



emmaus
Bristol
working together to end homelessness

Applicant Pack

Fundraising Manager



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Emmaus Bristol is registered in England and Wales: charity registration number: 1071538, limited company number 3579001



Emmaus Bristol
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Dear Applicant,

Thank you for your interest in working for Emmaus Bristol. We are looking for a Fundraising Manager to join our team. Emmaus Bristol is a local charity, working to help people out of homelessness. The work we do here changes lives.

This is a new role, created as part of our five-year plan. You will lead on our fundraising by developing and implementing a fundraising strategy to secure core funding, as well as working with other managers to secure project funding. You will need to be innovative and determined in order for us to grow, as well as being an excellent communicator.

This role would suit someone who is comfortable and motivated working in a self-directed way, who wants to have a big impact on our work. You will be working across different types of fundraising, from charitable trusts and statutory funding to community groups, donors and legacies. Key to success will be balancing the return on investment of each stream and managing your time accordingly. We want you to build positive relationships with funders which will lead to repeat donations.

The post-holder will work closely with our senior team to develop our fundraising strategy. You will take the lead on core funding. You'll also work with our Support Manager and Social Enterprise Manager to support fundraising for projects that will enable the development of their work with our Companions and other beneficiaries.

You'll need to be as confident pitching to a potential donor as you would be creating a cost breakdown for funders, or writing a monitoring report for a trust. You'll be happy out and about networking, and aware of trends and changes in an evolving funding landscape to help us be as successful as possible in our funding applications, working within the principles of the Fundraising Code. You'll have an eye for detail and be unfazed working to tight deadlines.

You will be joining a friendly and enthusiastic team who are passionate about what they do, and you will be making a huge difference to people's lives.

"My favourite thing about working at Emmaus Bristol is the people: it's truly somewhere that makes a difference in people's lives. We're all aiming for the same goal and working together to achieve it, which is very motivating for everyone involved." Katie – current team member.

The application deadline is midnight on Sunday 3rd November, and details of how to apply are on page 12. Interviews will be held at our office in central Bristol on Thursday 14th November 2024.

We look forward to receiving your application.

Katherine Lingham (Head of Resources)
Emmaus Bristol

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About Emmaus

Our Vision: a sustainable world in which everyone has a home and a sense of belonging



Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

"Companion" is the name given to those who live in an Emmaus community and work in the social enterprise, where they support themselves and one another. Emmaus supports more than 850 people who have experienced homelessness in 30 Emmaus communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing Companions that their actions make a real difference, both to their own life, and the lives of others.

How it works

Unlike a lot of provision for homeless people, Emmaus communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a weekly allowance.

In return, we ask:

- That Companions work in the community's social enterprise;
- That they behave in a respectful way towards one another;
- That no alcohol or illegal drugs are used on the premises;
- That they sign off benefits, with the exception of housing benefit (if entitled to it) and PIP (if relevant).

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Our Impact

Emmaus doesn't only have a significant impact on the lives of people who have experienced homelessness and social exclusion, it also brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus community, £11 is generated in social, environmental and economic returns.

The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved the Department of Health £1,478,506 for NHS and emergency service costs;
- Emmaus saved local government £2,447,612 which would have been spent on hostel accommodation, drug and alcohol services and landfill;
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.



The report found that Emmaus communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work and support. Significant benefits were linked to substantial improvements in Companions' physical and mental health, including reductions in substance misuse.

“Homelessness ends the moment you walk through the door... the rest is up to you.”

“Emmaus gives people respite and a purpose.”

“Emmaus is the best place to come if you need help to get back on track. I'm a really good example of how it helps and I'm happy that I have a chance at life now.”

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About Emmaus Bristol

Emmaus Bristol has been providing accommodation and support in Bristol since 2002. Accommodation is in Shaftesbury House which has 21 en-suite rooms and shared community facilities, and five terraced houses which are home to either families or Companions/ former Companions in house shares.

We have shops selling second hand goods which are operated by companions and overseen by the Social Enterprise Manager. Companions also staff our house clearance service and the warehouse, as well as supporting our eBay shop. We have two eco holiday pods which we rent to visitors, and we provide affordable work space for other local charities and social enterprises.



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Purpose, Vision, Mission & Values

Our purpose

We exist to give hope and a sense of belonging to those who have experienced homelessness and poverty

Our mission

To empower people affected by homelessness and poverty to change their lives for the better whilst using our voice to achieve social change.

