



chancesFOR
CHILDREN

BU^{TT}LEuk

Candidate Information Pack

Trusts and Foundations Officer

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Welcome letter from the Chief Executive

Thank you for your interest in this role at Buttle UK. This is a significant time for Buttle UK as we continue to step up support for children who have been hardest hit by the Cost-of-Living crisis.

We believe that Buttle UK is a special organisation, because of the direct difference we can make in the lives of vulnerable children and young people by providing items and activities that they are living without. We are proud of the innovative approach we have taken to provide this support, and the efficiency with which we do it. We are also proud of being a forward looking and externally focused organisation that seeks to use the unique insights gained through our grant giving for the wider benefit of children and young people in poverty.

Our Chances for Children grants pay for normal things that we would want all children and young people to have, but their parent/s or carers cannot otherwise afford. Not extraordinary, but critical things in their lives. There has never been a greater need for the creative grant giving for which Buttle UK is known.

I hope you would like to play a part with us in supporting children and young people in crisis and I look forward to hearing from you.

Joseph Howes

A handwritten signature in black ink, appearing to read 'J. Howes', written over a light blue horizontal line.

Chief Executive
Buttle UK

The Role

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Responsible to: Trusts and Foundations Manager

Objectives: Through the growth of income from trusts, foundation and other grant makers maximise Buttle UK's ability to meet the needs of children and young people in crisis.

Hours: Full-time (35 hours per week) Part-time working will be considered

Overview: We are excited to be expanding our High Value Fundraising team by recruiting four additional roles in 2024/25. These new positions are essential for enhancing our capacity in new business development, donor stewardship, and impact evaluation, allowing us to seize the significant opportunities presented by the current philanthropic landscape. We are committed to diversifying our income streams and securing our financial future, and these new roles are integral to achieving these goals.



About Buttle UK: giving children and young people a chance for change

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Buttle UK is a national children's charity that has been helping children and young people who are in crisis to reach their potential since 1953. We do this by providing direct financial support through our Chances for Children grants and, for some children whose home environment is disruptive and chaotic, grants which allow them to go to boarding school. We define a crisis as those living in financial hardship and dealing with at least one other challenging social issue.

Chances for Children grants, which we began testing in 2014, are an innovation in the way Buttle UK delivers its grant-giving. Typically, within the grant-giving sector, the focus on supporting individuals has been solely on the emergency provision of single items, such as a cooker or washing machine. However, our Chances for Children grants look to go further. We offer funding of up to £2,400, to provide a holistic package of support addressing the physical, emotional and educational needs of children aged 0-20. Evaluation has repeatedly found that these grants can have a disproportionately positive impact compared to their monetary value, and that in some cases they are transformational. Where the home environment is not the best place to provide support, we offer our Support for Boarding grants which we have been delivering for all of our 70-year history. These grants have been life changing for

countless children.

We receive grant applications via a network of referral organisations such as local charities, social services and health centres across the whole of the UK. These organisations ensure we are getting the funds to those that need them most and through them we can ensure appropriate due diligence on the spend of the funds themselves.

We are a fundraising organisation and also provide our own funds to support children and young people. Over the past seven decades we have safeguarded and grown the financial endowment that was left to us by our founder, the Reverend Frank Buttle. At the same time, we've honoured his memory as an independent thinker and a pioneering force for change by using the insights and learning we gain from a unique data set generated through our grants database. This provides us with a platform to undertake ground-breaking research and speak out about the issues which vulnerable children and young people in the UK face.

Last year we supported over 4,500 children and young people. To read more about our work, and the challenges for children and young people living in crisis and poverty, read our State of Child Poverty 2023 report [here](#).

Our Vision

Giving children, young people and families a chance for change.

Our Mission

The maintenance, education and advancement in life of children and young people who through poverty and family circumstances are in need of, and will benefit significantly from, Buttle UK's support.

