

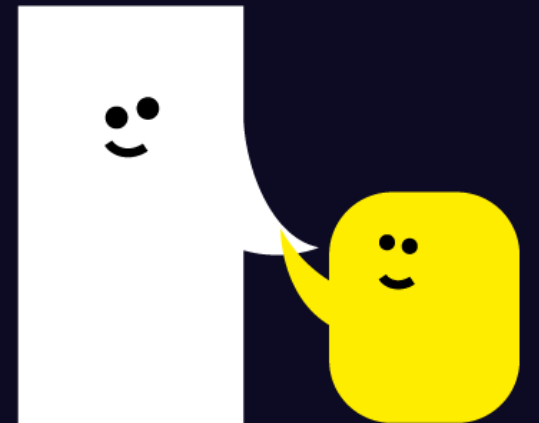
Trusts Fundraiser Candidate Pack

speechandlanguage.org.uk

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**Speech and
Language UK** 
Changing young lives.



About Us

Speech and Language UK is dedicated to supporting children and young people with speech and language challenges. Our mission is to ensure that every child can develop the necessary skills to face the future with confidence. Challenges with speech and language affect around 1.9 million children in the UK – or 1 in 5 children - making it a significant issue that impacts various aspects of a child's life, including their academic progress, emotional well-being, and future opportunities.

We work to raise awareness about the challenges faced by children with these challenges. We provide expert advice, tools, and training to families, educators, and other professionals to help spot and support children who struggle with talking and understanding words. This includes offering free resources on our website, running a free advice line , and creating interventions and training programmes to equip educators from early years to secondary schools.

In addition to providing resources, we play an important advocacy role. We speak out so that policymakers and government bodies know the scale and impact of speech and language challenges today.. Through our campaigns and reports, we strive to influence national policy and funding decisions, so that speech and language support is a priority.

We also run two specialist schools and services for children with more complex challenges . These schools provide tailored education and therapy to help children with speech and language to develop their communication skills in a supportive environment. The curriculum is co-designed by speech and language therapists and teachers, so that speech and language development is at the heart of every classroom and every lesson.

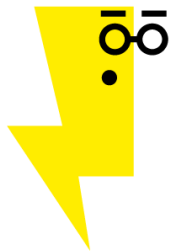
By combining direct services, training, advocacy, and research, we play a vital role in improving the lives of children and young people with communication difficulties, empowering them to reach their full potential.

Who we are

We are Speech and Language UK – we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feels like an impossible hurdle.

So we give children and young people the skills they need so they aren't left behind, Welcome to Speech and Language UK.

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Our vision, mission and charitable cause

Our vision

Every child who is facing challenges with talking and understanding words can look to the future with confidence.

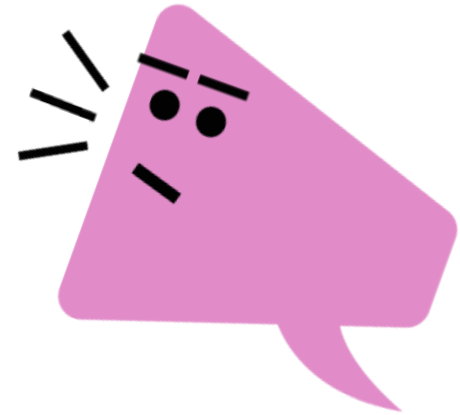
Our mission

We give children and young people the skills they need so they aren't left behind, waiting to be understood.

We do this by creating tools for schools and nurseries, generating new practices from our two special schools, giving advice and guidance to families and putting pressure on politicians.

Our charitable cause

For 1.9 million children in the UK, learning to talk and understand words feels like an impossible hurdle. Without the right help this can destroy their world.



What does Speech and Language UK do?



Provide innovative tools and training to schools and nurseries

Our Talk Boost series is proven to help children who face challenges talking and understanding words catch up with their peers. Every year, we train thousands of early years staff and teachers in how to educate children with these challenges.



Give advice and guidance for families

Our family support services include our free advice line, webinars, a digital progress checker and assessment centres. We want to provide more advice directly to young people.



Push for policy change

We conduct research with young people, families and teachers about the realities of living with a speech and language challenge. We create policy solutions from their and our experiences and we advocate these to Government and all political parties.



Generate practice from our two special schools

Our two special schools improve hundreds of children's lives each year and we use them to generate practices that other schools can replicate to change more young lives.

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Our organisational values

We are brave

Too many children are struggling with talking and understanding words - we have a duty **to be brave in creating new solutions and speaking out** to change their futures.

We are kind

Every child and family we work with and everyone who works here has unique circumstances - showing kindness and empathy to each other **allows us to help and understand each other better.**

We are curious

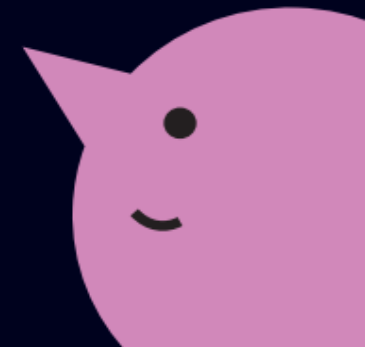
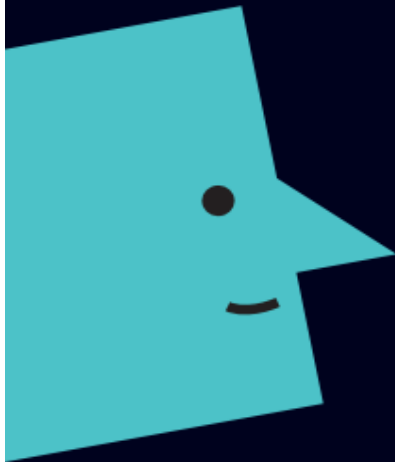
Being curious about what works **to change children's futures and make our charity work better** will mean we can change more young lives sooner.

