records are up to date and accurate for internal monitoring and financial auditing.

Person specification

Knowledge and experience

- Demonstrable fundraising experience with a proven record in:
 - Securing income from at least two of trusts, individuals and corporates
 - Identifying engaged individuals and organisations (including non-traditional sources) through research and making successful bespoke approaches and asks.
- Excellent written communication and presentation skills and an ability to communicate with a wide range of people.
- Good numeracy skills and experience of finance to be able to work with the finance team in devising project budgets and funding claims.
- Computer literate, especially in the use of Microsoft, and an ability to use databases (such as Salesforce) to record donor information and to analyse income.
- Sound knowledge of Charity Law, Data Protection legislation and the Institute of Fundraising Code of Practice. (Desirable)
- An understanding of or interest in the criminal justice system and/or similar graduate recruitment programmes. (Desirable)

Characteristics and skills

- Strong belief and enthusiasm for Unlocked Graduates' aims and mission.
- Exceptional interpersonal skills, with the ability to build strong relationships internally and externally.
- Methodical, organised and able to work with attention to detail.
- Ability to work on own initiative and prioritise workload in a busy team environment.
- Sound analytical skills with the ability to make critical judgements and take decisions.
- A team player, who is willing to deliver practically on the ground and be hands-on.
- Regularly evaluates own performance to build on strengths and identify areas to improve.

Other requirements

- Right to work in the UK.
- Willingness to travel within the UK – including overnight stays, evening events and weekend work.

To make an application

To apply, please send a **CV and a letter of application** which explains your interest in this post and how you meet the points in the person specification above.

Please also tell us:

- Details of two referees (these will not be contacted without your prior knowledge).
- Where you heard about this role.
- Your current salary.

And kindly complete and send the [equal opportunities monitoring form](#).

Applications can be made by email. Applications should be sent to jobs@unlockedgrads.org.uk.

If you would like to have an informal and confidential discussion about the role or about the process please contact sarah.pearson@unlockedgrads.org.

Closing date: 1st November 2017 at midday.

Interviews: First round interviews will be held during the week commencing of November 6th with the second round taking place from November 20th. Please let us know if you will have any limits on your availability during this time.

For more information about Unlocked Graduates please visit our [website](#).