



**Limbless Association**  
#LifeBeyondLimbLoss

## **Application Pack**

# **Fundraising and Partnerships Manager**



## **Welcome from the CEO**

I am delighted that you are interested in working for the Limbless Association. This is a fantastic opportunity for the right person to make a positive impact on our members and service users.

The Limbless Association (LA) exists to help all amputees across the UK with practical and emotional support, both pre- and post-amputation. The charity's vision is of a world where amputees of all ages are not disadvantaged by their disability but are able to achieve rehabilitation and independence in hospital, home, education, employment and the community. Our mission is to support and empower all amputees to lead independent and fulfilled lives.

We are a small, supportive team who work closely together, despite being a National Charity and based across the UK.

We are looking for a dynamic, creative and enthusiastic Fundraising and Partnerships Manager who can develop and manage our fundraising strategy in the coming years, paying particular attention to building our supporter base and developing new partnerships. We are looking for a self-motivated and ambitious individual with a genuine passion for our Charity and the people we support.

The Fundraising and Partnership Manager will have a unique and exciting opportunity to help LA grow and make a real and tangible impact to our members. As a small charity, the Fundraising and Partnership Manager will have direct links to our community. We are a small but passionate, friendly and close-knit team where staff are encouraged to execute creative and new ideas, working together to support each other's efforts.

This role will cover a diverse range of our fundraising activities and require someone with the competence and experience to manage multiple aspects of our strategy. It would be desirable for someone to have previous experience working within a small organisation to understand the dynamics between providing strategic development and handling the day-to-day operations.

If you are passionate about working for an organisation that provides support to people who need it most and you thrive on your work making a direct difference then I really look forward to hearing from you.

**Deborah Bent**

**CEO**



## **ABOUT THE LIMBLESS ASSOCIATION**

The Limbless Association is a long-standing national charity based in Chelmsford, Essex, which through its stakeholder networks extends its reach as an organisation operating and connecting nationally. The LA aims to support amputees, whatever their non-medical needs, from the point of consultation and preoperative assessment through to post-operative recovery and rehabilitation. Our core services include a dedicated support line, direct access to welfare rights and legal advice, peer to peer support through our membership, wellbeing support and links to local services.

The LA's two key projects are the Support and Connect Hub outreach programme and Volunteer Visitors (peer mentors). The loss of a limb or limbs, through accident or illness is a devastating and life changing experience that affects the individual and their families. Consequently, issues can be multiple, complex and severe. Here at the LA we champion lives without barriers and believe that all amputees should have unparalleled support to lead independent and fulfilled lives.

Our key message is that *No Amputee Need Cope Alone*.

Here are some of the services we provide and consider them imperative as an early intervention. These services focus on four core strands of work; Informing, Advising, Supporting and Connecting.

### **Information and signposting for people living with limb loss and their families.**

This is delivered through our dedicated helpdesk and outreach activities. Our help desks enable amputees to receive information and advice about a variety of subjects including (but not limited to) welfare rights, the rehabilitation pathway, housing, mobility as well as the practical and emotional challenges of how to cope with life beyond limb loss.

### **Volunteer Visitor Programme**

The programme provides recent amputees and those pre-amputation the opportunity to chat and be supported by another, more experienced amputee. Our peer-to-peer mentoring support programme ensures that recent amputees can receive practical advice and information relating to limb loss from someone with lived experience who can understand the difficulties they are facing.

### **Support and Connect Hubs**

Our Hubs meet monthly and provide amputees with the opportunity to meet with other amputees, to share their experiences and access a therapeutic activity such as accessible yoga. It provides a group peer support setting for those who are ready to move beyond peer mentoring – one to one support.

Areas of responsibility will include;



## **STRATEGY & VISION:**

LA is looking for someone with the vision and energy to develop a clear 3-year fundraising & partnership development strategy that will build upon existing strengths of LA and develop new, innovative ideas in a professional and effective manner. This will require someone with adaptability, creativity and strong relationship building skills, working with LA's Chief Executive and the Board of Trustees to design, implement and effectively monitor a strategy. This will be done with the aim of fulfilling a number of key objectives that will help increase our fundraising income over the coming 3 years. This will include setting out clear annual plans and executing these against agreed financial targets set with the CEO. This will include:

Engaging new supporters and increasing 'sign ups'. LA has a strong and faithful base of long-term supporters. However, in order for LA to grow and fulfil our ambitious vision, inspiring and engaging new supporters will be a central objective for this role.

Improving communications, with particular focus on digital fundraising. This will include helping to build a stronger online community through improved social media and donor/supporter communications via email, website etc. It would be desirable for someone to have relevant experience and understanding about the future of digital fundraising (for instance, integrating easier donation technologies).