We are practical

We create practical solutions that can **change children's futures in the real world today** - because children shouldn't have to wait for change.

We are collaborative

So many children's futures are at risk, no one organisation or one team can make enough of a difference alone - **we have to collaborate and work together.**



Job Description

Job Title: Trusts Fundraiser
Grade: Band 3 (point 1-3)
Reporting to: Head of Philanthropy & Partnerships
Location: Wenlock Road, London (Hybrid)

Job Purpose

- To support the Head of Philanthropy & Partnerships (Head of P&P) in implementing the team strategy to raise income from Trusts & Foundations.
- To build relationships with funders and raise income from them through written propositions, face to face solicitation, events etc.
- To maximise all income opportunities by working in collaboration with the wider fundraising team, project teams across the organisation and voluntary leadership.

SPECIFIC RESPONSIBILITIES – TRUSTS FUNDRAISING

- Research trusts funding opportunities as needed or as allocated by the Head of P&P
- Identify and develop relationships with funders and their networks, identifying and servicing their needs, working in collaboration with others within Speech and Language UK to meet these needs.
- Develop compelling proposals and reports, in collaboration with others, which will meet the criteria of Trusts & Foundations.
- Collaborate with the wider Philanthropy team and others within Speech and Language UK to help identify and materialise fundraising opportunities linked to Trusts & Foundations.
- Carry out all day-to-day administration associated with the allocated portfolio of trusts, particularly recording on database.

SPECIFIC RESPONSIBILITIES – TRUSTS FUNDRAISING

- In collaboration with relevant colleague(s), arrange and conduct visits to project sites with donors and prospect donors as required.
- Complete project work as directed by the Head of P&P.
- Build a knowledge on trends, developments and techniques in the UK fundraising marketplace in order to assess and develop new fundraising opportunities.

PLANNING AND FINANCE

- Contribute to the development and implementation of the Trusts and Statutory Fundraising Strategy, in line with the overall Fundraising Plan.
- In collaboration with the Head of P&P, carry out monitoring and reporting against income budgets.

DATA MANAGEMENT AND RESEARCH

- Maintain high standards of data capture across the team's administration systems, as essential to supporting the fundraising programme.
- Ensure fundraising systems and processes to comply with Charity Law, the Data Protection Act and other legislative and organisational requirements.

GENERAL REQUIREMENTS

- Be committed to the overall aims of Speech and Language UK.
- Support Speech and Language UK's fundraising or other events as required.
- Understand Speech and Language UK's charitable objectives and be committed to promoting these in all areas of work.
- Contribute to maintaining a culture of quality in all areas of fundraising.
- Provide cover for colleagues as directed by your manager.
- Ensure that all policies and procedures relating to the protection of children in Speech and Language UK's services are followed at all times.
- Avoid any behaviour that discriminates against your fellow colleagues or potential employees.
- Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
- Behave in a manner that ensures the security of Speech and Language UK's property and resources.
- Abide by all relevant Speech and Language UK's Policies and Procedures.
- Speech and Language UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

The job description is subject to regular review and appropriate modification.

Person Specification

| CRITERIA | ESSENTIAL | DESIRABLE |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none"> • None. | <ul style="list-style-type: none"> ▪ Professional qualification/certificates with reputable trainer/body ▪ Membership of relevant bodies |
| Experience | <ul style="list-style-type: none"> ▪ Demonstrable aptitude for developing relationships ▪ Demonstrable experience of working collaboratively with others, whether on projects, events or any such like | <ul style="list-style-type: none"> ▪ Transferable skills from previous employment, if any, such as customer service |
| Skills and Knowledge | <ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills including clarity, tact and the ability to adapt communication to suit audience. ▪ Demonstrable ability to build relationships both within and beyond the organisation. ▪ Demonstrable ability to write (essential for proposals and reports) ▪ Good working knowledge of Microsoft Office software package. ▪ Good organisational skills and the ability to meet deadlines (able to prioritise workload and work efficiently). ▪ The ability to work effectively as part of a small but growing and high-energy team. | <ul style="list-style-type: none"> ▪ Excellent administrative and record-keeping skills ▪ Research skills ▪ Numerate / the ability to understand numbers ▪ Knowledge of databases |
| Other Factors | <ul style="list-style-type: none"> ▪ A positive, “can do” attitude ▪ Committed to safeguarding and promoting the welfare of children and young people. ▪ Committed to the values of diversity, equality and inclusion. ▪ Fit to undertake the duties of the post. ▪ Committed to the overall aims of Speech and Language UK. | <ul style="list-style-type: none"> ▪ Self-motivated with the ability to use initiative and work independently. |

How to Apply

Please submit your up-to-date CV and a supporting statement of no more than two pages, addressing how you meet the criteria outlined in our advert and why you want to join the cause to: jobs@speechandlanguage.org.uk.

There is no specific closing date for this role and this vacancy will close once a suitable candidate is found, so early applications are encouraged.

If you would like an informal discussion about the role please contact Lina Santeusanio, Head of Philanthropy and Partnerships: lina.santeusanio@speechandlanguage.org.uk

Accessibility Support:

We are committed to ensuring that our recruitment process is accessible to everyone. If you require any adjustments or need to apply in a different format, please contact our People Team at hr@speechandlanguage.org.uk and we will be happy to assist you.

Speech and Language UK is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we aim to support. We warmly welcome applications from all suitably qualified candidates.

We are a Disability Confident Committed Employer.

Thank you

[Speechandlanguage.org.uk](https://speechandlanguage.org.uk)

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