



Head of Fundraising

Job Description & Person Specification

BeyondAutism

October 2023

Registered Charity No. 1082599
020 3031 9705
beyondautism.org.uk

 **BeyondAutism**

Table of Contents

About BeyondAutism	3
Our values	3
Job overview	3
What we can offer you	4
About the role	5
What you will bring to the role	6
Job information	7



About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.¹ The majority of these pupils will have autism alongside other communication and learning difficulties.

We're activating networks and building local capacity with our solution focused Outreach team; and our unique Fast Responder service is working at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

We are recruiting an exceptional and experienced fundraiser to work closely with our senior management team including the Chief Executive and the Board of Trustees to lead and manage the growth of BeyondAutism's fundraising programme, which has a projected annual target of c800,000.

- This exciting role will suit a tenacious and inventive relationship builder, keen to make their mark on a growing and dynamic charity.
- The Head of Fundraising will devise and implement strategies to build and manage partnerships, working creatively to establish new income streams from major donor sources. They will also support our work with corporates, trusts and foundations.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

About the role

Job purpose

Over the past five years, BeyondAutism has been successful in building committed, high impact partnerships with a number of supporters including corporates, individuals, trusts and foundations. With some support already pledged, the charity is now prioritising sustainable income growth in order to accelerate its impact and expansion.

We are recruiting an exceptional and experienced fundraiser to work closely with the Director of Fundraising & Development, our senior management team including the Chief Executive and the Board of Trustees to lead and manage the growth of BeyondAutism's fundraising programme, which has a projected annual target of c800,000. This exciting role will suit a tenacious and inventive relationship builder, keen to make their mark on a growing and dynamic charity.

The Head of Fundraising will devise and implement strategies to build and manage partnerships, working creatively to establish new income streams from major donor sources. They will also support our work with corporates, trusts and foundations.

Initially reporting to the Director of Fundraising & Development, this role will manage the Community Fundraising and Events Officer, with a view to a new Corporate Partnerships Officer in the foreseeable future.

Main duties and responsibilities

The Head of Fundraising will have responsibility for managing a key stream of BeyondAutism's work to ensure we are able to become a sustainable national charity. The successful candidate will be equally at home talking to a Chief Executive of a corporate supporter, as they are to our Board of Trustees. Developing a coalition of supporters is critical to our success.

This is an incredibly exciting time to join BeyondAutism, and this role offers an opportunity for an experienced senior fundraiser to further their development by leading our strategy to grow and diversify our base of support.

- Collaborate with the Head of External Relationships senior team and Board of Trustees to support the ongoing development and implementation of BeyondAutism's long-term fundraising strategy.
- Own, develop and deliver the strategy for identifying and cultivating new partnerships with corporates, individuals, trusts and foundations, to meet organisational fundraising targets.
- Manage key relationships with existing donors and, grow these to become a sustainable longer-term income stream.
- Lead on the development of a network of major donors, growing and cultivating a 'home team' of supporters who can help grow income through this source.
- Work closely with the Marketing and Communications Team to develop a powerful case to build support for BeyondAutism, in order to create persuasive fundraising collateral and applications.

Characteristics and skills

- Exceptional pitching and negotiation skills, with demonstrated ability to influence and persuade at the highest level, and an understanding of the commercial environment.
- Entrepreneurial self-starter and leader with creativity, initiative and confidence. • Motivated by working in a target driven environment and as part of a team.
- Exemplary communication skills, including creating written proposals, as well as public speaking and networking.
- A talent for expressing complex ideas in simple and effective language, both written and orally.
- Excellent report writing skills, using multimedia to highlight both potential and achievement to varied audiences.
- Excellent organisational skills and the ability to assess, prioritise and manage a varied and demanding workload.

Values and alignment

- Prepared to work in line with our values.
- A willingness and ability to be fully aligned to, and be an advocate for, BeyondAutism's purpose and theory of change across all areas of work including a:
 - focus on having the highest standards for recruiting top talent into social work
 - approach to our Fellows (alumni) that celebrates, encourages and recognises individuals who are improving safety and stability for children whether they remain in social work or work outside of the profession.

What you will bring to the role

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Good level of educational attainment. • 5 GCSEs or equivalent. Passes in Maths and English at grade C or above. • Strong belief in and enthusiasm for BeyondAutism's aims and mission. • A commitment to safeguarding and promoting the welfare of children and young people. • Evidence of having led successful fundraising and income generation as Head of Department. • Background in developing and securing significant Corporate Partnerships and overseeing Individual Giving Campaigns. • Confidence in creating and implementing fundraising strategy. • Experience in growing existing and establishing new income streams. • Track record of building and managing productive relationships and alliances with internal and external stakeholders. • An adept budget planner with substantial experience of building substantial voluntary income budgets, and regular forecasting. • Leadership and line management experience - leading individuals at middle management level to achieve their potential as individuals and as a team to create change and new ways to working. • An excellent networker and engaged in all matters fundraising and committed to the highest and most sustainable standards in fundraising practice. • Experience of writing compelling and concise communications and conducting desk-based research. 	<ul style="list-style-type: none"> • A Levels or FE qualification • Degree or equivalent • Experience of working with Trustee Board • Experience of matter of charity Governance
Skills	<ul style="list-style-type: none"> • Good organisational skills with the ability to effectively manage a diverse and changing workload, meeting deadlines to required standards. • Strong people management skills with the ability to train and develop staff. • Able to build networks and rapport quickly. • Highly effective presentational skills, with the ability to build positive and high-value relationships across a range of sectors, individuals and organisations. • Highly effective written and verbal communication skills, with the ability to persuade, influence and negotiate effectively. • Analytical and methodical with the ability to produce accurate work to a high professional standard. • High level of financial literacy, able to think and plan strategically for an organisation's resources. • Familiar with CRM systems and maximising them to deliver benefits for both staff and colleagues. 	<ul style="list-style-type: none"> • Project management skills. • Strong presentation skills at a broad audience. • Strong understanding of charity / fundraising legislation
Abilities	<ul style="list-style-type: none"> • Ability to develop and maintain effective record keeping systems, both paper based and digital. • Accuracy and attention to detail. • Ability to use initiative – energetic and pro-active who can work in a self-directed environment; flexible team player. • Self-motivated with the ability to plan, prioritise and meet deadlines. • Research skills, with the ability to retrieve information and construct compelling stories from a variety of data. 	<ul style="list-style-type: none"> • Experience of collaborating with external organisations including Universities.
Personal qualities	<ul style="list-style-type: none"> • Team player or working on own with equal enthusiasm. • Prepared to work in line with our values. • Inspires confidence and trust with an open and honest approach. • A talent for expressing complex ideas in simple and effective language, both written and orally. • Tenacious and resilient. • Flexible, adaptable and able to relate well to different types of people. • Motivated by working in a target driven environment and as part of a team. • A commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Tact and diplomacy.

SALARY SCALE:	£51,400
HOURS:	37.5 hours per week
REPORTS TO:	Director of Fundraising and Development
LOCATION(S):	Hybrid - 140 Woking Close SW15 5DL with expectations to visit our services on a regular basis.
PROBATIONARY PERIOD:	Six months
HOLIDAY:	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
HOW TO APPLY:	<p>If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> • Why you are interested in applying for this role • How your skills/experience meet the requirements of the person specification <p>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</p>

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

