

---

## Job Description: Fundraising Officer (Grants & Trusts)

### About JRS UK

JRS UK runs a Day Centre, creative and therapeutic activities, a small hosting scheme (*At Home*) and a specialist legal advice service for destitute asylum seekers; we also run a detention outreach service to Heathrow IRC, including a befriending service, as well as a peer support group for people who have experienced detention. JRS UK undertakes research for advocacy to policy makers, alongside communications and outreach, to raise awareness of the real situation facing asylum seekers and to argue for a change in policies that undermine their dignity and a just society.

JRS' distinctive ethos of accompaniment radically alters the beneficiary–service provider relationship and affects all that we do: we place a high value on coming to know refugees as people with gifts and personalities, not only defined by their situation in immigration law. Through our services, we seek to offer specialist intervention and respond to practical needs, but also to create spaces of hospitality, community, friendship and participation, which enable refugees to heal and shape their own future. Our advocacy, communications and outreach are similarly rooted in accompaniment, beginning with listening to the experience of refugees, bringing opportunities for their experience and voices to be heard, understood and create change.

JRS UK is based in the Hurtado Jesuit Centre in Wapping, East London. It currently has 20 full and part-time staff and around 140 active volunteers, drawn from a wide variety of backgrounds and nationalities, generations and beliefs, including refugees, young graduates and vowed members of religious congregations; this diversity of perspectives and experience is a source of particular strength for our mission. We work collaboratively with JRS offices around the world, Jesuit works in the UK and many others in the Church and secular refugee sector.

JRS UK is a project of the British Jesuits' Charitable Trust (TRCP) and shares the same charity number (230165). JRS UK has an annual expenditure in the region of 1.2 million.

### JRS Mission

The Jesuit Refugee Service (JRS) is an international Catholic organisation, at work in over 50 countries with a mission to accompany, serve and advocate on behalf of refugees and other forcibly displaced persons. JRS in the UK has a special ministry to those who are made destitute during the asylum process, and those detained for the administration of immigration procedures.

### JRS Values

JRS is grounded in Catholic social teaching and draws on the charism and principles of Ignatian spirituality. Our work is based on hospitality, carried out in a spirit of compassion and solidarity, encouraging participation and community, aiming to kindle hope, secure justice and affirm the dignity of refugees and forced migrants. Reconciliation, rooted in justice and sought in dialogue, is a theme of JRS work around the world. As a work of the Jesuits, participative discernment and reflective practice are part of our ethos.

## Fundraising Officer (Grants & Trusts)

JRS UK is seeking to recruit an experienced Fundraising Officer on a part-time basis (3 days, 22.5 hours a week) to develop our fundraising, with a focus on trusts and foundations. The postholder will work as part of the Communications and Outreach team reporting to the Communications and Development Manager.

JRS UK aims to pay close attention to the experience of refugees it accompanies and all its external communications give priority to their voices, taking care to portray refugees as people with dignity, gifts, joys, hopes and sorrows. JRS UK fundraising activity fits within these broader ethical communications guidelines.

The new role seeks to develop JRS UK's trusts and foundations income through building on the existing strong relationships we have with trusts, and developing new ones. The Fundraising Officer will be responsible for securing grant income for the different projects of JRS UK's work, including researching potential grant funders, drafting applications, and ensuring timely reporting on successful applications. You will work independently, with support from the Communications & Development Manager and the Director, to manage a diverse portfolio of relationships to secure funding and support for JRS UK's work, typically in the region of £1,000 to £50,000. You will work alongside a Fundraising Officer focusing on private giving, and colleagues leading communications and outreach work.

The Fundraising Officer will need prior experience of managing and developing a grant income pipeline. Excellent communication skills are essential: engaging trusts through inspiring proposals and reports, face to face meetings (when public health guidance allows), through supporting fundraising and cultivation events, and providing excellent stewardship.

The Fundraising Officer will work closely with the Detention Outreach Team, the Destitution Services Team, and the Legal Advice team to gather case studies for reporting back to grant funders.

This role comes at an exciting time in JRS UK's history as the organisation looks to increase awareness of its work, with ambitious plans to grow income from trusts & foundations. The Fundraising Officer will play a pivotal role in ensuring JRS UK diversifies and stabilises its income streams, ensuring the organisation can continue to accompany and support refugees and those who are forcibly displaced.

This role will suit a confident, proactive and successful fundraiser, with good organisational skills and attention to detail, who is able to build positive relationships with a range of supporters, volunteers, staff, and refugees.