Our Values

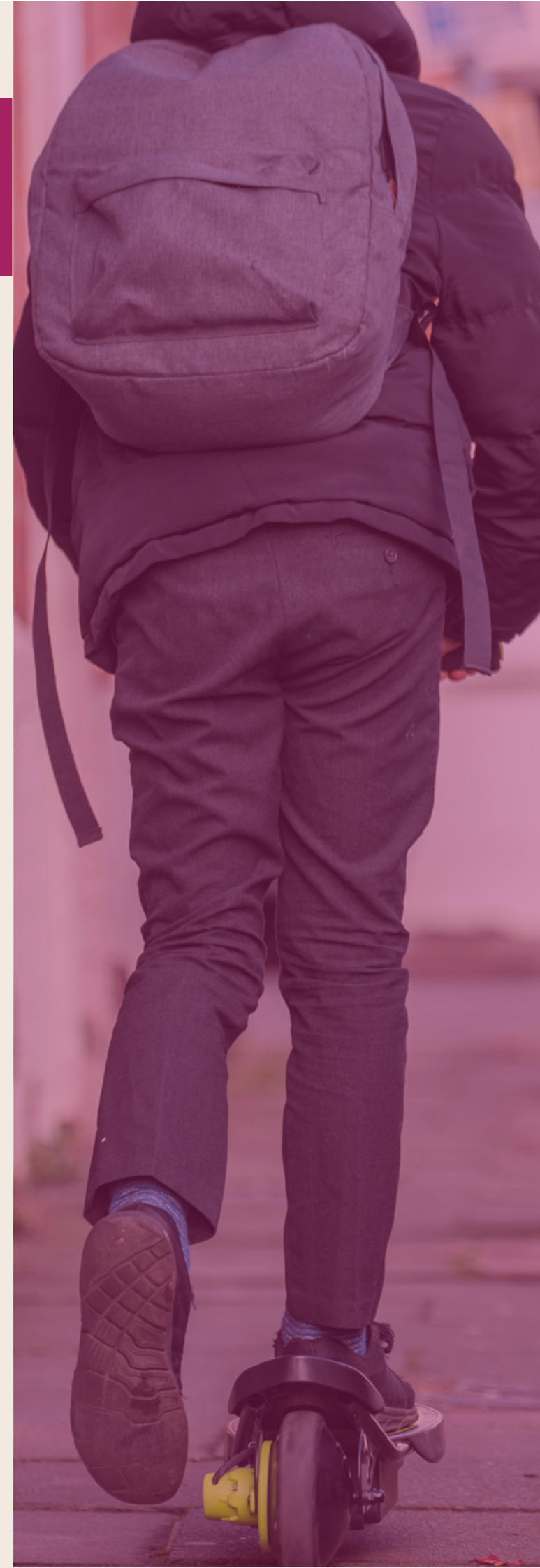
Child-focused. We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

Empathetic. Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

Responsive. We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.

Collaborative. We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.

Accountable. We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.



What does the role entail?

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1. Research and evaluate new funding opportunities from trusts, foundations, and other grant funders, maintaining a 12-month funding calendar.
2. Cultivate and nurture relationships with funding/ grant-making organisations, both new and existing.
3. Develop compelling cases for support for designated projects or organisational areas, tailoring funding bids and applications accordingly.
4. Submit timely reports to donors, ensuring compliance with monitoring and evaluation requirements.
5. Support the maintenance of internal systems that track fund allocation and expenditure, ensuring accuracy and up-to-date information for funders.
6. Manage donor records on the Raiser's Edge fundraising database, including recording activities, income, and producing management reports.
7. Stay informed about funding opportunities and trends in the sector through attending conferences, workshops, and events.
8. Generate accurate and timely management information on fundraising activities and budgets.
9. Perform other duties as directed by the Director of Fundraising and Marketing and/or the Trust and Foundations Manager.
10. Proactively assess own performance and development needs.



As our Trust Fundraising Officer you will have:

Experience:

- Proven experience and success in developing and drafting proposals and/or reports raising funds from trusts, foundations, other grant makers or the equivalent.
- Experience of creating compelling and concise funding proposals, written documents and reports from a range of information sources, including detailed technical or sector specific information about the organisation's work.
- Proven ability to communicate effectively both in writing and verbally.
- Experience of research techniques applicable to identifying funding opportunities and framing funding bids.
- Financially literate with the experience of producing and interpreting budgets, or other detailed numerical information.
- Experience of working under your own initiative, dealing with conflicting demands and working under pressure to meet tight deadlines.
- Experience of project planning and/or project coordination.
- Proven IT skills, ideally with experience of using databases.
- Good knowledge of the charity sector.