In Bristol we do this by providing a community of affordable and safe homes, meaningful work experience and training through our Social Enterprises, which in turn provide social and environmental value for our local community.

Our vision

A sustainable world in which everyone has a home and a sense of belonging.

Our values

Respect - for others, ourselves and our environment

Sharing – our resources, skills, challenges and successes

Openness – to ideas, challenges and to other points of view

Solidarity – helping those in greatest need and opposing injustice

Welcoming – friendly, approachable and inclusive to all

Our Strategic Objectives 2022-2027

Emmaus Bristol is committed to expand and improve the work that we do to help people out of homelessness and poverty.

Over the next five years we will:

- Build or acquire more new homes for people in housing need.
- Transform our Social Enterprises to provide a higher level of training and support to Companions
- Provide work experience and training opportunities to non-residential Companions.
- Restructure our staff and board team and improve decision making and governance processes in order to support our growth.
- Build on the structured support work developed over the last four years by moving towards an organisation-wide trauma informed approach.

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Job Roles and Responsibilities

Job title	Fundraising Manager
Reports to	Head of Resources
Line manages	N/A
Location	<p>Emmaus Bristol, Backfields House, Upper York Street, Bristol BS2 8QJ</p> <p>This post can be worked on a hybrid basis, with the number of days spent in the office proportionate to your contracted hours (see below),</p> <p>You will need to come into the office on a Tuesday, as this is the day the whole team is in.</p> <p>If the successful candidate chooses to be mainly based in our office, they would have their own desk, whereas if primarily home-working they would have the use of a hot desk.</p>
Contract	<p>Permanent</p> <p>We will consider:</p> <ul style="list-style-type: none"> • 37.5 hours per week (full time) – min. three days in the office • 30 hours per week (0.8 FTE) – min. two days in the office • 22.5 hours per week (0.6 FTE) – min. one day in the office <p>The role and targets would be adjusted to suit your working hours.</p>
Salary and benefits	<p>£33,000-£38,000 per annum FTE, depending on experience.</p> <p>25 days' annual leave plus bank holidays. Emmaus Bristol provides an auto-enrolment pension scheme with Royal London.</p> <p>Both salary and annual leave are pro-rated if part time.</p> <p>Cycle to work scheme</p> <p>A 24/7 employee assistance scheme is available</p>
Training and personal development	Individually tailored induction, training and development
Working hours	<p>A working day is 7.5 hours per day (breaks unpaid).</p> <p>Hours can be worked flexibly between 8am and 6pm, Monday to Friday, and the exact pattern will be agreed upon appointment to suit the post holder and Emmaus Bristol.</p>

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Job Purpose

The purpose of the job is to contribute to our overall income by managing and leading our fundraising activities, in particular by fundraising for core costs. The role objectives will include maintaining/increasing our donor base, supporting our grant and trust bid writing, raising the profile of Emmaus Bristol through networking opportunities, and working with the senior team to refine and deliver a successful fundraising strategy.

The exact scope of the role will vary depending on the candidate's desired contracted hours.

The actual duties will vary according to the needs of the charity and the capabilities and duties of the staff, volunteer and companion teams at any given time. As such the job description is not exhaustive and instead acts as a guide to the responsibilities of the role.

Job Description

Donor portfolio

- Take ownership of our donor portfolio, managing reports and updates.
- Research and contact new prospective donors.
- Achieve a target amount of fundraised income over and above current amount (see published accounts for recent income)
- Provide effective and timely stewardship for existing supporters, managing mass and bespoke communications to trusts, individuals, corporate donors and community groups such as PTAs/churches.
- Refine our management of individual donors, with a focus on regular givers and further developing our major donor and legacy programmes.
- Manage yearly appeals and take the lead on capital funding campaigns if needed.

Grant Fundraising

- Develop a pipeline of potential funders, both national and local, in line with our overall fundraising strategy.
- Build professional relationships with trusts and other grant-giving bodies, particularly those offering funding for core costs.
- Lead on writing grant applications, including preparing costings/budgets with input from other team members, and be responsible for fulfilling relevant monitoring and reporting obligations where applications are successful.

Strategy

- Create, revise and implement Emmaus Bristol's fundraising strategy with support from the Chief Executive and approval from the board of trustees.