Developing new partnerships, including a specific focus on establishing and cultivating new relationships with individuals and community giving groups. The LA has some key corporate partnerships that this role will look to further support and develop as well as nurturing CSR opportunities with other potential partners.

The LA has been the beneficiary of legacy gifting throughout its 38 years and developing an ongoing strategy for this area of donor giving is vital for the charity.

Alongside developing a robust fundraising strategy for LA, the Fundraising and Partnerships Manager will also be responsible for the following tasks:

## **COMMUNICATIONS:**

Working with the Communications and Engagement Manager, this role will include bringing new, creative ideas around our communications and marketing, taking the lead with our programme team in identifying strong stories, engaging news/content etc. and working alongside the CEO with designers/videographers on the production of various fundraising/marketing materials, including regular and strong donor communications. This will include our Newsletter, specific annual appeals/campaigns, digital communications, thank you letters and other relevant donor communications.



### **PARTNERSHIPS:**

As highlighted above, we are looking for someone with the confidence to initiate new partnerships and the ability to forge new connections/relationships with possible supporter, volunteer or donor groups. The Fundraising and Partnerships Manager should aid the CEO in the approach and partnership development with other key relationships. For instance, other community groups, major donors, corporate groups etc.

### **VOLUNTEER MANAGEMENT:**

As a small charity, LA are dependent on the support and energy of volunteers, working remotely. The new Fundraising & Partnerships Manager should thrive in both a face-to-face environment and the new virtual world, with effective leadership qualities to build and empower a volunteer team who can help implement the proposed strategy and help oversee the diversity of activities.

### **OTHER:**

It will be the Fundraising and Partnership Manager's responsibility to execute LA's broader fundraising efforts and ensure they are implemented to a high standard. This will include overseeing the completion of the following activities:

- Operate to and uphold the highest standards in fundraising.
- Donor management, including ensuring donors are thanked in a timely manner and supporter communications are managed effectively, including our regular donors.
- Ensure donations are appropriately tracked in our donor database.  
LA have previously adopted a range of events, including small community-led quiz nights, partner events, Challenge events, and occasional Charity Galas (generally on special occasions like charity anniversaries).
- Provide quarterly reports to LA's Board of Trustees, sharing progress against the agreed financial targets strategy with clear KPIs



## **JOB DESCRIPTION**

<b>Salary:</b>	£28k per annum pro rata depending on experience.
<b>Hours:</b>	28 hours a week
<b>Days:</b>	Days to be agreed (Requirement for flexibility to work weekends and out of hours, for which there will be no payment, however, a time off in lieu policy is in operation).
<b>Type of contract:</b>	Permanent
<b>Reporting to:</b>	CEO
<b>Holiday entitlement:</b>	25 days leave plus 8 bank holidays pro-rata.
<b>Place of work:</b>	Remote working with some travel within the UK according to the needs of the role, including to Chelmsford as the main meeting location for the LA team.

## **Summary of the role**

We have an exciting opportunity for an experienced and ambitious Fundraising and Partnerships Manager to join our growing team. Main responsibilities include strategically planning and implementing a diverse and creative income generation programme.

## **MAIN DUTIES**

- Work with the CEO and LA board of Trustees to develop and implement the fundraising strategy.
- Ability to build positive relationships, connect with and manage a wide range of stakeholders including but not exclusively event fundraisers, individual donors, corporate sponsors, grant making trusts, campaign partners.
- Create a programme of donor stewardship.
- Keep up to date with the changing funding environment, locally, regionally and nationally, advising on risks and opportunities
- Identify and develop new campaigns and ways of generating income
- Seek new avenues and opportunities to build the fundraising activity for LA
- Work with supporters and volunteers to raise awareness of the charity and increase individual, community and legacy income
- Lead on developing and delivering a range of annual fundraising events, virtual and in person.
- Represent the Charity in a variety of settings including presentations and talks, exhibitions and events to inform potential supporters about the Charity's vision, mission and work.
- Identify and develop Charity of the Year opportunities.
- Working closely with the LA's Communications and Engagement Manager to ensure that fundraising and supporter initiatives are effectively promoted.
- The LA already engages in and actively pursues grant funding opportunities and if the successful candidate has experience in this area they will also be able to support our grant funding strategy.
- Such other duties at a comparable level of responsibility as determined by the Support Coordinator



## **General**

In addition to the specific duties and responsibilities outlined in this job description, Limbless Association employees should be aware of their specific responsibilities towards the following:

- Follow all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- Limbless Association is committed to encouraging volunteering throughout the organisation and as such the postholder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Limbless Association.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

The LA is a small national charity with significant aspirations and plans to grow. We currently operate as a small team whereby any team member who shares our vision will be offered the support and scope to develop within their role and be encouraged to grow with the charity to take advantage of further opportunities as they arise.