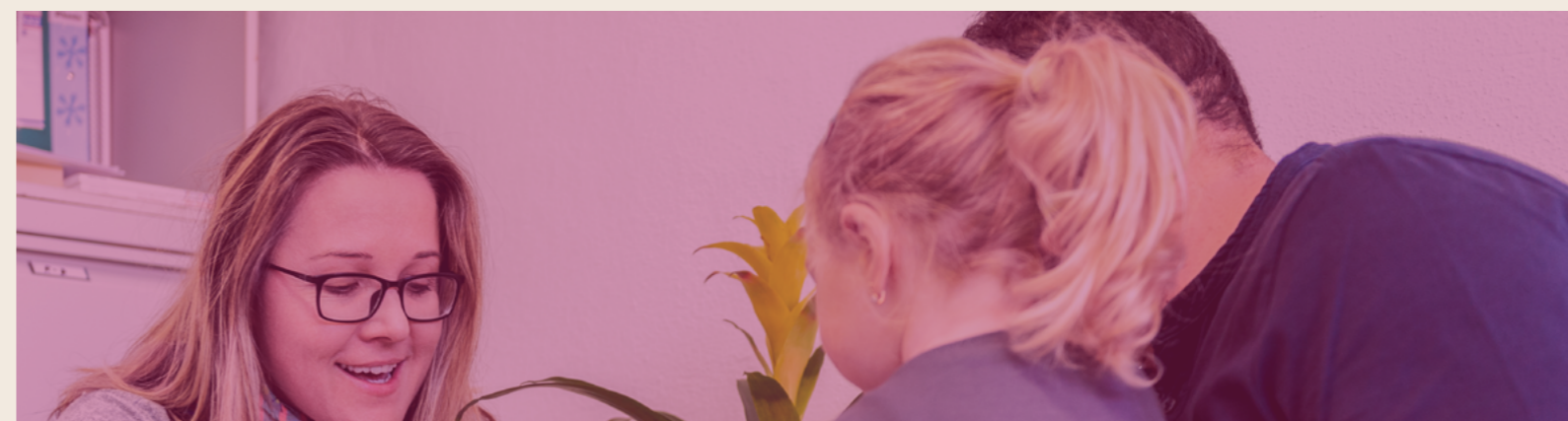
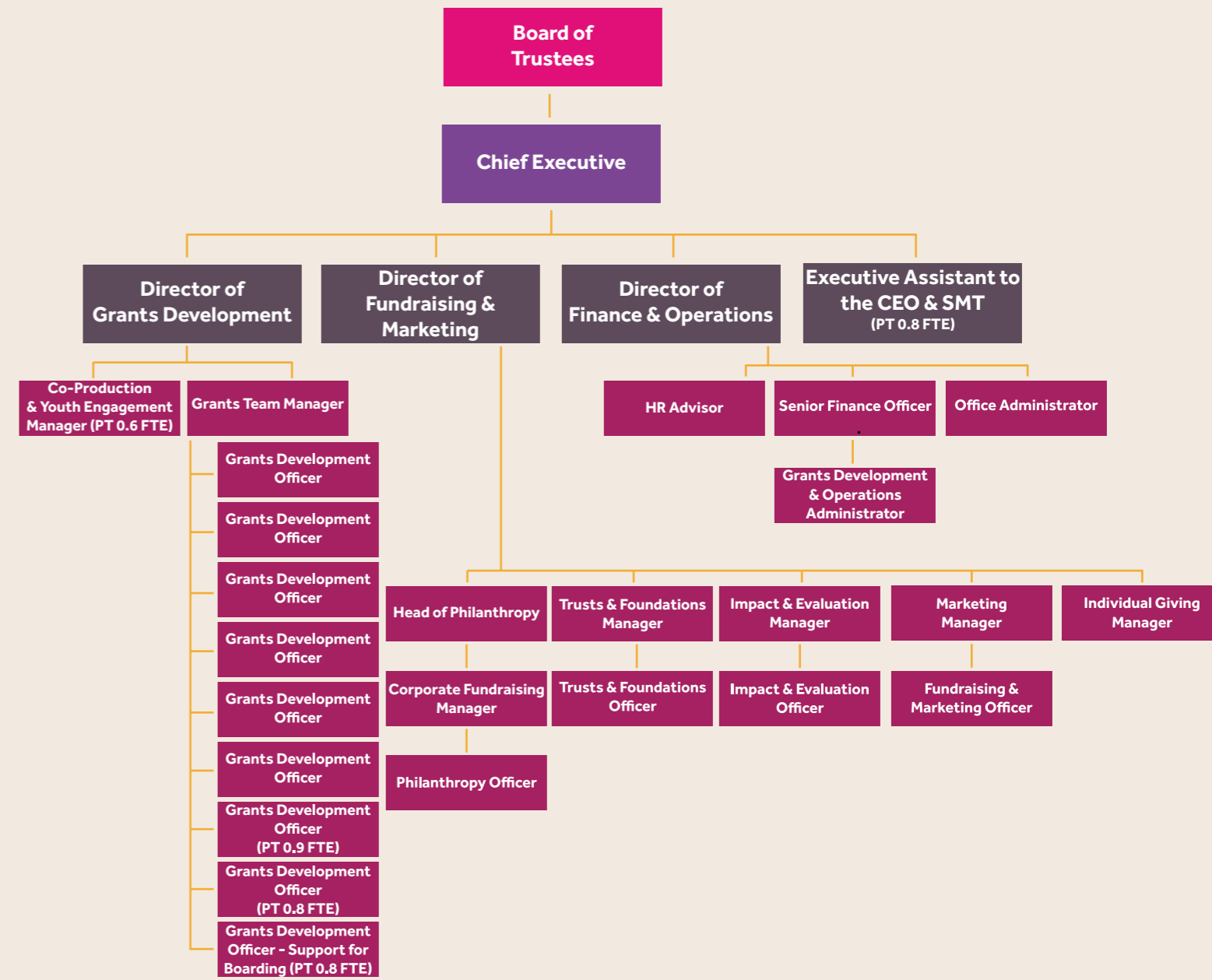
Skills & Abilities

