



Job Description
Trust & Foundation Officer
January 2021



About The Mix

The Mix is a free, confidential support service for under 25s - making a massive difference to over three million young people in the UK each year. Whatever issue a young person is facing, The Mix is always there for them - online, over the phone or via social media. It connects young people to experts and their peers to talk about everything from money to mental health, from homelessness to jobs, from break-ups to drugs.

We are one of the founders of the Duke and Duchess of Cambridge and Prince Harry's Heads Together campaign and work with many high-profile Ambassadors and supporters, such as Lady Gaga, Russell Brand and Daniel Radcliffe to raise awareness of The Mix and support even more young people. We work on high profile campaigns to change attitudes and raise awareness with companies including River Island, TOMS shoes and Gymshark and have recently joined forces with NOWTV on an exciting programme of work to support their content aimed at young people.

Today's young people face an unprecedented range of challenges. They are possibly the first generation worse off in physical and emotional terms than their parents. The Mix's mission is to ensure that every young person can make informed choices about their wellbeing – wherever and whenever they are: www.themix.org.uk.

The fundraising directorate:

This is an exciting time for our fundraising team. We have secured significant funding support during the COVID-19 pandemic and we have big plans for the future. The Mix is focusing on core and unrestricted income where possible and over the past 18 months we have prioritised long-term strategic funders and partners. We now have a strong pipeline of secured income for the next three years (our strategic planning cycle). The team is made up of a group of enthusiastic and experienced experts who manage their own functions and work collaboratively in a supportive environment across the charity to develop projects with the service's teams and our network of young people.

It's an exciting time to join the team, which has just finished a successful year and is now growing in line with the charity's needs and ambitions for the future. To find out more about the people in our brilliant team you can visit:

<http://www.themix.org.uk/about-us/staff>

Vision, Mission and Values

What we do: The Mix is here to take on the embarrassing problems, weird questions, and please-don't-make-me-say-it-out-loud thoughts that people under 25 have in order to give them the best support through our digital and phone services.

Vision: To be the first point of contact for under 25s. We know that with the right skills and opportunities, you can take on anything that life throws your way.

Mission: To empower everyone under 25 in the UK with the knowledge, skills and confidence to make the right first steps in life. Life is hard, but support doesn't have to be.

Values:

- **Empowering** - we lead, we train & support, we respect, we give space to grow, we give power to chose
- **Brave** - we innovate, we pioneer, we take risks, we tell it how it is
- **Supportive** - we listen, we encourage, we care, we're understanding, we are empathetic
- **Collaborative** - we are open & transparent, we co-create, we respect, experience & expertise
- **Proactive** - we create situations, we make things happen, we get things done
- **Non-judgemental** - we do not judge, we do not criticise, we do not blame

Job Description

Job title Trust & Foundation Officer

Department Fundraising

Reporting to Head of Trust & Foundations

Overall Purpose of the job: We are looking for a talented and motivated individual to generate income for The Mix through the implementation of our Trust & Foundations strategy. This will involve the planning and writing of funding bids, reporting on previous grants and the research of new funding opportunities.

Key areas of responsibility:

- Work closely with colleagues in the fundraising team to achieve the overall fundraising target and succeed in achieving The Mix's long-term growth strategy
- Research, develop and write a range of compelling bids to charitable trusts and foundations, and occasionally to local authorities, government departments and other appropriate organisations
- Lead on securing annual four and five figure income as part of overall trusts and foundation target
- Establish strong long-term relationships with charitable trusts and grow income from these sources
- Maintain a database of grants and develop a streamlined system of regular approaches to trusts and foundations
- Engage with colleagues to collate information for funding reports
- Write accurate, clear and on-time reports in keeping with funding requirements
- Support the fundraising team with finance, budgets and funding pipeline updates, utilising excellent numeracy and Excel skills
- Create and maintain donor contacts, activities and reports in Salesforce CRM system, in keeping with GDPR guidelines

Person Specification

Person Specification:

Essential

- Demonstrable experience of developing funding proposals, combined with the ability to explain clear outcomes and impact
- Good understanding of where to source information on trust & foundations with the research skills to identify new funding opportunities
- Experience in securing four figure funding in excess of £1000k
- Knowledge of fundraising practice and standards
- Minimum of 6 months experience in trust & foundations fundraising or within a fundraising team more widely
- Experience of working with budgets and meeting income targets
- Ability to plan and execute funding applications with minimal supervision
- Excellent written and verbal communication
- A passion for supporting young people
- Outstanding administration skills with attention to detail
- Work on own initiative as an active, cross-functional team member
- Excellent communication skills, adaptable and flexible in approach
- Motivated to support a successful charity through achieving income targets and enjoys building strong internal and external relationships
- Ability to use initiative and keen to take advantage of development opportunities
- Strong Microsoft 365 (Word, Excel, Powerpoint, Teams, Sharepoint) skills
- Interest and enthusiasm for using digital for good

Desirable

- Knowledge of the UK charity and voluntary sector preferably with some understanding of youth charities
- Educated to degree level or equivalent
- Knowledge of Institute of Fundraising practices
- Experience and/or understanding of other fundraising income streams.
- Experience working with Salesforce, or similar fundraising databases, eg, Raisers Edge.
- An understanding of safeguarding data, confidentiality, safe working practices and GDPR compliance.

Terms and Conditions

- Salary:** £22000 - £24000 per annum (depending on experience). This is a development opportunity with scope for learning, growth and progression within a small team.
- Contract:** Permanent
- Location:** Currently home based, office when Covid-19 pandemic guidelines allow
- London, EC1V 1JN
- Line Management:** None
- Pension:** 4% employee contribution secures 4% employers' contribution to stakeholder pension scheme.

- Hours:** This post is full time Monday to Friday with 35 working hours a week. Occasional evening and weekend work will be required for which time of in lieu will be given.
- Annual leave:** You will be entitled to 35 days of holiday pro rata, which includes the 8 Statutory Bank Holiday during each year.

Benefits:

- Flexible and remote working available
- Eyecare vouchers
- Life assurance
- Employee Assistance Programme
- Weekly staff socials, plus Summer and Christmas Party
- Colleague of the month – awarded half a day extra annual leave
- Central London location
- Learning, development and training opportunities

How to Apply

Please can all candidates include a short summary that only includes relevant work experience and key achievements in their working life.

Please do not send a CV.

Please send an answer the following 4 questions to ***workforus@themix.org.uk***. Each question has equal weighing.

1. Please describe income you have helped secure from a trust, foundation or other funding body?

- what were your main contributions to this success (250 words)

2. What is your approach to research and finding prospective trust and foundation funding? (250 words)

3. How would you work within the fundraising team and with other colleagues across the organisation to ensure trust and foundation income was utilised and reported on successfully? (250 words)

4. What do you think funders will be drawn to at the Mix and why? (250 words)



Have a look at our social media