Events

- Review our events fundraising and manage events as required.
- Manage volunteers and potentially companions who are engaged in fundraising activities

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Communications

- Own the fundraising pages on the Emmaus Bristol website
- Provide fundraising copy to the Communications Manager for newsletters and other publications
- Work with the Communications Manager to provide content for social media posts, press releases and website articles, sharing our stories, recognising donors and encouraging donations.

Networking

- Meet new prospective donors and represent our work in a way which is honest and compelling.
- Attend events to present Emmaus Bristol's work and to network on our behalf.
- Advocate for Emmaus Bristol to external audiences and tailor communication to suit different audiences.

Record keeping and reporting

- Ensure our records clearly differentiate between restricted and unrestricted donations and that we have a balance between the two which supports our objectives.
- Maintain our current fundraising records by updating our grant tracking spreadsheets / donations log.
- Take the lead on improving tracking of fundraising leads and income.
- Take responsibility for reporting to donors in a timely and thorough manner.
- Provide regular reports to the senior team and the board of trustees to update them on our fundraising income and activities.
- Ensure that Emmaus Bristol is compliant with data protection legislation in relation to fundraising and adheres to the principles of the Fundraising Code of Practice

Team

- Liaise closely with staff and volunteers to understand the different funding needs across the organisation and support them in bids for their own projects as required.
- Upskill and empower colleagues and companions on how to handle fundraising enquiries as needed.

General

- Follow all Emmaus Bristol policies and procedures
- Attend, where appropriate, training courses relevant to the development of the role
- Attend and participate in relevant meetings and forums
- Adhere to 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
- Be proactive in engendering equality and diversity within the Charity
- All employees are expected to be competent with the use of technology and information systems, and understand their duties and responsibilities with regard to GDPR and the appropriate use of personal data including sensitive personal data.

- As requested by your line manager, carry out any other duties or general tasks and hours of work as may be reasonably required within the scope and purpose of the job
- All team members are required to take Safeguarding training, as safeguarding is everyone's responsibility

Relationships

The work of the Fundraising Manager impacts on everyone in the organisation and it is vital that the post-holder is able to work collaboratively across the team. As we are a small team, all roles are somewhat hand on.

The Fundraising Manager should foster and maintain productive, healthy and professional relationships with:

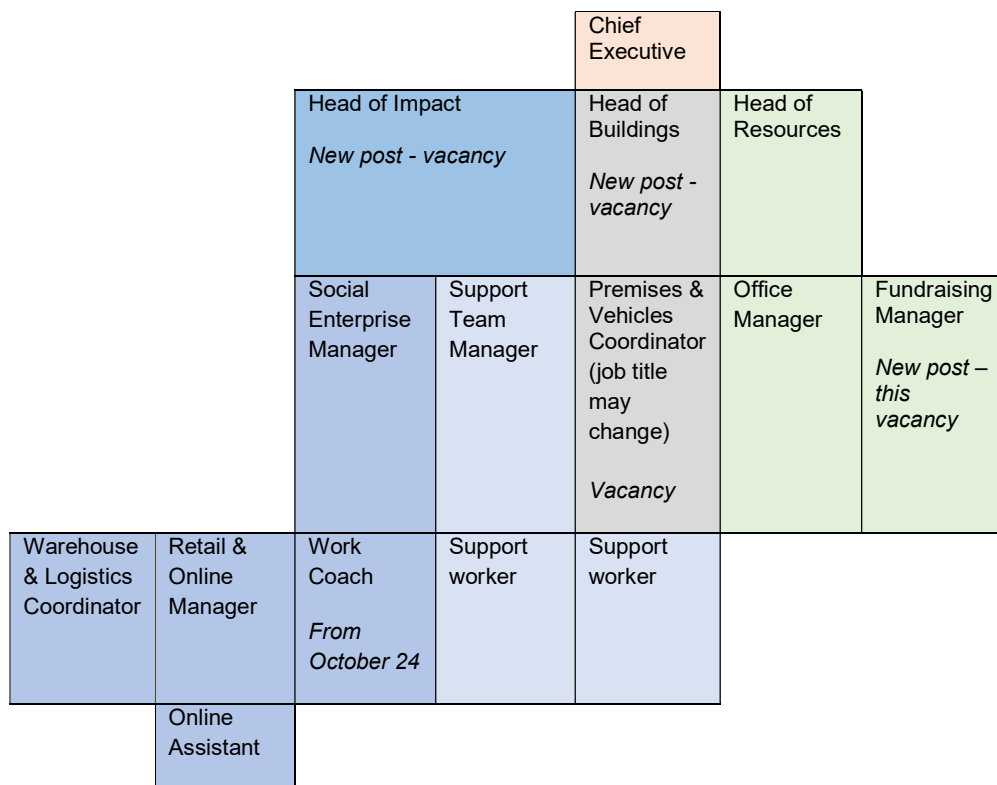
- Emmaus Bristol staff, volunteers, trustees, trainees, students, work placement participants, interns and other visitors
- Contractors, customers, suppliers, referral agencies, partner organisations and training providers
- Donors and grant makers
- Residential and non-residential Companions (adults with lived experience of homelessness and / or unemployment who live and/or work within the Emmaus Bristol community)
- Emmaus organisations at Regional, National and International level, as needed.

