



Trust Fundraising Manager Information for applicants

About The Purple Elephant Project

The Purple Elephant Project is a children's mental health charity based in Twickenham, Greater London. It provides therapeutic interventions for children and young people in need across the London Boroughs of Richmond and Hounslow; helping to alleviate mental health distress by working through challenging and traumatic early life events.

Using various forms of Play and Art Therapy (forms of child psychotherapy), the team of highly specialist therapists help children express themselves in response to mental-health related behaviours and symptoms, such as aggression, regression, school-refusal, anxiety, disordered eating etc. Interventions are provided via outreach in schools, and at the fully equipped therapeutic centre in Twickenham.

The Purple Elephant Project fills a vital gap in local provision, collectively offering a high standard of professional therapeutic experience. All our therapists are BAPT (British Association of Play Therapists) or BAAT (British Association of Art Therapists) registered, and also hold expertise in specialist areas such as adoption support. The charity supports the community by striving to ensuring that all children, no matter their circumstances, can access the support they need, when they need it, thus bringing communities together and addressing problems at the earliest opportunity.

The Purple Elephant Project is a small but fast-growing organisation, which throughout its first years, has weathered the pandemic, and has demonstrated robustness in adapting and growing despite these challenges. To date, we have delivered over 5000 therapy sessions to children in need.

Further information on our charity can be found by visiting www.thepurpleelephantproject.org.

The Purple Elephant Project is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO), under the registered charity number 1186434.

Safeguarding

The Purple Elephant Project is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trustees and volunteers to share this commitment. Successful applicants will be required to apply for/have an Enhanced DBS check in line with the Government safer recruitment guidelines, provide references and complete safeguarding training, and will need to demonstrate a willingness to observe safeguarding procedures at all times.

Diversity and Inclusion

The Purple Elephant Project is committed to equal opportunities and antidiscrimination practices. We believe that everyone has the right to be treated with consideration and respect. The Purple Elephant Project is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. We aim to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender, marital or civil partnership status, ethnicity, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Job Specification

Job Title:	Trusts Fundraising Manager
Hours:	15 per week (work pattern is flexible and can be weighted for term time if requested)
Salary:	£38,000 - £42,000 pro rata (actual salary £15,200 - £16,800 for 15 hours per week)
Location:	Remote - home working with an expectation of travel (funded) to Twickenham three times per year
Type of Contract:	Permanent
Holiday Entitlement:	Pro rata the full-time equivalent allowance of 5.6 weeks per annum, inclusive of bank holidays
Pension:	Auto-enrolment workplace pension scheme

Why We're Recruiting for the Role

Our income is heavily reliant on grants from both local and national trusts and foundations. Until this time we have been in a position to work with a Trust Fundraiser on a consultancy basis only, but we are now excited to be recruiting a permanent member of staff to the role.

The Role

This is a fantastic opportunity for an experienced trust fundraising professional to make a real difference to a small charity, and drive forward the support we are able to offer to children with their mental health. The purpose of this position is to raise restricted and unrestricted income for The Purple Elephant Project from trusts and foundations, producing high quality, bespoke proposals and reports.

The successful candidate will also develop and maintain appropriate relationships with trusts, foundations and their representatives, ensuring the highest quality of stewardship and cultivation.

As part of a small team, and you will report to the (part-time) Head of Fundraising.

Key Responsibilities

- Develop and manage the delivery of an annual work plan and pipeline for the trusts fundraising programme, inclusive of both core and restricted funders
- Prepare high quality project proposals which demonstrate a clear case for support and align to the funder's criteria
- Work with the Senior Management Team to draft and agree project budgets
- Prepare and present reports for funders in a timely manner, working with the Chief Executive to provide content
- Produce and maintain accurate records of all trust income and expenditure.
- Take responsibility for achieving
- Support the organisation's long-term strategy by gaining long-term/multi-year trust funding.
- Ensure awareness and knowledge of sector trends, keeping abreast and learning from activities of competitors

This list is not exhaustive, and additional responsibilities will be agreed with the Line Manager

Key Skills you need

- Strong communication skills with the ability to write high-calibre, persuasive and compelling applications
- Good knowledge of trusts funding, timescales and reporting requirements
- Exceptional attention to detail
- Strong administration and organisational skills with the ability to manage your time effectively and be administratively self-sufficient
- Ability to write about the impact of our services on our young people including case studies with a sensitive approach
- Numerically astute to manage project budgets
- Excellent interpersonal skills – strong influencing, relationship building and networking skills to develop and nurture donor relationships. Ability to quickly establish rapport with a diverse range of people.

Key experience needed

- Significant experience working across all aspects of trust fundraising
- Experience of pipeline research, build and management
- Experience of personally securing five figure gifts and multi-year awards from

trusts and foundations

- Experience of creating compelling and successful proposals for trusts and foundations
- Experience of meeting ambitious fundraising targets

Additional Information

If appointed you must be willing to undergo a full DBS check, and have/develop an understanding and appreciation of children's safeguarding issues.

Our selection process

Please submit your CV and supporting statement (outlining your suitability to the role and your interest in working for The Purple Elephant Project) to admin@thepurpleelephantproject.org by 9am on Tuesday 21 March. We plan to interview shortlisted candidates on 28 and 30 March.