**Person Specification**

**Job Title: Fundraising and Partnerships Manager**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Minimum of three years fundraising experience in the Voluntary Sector preferably across multiple fundraising initiatives</li> <li>- Experience of designing and delivering successful fundraising campaigns</li> <li>- Experience of donor stewardship processes</li> <li>- Experience of project planning and management including budget setting and meeting targets</li> <li>- Experience of designing and coordinating small and large scale events</li> <li>- Experience of engaging with a wide variety of stakeholders</li> <li>- Experience of co-ordinating the work of volunteers</li> <li>- Experience of engaging supporters in community fundraising</li> </ul>	<ul style="list-style-type: none"> <li>- Fundraising experience in a healthcare setting</li> <li>- Fundraising experience in a disability support charity</li> <li>- Experience of successfully applying for and supporting Charity of the Year partnerships</li> <li>- Track record of writing successful bids and grant funding applications</li> </ul>	Application Interview References
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>- Educated to GCSE standard or equivalent with a good pass in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>- Relevant professional qualification such as the IOF*</li> </ul> <p>*or working towards</p>	Application/ Certificate of qualification Test (as applicable)
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>- Excellent communications and presentation skills</li> <li>- Operational experience of working with membership/fundraising databases</li> <li>- Ability to analyse and interpret financial data</li> <li>- Excellent written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>- Excellent interpersonal and networking skills</li> <li>- Excellent research and analytical skills</li> </ul>	Application Interview Presentation References



	<ul style="list-style-type: none"> <li>- Good organisational and time management skills with a systematic approach</li> <li>- Able to build and maintain productive and professional positive working relationships with all stakeholder groups</li> <li>- Able to prioritise, plan and organise own workload</li> <li>- Excellent IT skills, in particular, CRM, Microsoft word, excel and outlook</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>- In depth knowledge of fundraising principles, methods and procedures</li> <li>- In depth knowledge of fundraising regulation</li> <li>- Awareness of how to motivate and support fundraisers and volunteers</li> <li>- Understanding of different supporter/volunteer needs and methods of relationship building</li> <li>- Knowledge of organisational policy, review and implementation</li> <li>- Knowledge of fundraising operational procedure, e.g., health and safety, financial, volunteer etc)</li> </ul>	<ul style="list-style-type: none"> <li>- A broad knowledge of a range of fundraising disciplines</li> <li>- Specific knowledge and experience of corporate sponsorship, community fundraising, legacy giving.</li> <li>- Relevant professional qualification such as the IOF*</li> </ul>	Application/ Interview/ Presentation
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>- Commitment to self-development and willingness to undertake training (CPD)</li> <li>- Self-motivated</li> <li>- Creative and resourceful</li> <li>- Enthusiastic</li> <li>- Team player</li> <li>- Tenacious</li> <li>- Adaptable and flexible</li> <li>- Comfortable with change</li> <li>- Calm and unflappable</li> <li>- Diplomatic and professional</li> <li>- Ability to relate positively to people of different cultures, backgrounds and experiences</li> </ul>		Interview  References



<b>Other requirements</b>	<ul style="list-style-type: none"><li>- Access to transport and able to travel extensively across the UK as required</li><li>- Satisfactory enhanced DBS check</li><li>- Adaptable and flexible</li><li>- Willing to work unsocial hours if necessary (TOIL policy)</li><li>- As we are a national charity, the postholder will be required to attend events and meetings across the UK where overnight stays will occasionally be required.</li></ul>		<b>Application References</b>
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## Recruitment timetable

Activity	Date
Closing date for applications	Sunday 23 May 2021
Informal discussions	Friday 28 May 2021
Final interviews	1 & 2 June 2021
Start date	To be negotiated, but ideally ASAP

## How to apply

Should you have any queries or wish to have an informal discussion about this role, please contact [deborah@limbless-association.org](mailto:deborah@limbless-association.org) quoting **Fundraising and Partnerships Manager**

If you believe you have all the essential criteria required and wish to apply for this role, please complete our **application form** which should clearly explain how your experience and skills fulfil the essential requirements of the person specification. Please address all the essential criteria identified in the person specification in your application.

You should give the names, positions, organisations and contact details of at least two referees, one of whom should be your current/most recent employer. Referees will not be contacted without your prior approval.

Applications should be returned by email to [hr@limbless-association.org](mailto:hr@limbless-association.org) (quoting **“Fundraising and Partnerships Manager”** in the subject heading).