## Contract Details

|                  |  |
|------------------|--|
| <b>Duration:</b> | 18-month contract, potentially renewable   |
| <b>Hours:</b>    | 3 days / 22.5 hours  |
| <b>Location:</b> | Wapping, London; all staff are currently working remotely during COVID; JRS UK is open to remote working options for this post longer term |
| <b>Salary:</b>   | Equivalent to full time salary of £24,000–28,000 <i>pa</i> ( <i>i.e.</i> , <i>pro rata</i> salary of £14,400–16,800)                       |
| <b>Pension:</b>  | Additional 10% of salary of employer's contribution  |

**The person must be permitted to work in the UK; (JRS UK is not able to obtain a work visa for this post).**

## Specific responsibilities

### Relationship management & cultivation

- Proactively cultivate and steward relationships with current and future grant funders, ensuring that JRS' work to accompany, serve, and advocate for refugees can continue.
- Prepare and complete well-researched and bespoke funding applications, for grants ranging from £1,000 to £50,000.
- Produce timely reports to funders, drawing on input from others in the team.
- Support service teams to gather case studies from different projects, to support donor cultivation and reporting.
- Secure meetings with new donors & funders, where possible & appropriate.
- Provide a bespoke care process for funders, including acknowledging grants and regularly updating trusts on JRS UK's work.
- Support the communications and outreach team with existing cultivation activities, where appropriate.

### Prospect research

- Undertake prospect research into potential new trust funders using internet, online databases and other sources, and prioritise as appropriate.
- Develop and maintain an understanding of JRS UK's projects and programmes which require funding.
- Make use of relevant media articles, particularly in the Catholic and religious media.

### Information management

- Working with finance colleagues, prepare accurate budgets for individual grant applications.
- Regularly monitor the funding interests of donor/funders, income and expenditure trends, information about trustees, application procedures *etc.*
- Diligently record accurate stewardship data on the JRS UK supporter Database (Salesforce), including: trust and foundation details, key contacts, correspondence, donations and reports.
- Keep up to date on external developments in trust fundraising, through desk research and from knowledge gained from participation in trust and foundation networks.
- Work with the communications and outreach team to create and maintain a library of information on the asylum system and issues affecting refugees and asylum seekers in the UK, to be used in preparing bids and to keep the fundraising team informed on relevant issues.
- Contribute to monthly, quarterly and annual reports.
- Ensure that all data is gathered, held, and used in-line with relevant data protection regulations.

### Other

- Ensure all fundraising activity is in keeping with JRS UK's values and guidelines around the portrayal of refugees.
- Accompany donors and key stakeholders on project visits.
- Undertake other duties and responsibilities the Communications and Development Manager or Director may from time to time request. JRS UK is a small team and all staff are occasionally called upon to support the work of others. For out-of-hours work, TOIL is available

## Person specification

### Essential

- Sympathy and congruence with the values of JRS and deep commitment to JRS' mission of accompaniment, service and advocacy for refugees and those who have been forcibly displaced
- Work with integrity, impartiality, fairness and the ability to respect confidences.
- Positive, approachable and professional, with a 'can-do' attitude.
- A confident self-starter and decision-maker with excellent attention to detail.
- At least 3 years of demonstrable experience of fundraising from voluntary sources, preferably UK-based.
- Excellent written, oral and interpersonal communication skills, able to present complex issues simply and clearly in order to motivate, persuade, and inspire.
- Numerate, particularly in preparing budgets for grants.
- Ability to build effective and collaborate relationships, working as part of a small, diverse team.
- Excellent organisational and time management skills with the ability to plan, prioritise and work to deadlines.
- Proven experience of building strong and effective relationships with existing donors, potential supporters and other stakeholders.
- Willingness to work flexibly.
- Working understanding of GDPR and other relevant legislation.
- High standard of computer literacy (Microsoft Word, Outlook, Excel, PowerPoint, databases).

### Desirable

- Experience of working in a community organisation or similar setting with high levels of participation of beneficiaries.
- An understanding of the culture, structure and networks of the Catholic Church in England and Wales.
- Understanding of the motivation of faith-based donors.
- Experience of accompanying refugees, asylum seekers or vulnerable individuals.
- Familiarity with the principles of Catholic Social Teaching.
- Familiarity with Ignatian spirituality.

### Key relationships

- Reports to the Communications and Development Manager.
- You will need to build relationships of trust with refugees served by JRS UK.
- You will need to build strong relationships with donors to JRS UK.
- You will need to build strong working relationships with JRS UK staff and volunteers.