



**JOIN OUR
MISSION**

**FOR CHILDREN
AT RISK ON
THE STREETS**

TRUSTS AND GRANTS OFFICER

Railway Children – Recruitment pack

children RAILWAY
No child lost to the streets



WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

Around the world hundreds of thousands of children struggle to survive on the streets. In many countries, they have become an accepted issue in society, deprived of access to the most basic services and they experience extreme harm before and during their time on the streets.

Wherever they may be in the world, they face violence, abuse, neglect and exploitation.

Founded in 1996, Railway Children has dedicated over a quarter of a century to developing outstanding practice and services for street connected children and as we embark on our new strategy to 2027, we have ambitious plans to ensure no child is left behind, wherever we work.



OUR VISION

We believe in a world where no child ever has to live on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2027

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.



WHAT WE STAND FOR

We stand for children

- The children who don't have a voice.
- The invisible children.
- The children struggling to survive on the streets around the world every day.
- The generations of children suffering repeated cycles of abuse.

**WE STAND FOR CHILDREN,
THEIR CHILDHOODS
AND THEIR FUTURES!**

These Five Values Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think big.



EARN TRUST

Be honest. Always act
with integrity.



SHOW COMPASSION

Be kind and show
respect to all.



NURTURE TALENT

Encourage growth.
Enable others.



THE ROLE

Trusts and Grants Officer

Department:	Fundraising
Location:	Flexible, with travel to Sandbach at least once a week
Responsible to:	Trusts and Grants Manager
Responsible for:	None
Salary:	£36,000

JOB PURPOSE

To secure and steward four, five and six-figure grants from trusts, foundations and institutions for our work in the UK and overseas.

To work with a portfolio of new and existing donors, submitting funding proposals and managing existing grants through the preparation and submission of high-quality feedback reports, and outstanding stewardship.

KEY RESPONSIBILITIES

Secure funding through new and existing donors:

- Contribute to the achievement of an agreed shared trusts and foundations income target by growing an existing portfolio of charitable grantmakers and institutions, seeking multi-year funding opportunities where appropriate
- Prospect for new funding opportunities via agreed databases and resources
- Liaise with Railway Children's UK and overseas service teams to create high quality applications that communicate the full range of our work,
- Prepare and submit high quality, compelling funding proposals to new and existing funders.
- Manage a first-rate stewardship experience for donors, ensuring all their reporting requirements are captured and fulfilled, and the potential of relationships are maximised

Support the Trust and Grants team through:

- Take responsibility for maintaining records accurately and consistently, providing analysis and reporting on funding secured within the trust and grants team.
- Support the Trusts and Grants Manager in managing a substantial portfolio of grant-making trusts and institutions, including the production of acknowledgement letters and general trust correspondence.
- Work alongside team members to contribute to the overall fundraising strategy, with the Trusts and Grants Manager and the Director of Marketing & Fundraising.
- Work on the fundraising database management system used by the organisation.
- Build and maintain positive relationships across the organisation and trust donors, gathering relationship and data intelligence to share with others.

GENERAL DUTIES (ALL STAFF)

- Uphold and work within Railway Children's policies and procedures.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATION

Experience

- Proven record of achievement in writing successful applications to achieve five/six figure sums and multi-year awards.
- Proven ability to compose persuasive, complex and accurate copy to a high standard.
- Experience of using a CRM database.

Education/Qualifications

- Educated to a good standard

Knowledge and Skills

- A good understanding and track record of fundraising from trusts, foundations and institutions.
- Ability to work as a part of a flexible team and contribute to group and individual targets.
- Firm grasp of fundraising principles, practice and processes including knowledge of budgets, cost-effective fundraising and a commitment to maintaining a strong ROI on fundraising costs.

- Ability to communicate effectively both in writing and face to face.
- Highly organised, confident self-starter and capable of taking own initiative.
- Self-reliant and competent in MS Office.
- Commitment to Railway Children's vision and mission and the ability to uphold and embody its values.
- The role may require occasional unsociable hours and international travel. Flexibility would be needed to accommodate this.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.

Aptitude

- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.



A GREAT PLACE TO WORK

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

Pension

We offer a pension contribution of 6% of annual salary.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture

that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:



We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.



We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.



We will work with our people to identify their career and development goals and facilitate opportunities for growth.



We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.



When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form and return it to fundraisingjobs@railwaychildren.org.uk Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

Closing date: 19th April 2024, however we will review applications as they are received.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.