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[www.GladsHouse.com](http://www.GladsHouse.com) Registered Charity No 1115744

## **Glad's House UK Fundraising Manager (Part Time)**

### **Our Story**

Glad's House was founded in 2006 by a group of Kenyan Social Workers and a group of people from the UK in response to the lack of services for the most marginalised and hard to reach children and young people living on the streets of Mombasa. These children and young people had been deemed 'too challenging' due to their behaviours and life choices. Where others saw a child or young person as too challenging, we saw, and continue to see, a child or young person who is entrepreneurial, resilient and talented and wanted to create opportunities for them to not only survive, but more importantly, to thrive.

We would hold a weekly football session on Thursday mornings with young people living on the streets of Mombasa. These older children and young people profoundly moved our Founders, they had lost hope as there was no one to support them. From humble beginnings of a weekly kick about, Glad's House is now an organisation that meets the needs of 1000s of children and young people on a daily basis deemed too challenging by others!

### **Who we are**

Our Vision, Mission and Values were created by all the staff team at Glad's House on 7th and 8th April 2016 through a collaborative and participatory workshop.

### **Our Vision**

Glad's House is committed to empowering homeless children and young people to take responsibility for their own lives, to realise their full potential and to protect them. We work with those who society forgets, to give them hope and a positive future.

### **Our Mission**

We will facilitate opportunities for these children and young people to create positive change in their lives by being a leading organisation in sports, education, child rights and child protection.

### **Our Goal**

Is to ensure that the children and young people we support will not be criminalised for being on the streets and that there will no longer be unlawful round ups. To this end, Glad's House is advocating for changes in systems and policies that are currently failing children and young people in Mombasa County, Kenya and globally.

We work with a variety of partners in both the private and third sectors to develop and implement entrepreneurial strategies to help us to achieve our goal of generating a significant percentage of our income in country.

## **JOB DESCRIPTION**

**Accountable To:** Chief Executive Officer

### **Job Summary:**

This is an exciting role with the successful candidate developing the fundraising capacity for Glad's House. We are looking for an enthusiastic, proactive and methodical self-starter. For the right candidate this is an opportunity to gain substantial experience and to work in a growing team within an ambitious and successful charity.

The Fundraising Manager will work alongside the Chief Executive Officer and Management Team in Kenya to secure financial support from a range of funding sources. Working alongside and reporting to the Chief Executive Officer, the successful candidate will research potential funders, write compelling and succinct bids, keep accurate records and report the impact of our work in a timely manner to funders. The successful candidate will also help in some event organisation and corporate applications and presentations.

The role is flexible and can be based from home or at our offices in Central London.

If you have a passion to realise the rights of children and young people across the world and create opportunities to improve their life chances then we would love to hear from you.

### **Key Accountabilities:**

- Maintain and grow our portfolio of trusts and foundations
- Work with partners to develop applications to trust, funds and institutional donors
- Writing high calibre, inspirational and compelling bids and materials
- Keep accurate records of fundraising activities
- Work with our Chief Exec to update and develop Glad's House's fundraising strategy
- Support in the stewardship of existing supporters
- Undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Support with event organisation and management
- Maintain the ethos and values of the charity and positively promote the work and activities of the charity at all times
- Identify, research and support with approach and applications to corporate prospects
- Producing high quality reports to funders to ensure success
- Ensure that processes and procedures are in place to ensure Glad's House complies with fundraising regulation, GDPR and good practice

## **PERSON SPECIFICATION**

All criteria are essential unless otherwise stated.

### **Experience:**

- Proven experience in developing, delivering and evaluating grant and trust applications
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### **Education/Training:**

- Good level of IT literacy, including a good knowledge of Microsoft Office applications;
- Good standard of education;

- Non-executive experience such as a trustee, school governor or advisory board (desirable)

#### **Abilities, Skills and Knowledge:**

- Exceptional command of written English with a creative flair;
- A proactive, methodical and thorough approach;
- Strong research skills with the ability to sift information and data;
- Numeracy and the ability to understand basic financial information;
- Excellent organisational skills and ability to plan ahead; keep records, manage deadlines, prioritise workload and maximise the use of time;
- Ability to work alone at home and use own initiative and judgement

#### **Personal Qualities:**

- A commitment to Glad's House values and aims;
- A friendly and helpful personality, a natural relationship builder;
- Ability to work both collaboratively as part of a team and autonomously;
- An enthusiastic and can-do approach;
- Keen to learn and focus on own performance improvement

#### **Additional requirements:**

- Undertaking any other duties that may reasonably be required on behalf of Glad's House;
- Working occasional evenings and weekends;
- Willingness to travel (in the UK and possibly to Mombasa)

## **Terms and Conditions of Employment**

<b>Salary:</b>	£29,000 - £32,000 per annum, pro rata
<b>Hours:</b>	16 per week, some out of office hour's work will be required, plus additional hours 'as and when' required
<b>Holiday:</b>	25 days per annum plus statutory holidays, pro rata
<b>Location:</b>	Central London or Working from Home
<b>Contract:</b>	The role is on a temporary contract for 12 months

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### **Benefits**

- 25 days annual leave per annum/pro rata plus statutory holidays
- Flexible working
- Company pension contribution  
Employee's contribution – 3% salary (net 2.4%) / Employer's contribution – 5% salary

### **How to apply**

Please send your CV and a covering letter, outlining your suitability for the role, to [jhconsultants2001@hotmail.com](mailto:jhconsultants2001@hotmail.com) by 9am on Tuesday 7<sup>th</sup> August 2018. Interviews will be held on the 15<sup>th</sup> August.

You can find out more about Glad's House on our website: [www.gladshouse.com](http://www.gladshouse.com) To arrange an informal chat about the role our Trustee, Jayne Hughes, please contact her on [jhconsultants2001@hotmail.com](mailto:jhconsultants2001@hotmail.com)