



APPOINTMENT BRIEF

Trust & Foundations Fundraising Officer

May 2021



Registered charity No: 1087668



Welcome from our patron.

The tragedy of suicide is often preventable. This is why suicide prevention is a national priority. Suicide usually occurs during a period of crisis, but such crises are often relatively brief. Being able to go to a place offering caring support can help tide a person over this period of risk. Maytree was designed specifically to provide this opportunity, which it has done successfully for hundreds of suicidal people over more than a decade.

Professor Keith Hawton FMedSci DSc DM FRCPsych
Director, Centre for Suicide Research, University of Oxford.

About us.

Maytree is a registered National charity set up in 2002 offering non-medical residential care to adults who are contemplating suicide.

Our services. We provide the following services:

- A respite stay for people in suicidal crisis
- Confidential telephone support
- Confidential email support
- Advice for people concerned about a friend or member of their family.
- Outreach work
- Advice and Training for professionals
- Consultancy support

How we help

Our respite centre runs 24 hours a day, 365 days a year. A small staff team and our volunteers spend up to 77 hours with each guest during their stay, providing the opportunity for them to explore their thoughts and fears.

The first contact that people will have with Maytree is over the phone or via email. From that first conversation, we aim to build a relationship of trust with the suicidal person.

We gently encourage guests to talk about their suicidal thoughts and background history over the course of a few befriending calls so that we can mutually decide whether Maytree is right for that person. In the course of those conversations, sometimes a person may begin to discover a way forward for themselves and no longer feel as if a stay at Maytree is what they need at this time. Sometimes, a person will go on to arrange a stay with us.

During a stay

During a stay at Maytree, the relationship of trust between the guest and our team can continue to grow. It is through this trust that the guest can begin to feel safe enough to open up at a deeper level.

Through sharing, talking and exploring, guests can often begin to reconnect with the part of themselves that does want to live.



Working with others

We also promote our unique way of working to raise awareness and encourage understanding of suicide prevention. We do this through working in partnership with other organisations and education and training providers and agencies. We also reach out to high-risk groups to help reduce the risk of suicide.

Our Mission:

Maytree aims to alleviate suffering and help people in suicidal crisis to re-engage with life and to restore hope.

Maytree wants everybody in suicidal crisis to have somewhere safe to go where they will be heard, understood and supported.

Our Future Plans:

It is our aspiration to replicate our model, so we are able to offer more people who are feeling suicidal the support they need. Replication will be in the shape of opening a second house in Manchester. Maytree is now working to raise funds to support two houses and this post will be part of the Maytree Fundraising Team and will focus on raising funds from trusts and foundations.



JOB DESCRIPTION

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|--------------------------|---|
| JOB TITLE: | Trust & Foundations Fundraising Officer |
| CONTRACT: | Permanent |
| SALARY: | £ 17,304 – 3 days. |
| LOCATION / BASE: | London. N7 |
| CONTRACTED HOURS: | Part Time, 3 days a week |
| RESPONSIBLE TO: | Fundraising Manager |

THE ROLE:

As a Maytree Trust & Foundation fundraising officer you will be a reliable self-starter who will enjoy an entrepreneurial role working for this small ground-breaking charity.

The Trust and Foundation officer will be responsible for working in the Maytree Fundraising Team implementing a successful programme of fundraising from Trusts and Foundations, and other statutory and non-statutory grant making bodies to an agreed annual target.

Maytree is keen to encourage applications from individuals from diverse backgrounds and communities.

KEY DUTIES & RESPONSIBILITIES:

- To identify and research national and local Trusts and Foundations and other grant making bodies who have the potential to make donations to Maytree and to establish links where appropriate.
- To develop, write and deliver creative funding proposals in line with the organisation's strategic aims.
- To ensure that all reporting requirements are met, and reports submitted.
- according to agreed schedules and in line with funders' criteria.
- To maintain accurate records and information about all Trust and Foundation applications and ensure that the Maytree's data-base systems are kept up to date.

- To work closely with the finance department and Operational staff to ensure all grants are correctly used and conditions and targets are met.
- To additionally research and provide profiles on already-identified prospective major donor and corporate funders.
- To undertake any duties that the Director or Head of Fundraising reasonably require.

COMMUNICATION

- Engage with the wider Maytree team of employees, volunteers and trustees to ensure that the organisation's good work is effectively communicated to financial backers.
- Liaise closely with Trust and Foundations as appropriate.
- Attend and participate in team meetings.
- Develop and maintain a professional standard in all communications and services.

GENERAL

- Take reasonable care of personal health and safety and that of anyone who comes into contact with the centre and its services, and to ensure that Maytree regulations, policies, codes of practice and department safety rules are adhered to.
- Manage personal resources and own professional development.
- Develop productive working relationships with colleagues and stakeholders.
- To assist in any other tasks as requested by the Director in relation to your role.
- This Job Description is not exhaustive, and the post holder may be required to undertake other appropriate duties and projects from time to time.

BENEFITS

28 days leave plus 8 statutory holidays pro rata.

Access to internal and external training relevant to your role and the needs of Maytree.

This post is subject to an enhanced search with the DBS office and is conditional on the receipt of satisfactory reference. The post is offered with a six-month probation period.

PERSON SPECIFICATION

Education

Educated to degree level [Desirable]

Essential Experience

Minimum of 3 years of successfully securing income from Trusts and Foundations in a related field, preferably a health-related charity.

Significant experience in bid writing to charitable trusts and foundations.

Experience of producing reports for funders and trustees .

Communication

Ability to build and sustain internal and external relationships and networks.

Knowledge/Skills

Excellent communication and presentation skills, written and oral, with the ability to articulate clearly and persuasively Maytree's messages to a wide range of audiences including funders, prospective funders, referrers, potential guests, volunteers and Trustees.

Excellent prospect research skills and knowledge of funding sources

Ability to service own day to day admin needs including excellent IT skills.

Experience of working with a fundraising database.

Proven negotiation, persuasion and influencing skills.

Personal Qualities

Commitment and ability to engage with Maytree's work with the suicidal and demonstrate Maytree's values and ethos.

Strong communicator and the ability to think creatively and to respond quickly to new opportunities and changes in the funding environment.

Self-motivated, with an ability to work independently and as a team player, positive and proactive approach to work.

Highly organised with excellent attention to detail.

HOW TO APPLY

To apply for this position please send a comprehensive CV and supporting statement, no more than two sides of A4, addressing each point of the recruitment criteria.

Applications should be sent to recruitment@maytree.org.uk.

Closing date for applications is 5pm Tuesday 25th May 2021.

Interviews will be held on 27th May 2021. Please indicate if you are not available for one of these dates.

END.