Job Pack

Appointment of Fundraiser

Advertised 14th September 2023 with a rolling deadline
Welcome from our CEO

Thank you for your interest in the role of Fundraiser at Disability Rights UK.

As we enter our second decade, this is an exciting time to join DR UK. We are a Disabled People’s Organisation (DPO), which is an organisation for Disabled people that is led and controlled by Disabled people where at least 75% of the board and 50% of staff identify as Disabled. We actively demonstrate our commitment to the Social Model of Disability through our work and hiring practices.

We are part of a UK wide movement of Disabled people led organisations and Disabled people campaigning for equity, equality and inclusion to be embedded in everyday life. We are a Rights based organisation. We have built key partnerships with allies and funders and have an effective working relationship with government departments and policy makers.

The last few years have been very difficult for Disabled people and their organisations – during the pandemic our hard-won rights were challenged, and Disabled people are being disproportionately affected by the cost-of-living crisis. We were never more needed than now.

Within this document you will find background information about the organisation, job description, person specification and information about how to apply.

Kamran Mallick, CEO of Disability Rights UK
We are Disabled people leading change.

Disability Rights UK is the leading charity of its kind in the UK. We are run by and for people with lived experience of disability or health conditions.

We are committed to the Social Model of Disability and led by people with lived experience of disability or long-term health conditions. 95% of our trustees have personal experience.

DR UK is a member-led charity, with Disabled people and organisations led by Disabled people having the controlling vote.

We are committed to working with and for people with all types of impairment and health conditions.

Last year we reached more than 1.2 million people with information developed by and for disabled people

Our free factsheets attracted 1.8 million downloads and over 90% of users said our factsheets were useful to their purposes.

We had 10,000 contacts with individuals through events and our independent living advice line, student and members helpline and information line.

In 2020, as we went into lockdown and closed the office, we set up a weekly meeting of CEOs and Policy staff from Disabled People’s Organisations. The group, Our Voices continues to meet, sharing knowledge, speaking with a unified voice on the inequalities that continued through the pandemic.

Our Disability Rights Handbook continues to be a vital support for Disabled people. Written by benefits specialists, this guide to benefits is now published online and in print.

We work in partnership with funders to test ways to break down systemic barriers faced by Disabled people.
Our Structure

Strategic Goals

- Advise and Inform
- Advocacy
- Knowledge & Understanding
- Support DR Movement
- Growth DR UK & Sector

Head of Policy & Info
- Advice & Info Mgr
  - 3 Policy staff
  - 3 Advice staff

Head of Partnerships
- Fundraising Mgr
  - 1 Leadership

Head of Engagement
- SE Prog Mgr
  - 2 SE partnership
- Data Analyst
  - 1 Member Services
- 1.5 Comms staff

Head of Business Development
- DPO Mgr
- Handbook Editor
- Sales
  - Sales Support

Financial Controller
- Trainers

CEO
- Executive Assistant
- Finance & Operations
The Role

Fundraiser (Bids and Proposals)

Salary: £30,429 – 32,500 pro rata for 6 month contract or negotiated on a consultancy basis.

Hours: 35 hours per week.

Office Base: Disability Rights UK, London E20 with fully flexible remote and hybrid working options.

Status: Temporary/fixed term contract.

Holiday entitlement: 12.5 days plus statutory bank holidays.

Line manager: Head of Partnerships

Purpose of the role

Support the Head of Partnerships to maximise the prospect pipeline through reviewing, re-purposing/re-drafting and submitting bids and proposals for all areas of Disability Rights UK work to a variety of charitable trusts, foundations and other funding sources. To assist with the development of partnerships for large scale and ambitious bids (e.g., to the Arts Council England and National Lottery Partnerships Fund).
Main duties and key responsibilities

- Review previously submitted applications which were unsuccessful, re-purposing, whole or in part, as applications to alternative funders.

- Develop our pipeline of trust and foundation prospects through ongoing research, scanning and identification of opportunities and keeping track of relevant deadlines.

- Research and write high quality project proposals and grant requests to trusts, foundations and other funders, utilising both original and already existing material, developing, adapting and improving it as necessary.

- Provide support to the Head of Partnerships in the development of large partnership bids (e.g., to the Arts Council England) through conducting research, convening meetings, responding to enquiries and assisting with the co-production process.

- Record details of applications made and forecast income.
Responsibilities - General

- Keep actively informed and updated about developments in the disability sector and take a proactive interest in all aspects of our work.

- Work across DR UK teams, contributing to successful outcomes.

- Take an active part in team meetings / staff meetings.

- Promote the social model of disability, celebrate diversity and positively challenge stereotypes.

- Undertake any other reasonable activities as requested by the Chief Executive or Head of Partnerships.
About you

You will play a key role in securing funding and support for our organisation's vital initiatives. If you are a persuasive communicator, adept at conducting research and passionate about making a difference in the disability sector, this opportunity is for you.

We would love to hear from you if you have:

- The capability to write compelling grant proposals tailored to various funding sources
- The skills to research and gather data to support our impact and effectiveness
- The ability to track proposal status, manage multi-partner communication and prepare progress reports

Apply now to join the team and help us make a difference.

Other information

We are particularly keen to receive applications from Black, Asian and minority ethnic people; Disabled people; people who identify as being LGBTQIA2S+; people who have a mental health condition; and people who identify as working class now or in the past.

All travel expenses will be reimbursed.
Person Specification

Person specification

1. Lived or learned experience of disability
2. Ability to review, assess, adapt and improve on existing fundraising material
3. Ability to horizon scan, research and identify appropriate funders and leads
4. Ability to write high quality project proposals and other fundraising material
5. Ability to provide support throughout the fundraising and co-production process, including the convening of meetings, responding to enquiries, noting meeting decisions and keeping calendars updated
6. Ability to work as part of a team
7. Excellent verbal and written communication skills
8. Ability to develop and maintain effective relationships with stakeholders
9. Ability to analyse information and make recommendations
10. Excellent time management and organisational skills

All of the above will be assessed through the application and the interview process.
DR UK is based in East London’s Olympic Park and the organisation operates a successful remote and hybrid working model.

We have an office within the Plexal building and as such are part of the Plexal community. Plexal hosts a number of social and networking events for anyone interested in attending.

The Plexal environment is fully accessible and can be reached via bus, bicycle or car. There is secure bike storage available to Plexal members.

The post is line managed by the Head of Partnerships and works across all the teams which make up Disability Rights UK.

All fundraising bids are aligned to our strategic goals (refer to structure chart above.)
How to Apply

To apply, please send us your CV to recruitment@disabilityrightsuk.org along with a cover letter of up to 1,000 words to tell us why you want the role and how you meet the requirements of the person specification.

There is a rolling advertisement first advertised on 14th September 2023 and will cease when we have successfully appointed a post holder.

Should you wish to apply using another format, or need adjustment to enable you to apply, please contact us at recruitment@disabilityrightsuk.org or 0330 995 0400.

If you would like an informal discussion about the role please email the Head of Partnerships at rebecca.clarkson@disabilityrightsuk.org to set up a time.
Next Steps

We want to see the best of you at every stage of the process. Tell us about any adjustments you need to give you the best experience of this process and to remove barriers at every stage.

**GDPR personal data notice:**
As part of any recruitment process, DR UK collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use data to meet our data protection obligations. In order to carry out the recruitment process we will share the personal data received from you in your application with the shortlisting and interview panel. Access will be restricted to those involved in the recruitment process.

Over to you . . .