Person Specification

Essential	Desirable
Education and qualifications	Education and qualifications
<ul style="list-style-type: none"> • Degree level or equivalent work experience 	<ul style="list-style-type: none"> • Fundraising qualification
Skills	Skills
<ul style="list-style-type: none"> • Strong time management and organisational skills, with the ability to calmly meet deadlines and to prioritise workload • High level of numeracy • Highly effective written communications • Ability to confidently present/pitch to a variety of audiences, in person and online. • Story telling • Persuasive writing • Demonstrable IT skills including Microsoft Word, Excel and G-suite 	<ul style="list-style-type: none"> • Understanding of budgets and managing restricted funds • Grant monitoring report writing • Ability to adapt fundraising work in response to current events and trends • Ability to create documents in Canva or similar software and draft copy for marketing/publicity purposes
Experience	Experience
<ul style="list-style-type: none"> • Proven track record of securing 6-figure contracts or grants • Track record of building and maintaining external relationships over time • Writing and implementing a successful fundraising strategy (or similar) 	<ul style="list-style-type: none"> • Paid or voluntary work in a charity setting • Working within a social enterprise • Finding new sources of funding and managing multi-year grants.

Knowledge	Knowledge
<ul style="list-style-type: none"> Understanding of homelessness and empathy with people who have experienced homelessness Knowledge of the motivations and incentives that drive donors 	<ul style="list-style-type: none"> Understanding of the UK fundraising landscape and of charitable trusts/individuals Knowledge of local funding sources specific to Emmaus Bristol Professional boundaries in working with vulnerable people Securing Gift Aid from donors
Disposition	Disposition
<ul style="list-style-type: none"> Proactive and enthusiastic Calm Organised Collaborative Committed to equal opportunities, anti-racist and anti-discriminatory practices Honest, trustworthy and reliable Excellent attention to detail 	

Organisational Diagram



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How to Apply

Applications must be made using the following application form by midnight on Sunday 3rd November 2024.

https://docs.google.com/forms/d/1c6sY9SohXEfuWYG_YZxjn2CtpjITeQeGosuFN83rWGk/prefill

Interviews are scheduled for Thursday 14th November 2024.

We also ask that you complete an equal opportunities form, which will not be associated with your application, but allows us to monitor and improve our recruitment in terms of diversity.

<https://forms.gle/1m6Y9R2GnzLyJMzx9>

If you can't click on the form links above, copy and paste into your browser.

Safeguarding and Right to Work in the UK

Having a criminal record is not an automatic barrier to joining the Emmaus Bristol team. We welcome applications from all suitably qualified candidates.

After interviews, the successful candidate will need to provide evidence of their right to work in the UK and complete a Disclosure and Barring Service (DBS) check.

A DBS check is needed because the role will involve working with companions, some of whom can be classed as 'adults at risk'. The DBS check reviews an applicant's criminal records and ensures that the person is not barred from working with children or 'adults at risk'.

How we store and use your personal information

Your CV and other information will be stored in a limited access folder throughout the interview process. It will be stored for up to two years, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The CV and cover letter or application form only will be passed on to other members of the panel. But before it is passed on, the personal information will be removed. This includes:

- Name
- Address
- Age
- Marital status

This is to protect your personal information, but also to enable us to shortlist without seeing those details, so that we are fair and equitable and to encourage a diverse workforce.

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