- Driven to meet and exceed targets.

- Understanding of what is required to develop long-term and productive partnerships and relationships.
- Excellent organisational skills and the ability to work independently and prioritise own workload; but also to make a valuable contribution to a small team.
- Ability to "sell" a cause successfully and be persuasive.
- Strong analytical, problem-solving skills with the capacity to think creatively and strategically.
- Willingness to use the telephone to pursue cold leads and build relationships with potential funders and supporters.
- Ability to write compelling copy for a range of audiences, from succinct 'pitch' documents to detailed fundraising bids.
- High level of attention to detail
- High standard of literacy and numeracy.

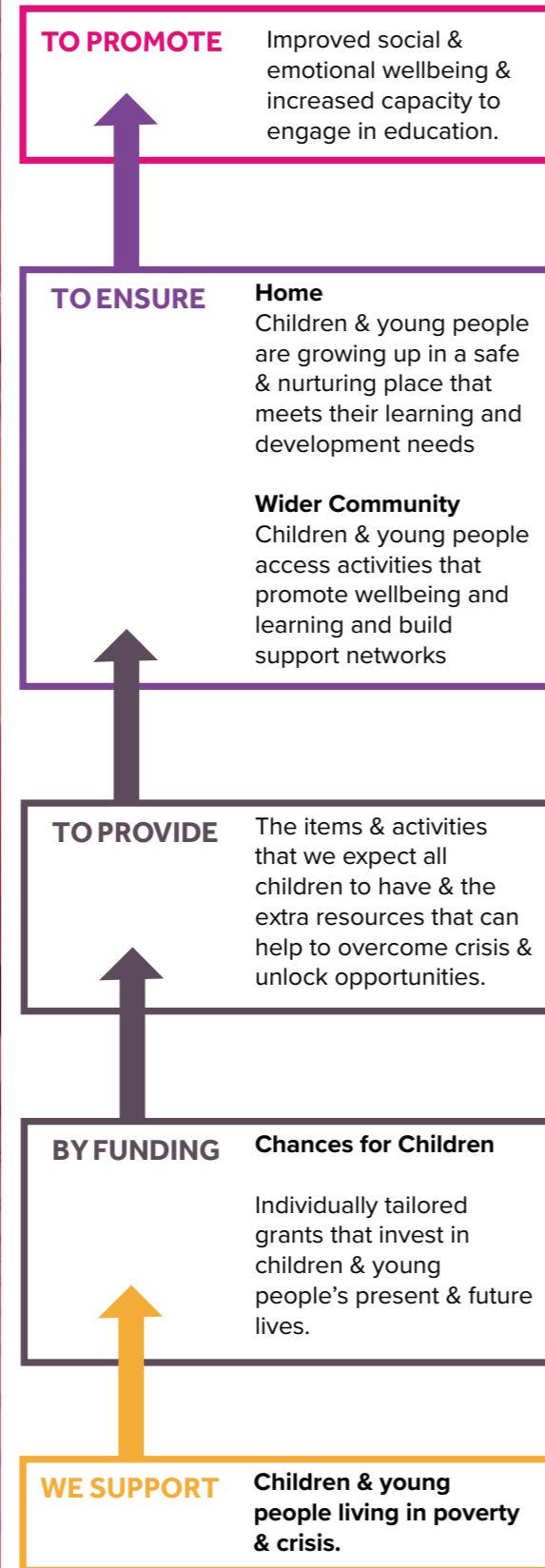
Attitudes

- A self-starter with energy and drive, who is motivated to make a direct ask of a donor or supporter, but is resilient if a donor says 'no'.
- Commitment to promote the best interests of children and young people.
- Empathetic and non-judgmental towards the needs of children and families living in poverty.
- Prepared to work flexible hours.
- Willingness to help with requests made by colleagues.





Buttle UK Theory of Change



Increasing Life Chance

Our Commitment to Equity, Diversity & Inclusion.

We welcome applications from anyone regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender and socio-economic background. **We particularly encourage applications from black, Asian, and minority ethnic candidates** as these groups are strongly supported in our grant-making but underrepresented within our organisation.

To support anyone looking to apply to work for us we commit to:

- Paying for childcare for the hours in and around the interview process;
- Paying for your travel costs to the office and back for interviews if these are held in person;
- Making any reasonable adjustments to support your needs in the application and interview process.

Read more about our commitment to equity, diversity and inclusion across our organisation [here](#).



Buttle UK Background Reading, Listening & Viewing

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For further information about our grant programmes and wider work please access the following:

READ:

- [The history of Buttle UK](#)
- [Annual review and accounts](#)
- [Our 2020-2025 strategy](#)
- [Our Latest Impact Report](#)
- [Our State of Child Poverty 2023 report](#)
- [The story of others that have benefited from Chances for Children grants](#)

WATCH:

- [A video explaining our Chances for Children grants](#)

LISTEN:

- [Our range of podcasts we have produced highlighting the issues and challenges children in crisis are facing today](#)

Our Benefits

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- Salary: Grade 6 - £28,000
- Full time working hours - 35hr week and open to a job share.
- Flexible working conditions, with the option to attend the London office in Oval.
- Generous annual leave entitlement – 28 days plus Bank Holidays on a pro-rata basis
- Employer contribution to pension scheme – 7% and salary sacrifice offered
- Life assurance scheme
- Enhanced maternity/paternity leave
- Enhanced sick pay
- Employee Assistance Programme: counselling and support for staff members wellbeing
- 2 volunteering days per annum
- Career growth and development opportunities through our commitment to learning
- Other financial benefits: interest free season ticket loan provision; eye test payment and up to £100 payment to purchase glasses; access to CycleScheme
- Please see full benefits package attached [here](#).



If you would like more information about the role, please contact **Analiese Doctrove** at **analiesed@buttleuk.org**

If you require any flexible working arrangements or have anything you would like to share with us at this stage, please let us know in your cover letter.

Please send this to **analiesed@buttleuk.org**

Accessibility is incredibly important to us here at Buttle UK. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

Recruitment Timetable

| Activity | Date |
|-------------------------------|-------------------|
| Open for applications | 11th November |
| Closing date for applications | 24th Novmber |
| Shortlisting | W/c 25th November |
| Interviews | W/c 2nd December |

The appointment will be made subject to satisfactory references.





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