

Trusts and Foundations Executive

Job Title:	Trusts and Foundations Executive
Location:	Asylum Aid / Helen Bamber Foundation offices, 26 - 30 Westland Place, London N1 7JH
Responsible to:	Grants Manager
Hours:	9 – 5.30pm, 37.5 hours per week (full time)
Salary:	£27,000 - £30,000 depending on experience
Benefits:	<ul style="list-style-type: none">- 27 days holiday plus 8 bank holidays (increasing to 29 days after three years of service, and to 30 days after five years of service)- Employer pension contributions of 4%- 2 week winter closure period (the charity provides up to 4 additional paid leave for this period)- Enhanced pay for maternity, paternity, adoption and Family Reunion- Flexible working practices: we care about your wellbeing and encourage flexible working arrangements to promote healthy work-life balance- Employee Assistance Programme
Hybrid working:	60% office presence

BACKGROUND

Vision: All those who come to the UK in need of protection obtain it and are treated fairly and with dignity.

Mission: We provide expert legal representation to enable those in need of protection in the UK to obtain legal status and live a dignified life. We use evidence and expertise from our legal work to influence change and share best practice.

Values: Our values are embedded into how we treat each other and our clients - Pursuing Excellence, Courageous, Collaborative, Acting with Integrity and Promoting Equity

Asylum Aid specialises in providing legal representation to vulnerable individuals seeking asylum, focusing on the most complex cases including survivors of trafficking, children, and stateless people. Asylum Aid is a leading actor in strategic litigation and advocates for policy and systemic changes to remove barriers to protection and justice. We use our expert knowledge to drive

forward system change and create impact beyond the clients we serve directly. Now, in our 35th year of providing high quality legal support in asylum, immigration and public law work, these services are needed more than ever, as demonstrated by the Ukrainian refugee crisis, as well as the legislative changes brought to asylum law in the UK. Asylum Aid also has specific funded projects on statelessness casework and generalist advice services that provide holistic support to our clients and we maximise our impact by providing training and working in partnership with other organisations.

In 2020, we joined the Helen Bamber Foundation Group, consolidating our commitment to deliver life-changing services for refugees and people seeking asylum. The Helen Bamber Foundation, founded in 2005 by the pioneering human rights advocate Helen Bamber, was created to reflect the evolving global patterns of violence and persecution. Today it is a specialist clinical and human rights charity that works with people seeking asylum and refugees who are Survivors of trafficking, torture and other forms of extreme human cruelty. Together, we specialise in representing those with complex cases that often cannot access representation elsewhere, including Survivors of trafficking and torture, children and stateless persons. We share knowledge, develop best practice, and increase access to specialist services in the sector.

OVERVIEW OF THE ROLE

As the Asylum Aid Trusts and Foundations Executive, you will be responsible for delivering income from a range of donors and prospects, with a focus on trusts and foundations, through growing a successful grants pipeline. The postholder will work closely with the team's senior leadership and will be supported by the Helen Bamber Foundation's highly experienced fundraising team, working collaboratively to raise funds for Asylum Aid and the wider Group, enabling Asylum Aid to grow its fundraising and develop a robust pipeline of fundraising partnerships.

We are looking for a bright and ambitious fundraiser who is looking to develop their fundraising skills and who will be results-focused, well-organised and an effective communicator. This role best suits someone who is eager to learn and work as part of a tight-knit and successful team, and who can respond creatively and proactively to our current and future donors' requests.

The candidate will preferably have some experience working or volunteering in the charity sector, and we welcome applications from candidates with transferrable experience, such as working in a client-facing role, in a communications position or copywriting.

As Trusts and Foundations Executive, you will be working alongside HBF's experienced fundraising team, reporting into the Grants Manager. You will also collaborate closely with the CEO, the Executive Director of Asylum Aid and Head of Fundraising and Communications, supporting them in their fundraising.

You will be part of a Fundraising and Communications team that is collaborative, proactive, effective and dedicated to supporting refugees and people seeking asylum. We have a great culture of learning and nurturing our talent internally and we are looking for someone who shares our drive to build successful funding partnerships which deliver impact.

EQUITY, DIVERSITY AND INCLUSION

Our commitment to principles of equity, diversity and inclusion is an integral part of our approach to our clients, our volunteers and our staff, and we are an equal opportunities and Living Wage employer.

We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in.

We recognise and value the role diversity plays in good governance and genuinely welcome and encourage applications from a range of backgrounds, especially people of colour, people with disabilities, people from low socio-economic backgrounds, refugees, stateless people and others with lived experience of forced migration or trauma.

MAIN DUTIES AND RESPONSIBILITIES

1. Income Generation and Account Management

- Delivering income from new and existing, medium-sized and small-sized Trusts and Foundations, with a focus on those giving under £50,000 p/a;
- Prospect research to identify potential donors, assessing their suitability to feed into the fundraising pipeline;
- Working collaboratively across the team to deliver high-quality applications;
- Building and improving our bank of fundraising copy, both in terms of content and creativity;
- Delivering high-quality donor relationship management to meet the needs of our donors in terms of reporting, delivering against deadlines and responding to queries;
- Growing existing donor relationships through excellent stewardship and proactive relationship building;
- Supporting on the development of larger Trust and Foundation relationships in conjunction with the rest of the Fundraising and Communications Team;
- Organising donor visits and calls, liaising closely with our programmes colleagues to ensure the best possible experience for funders, leading to positive funding outcomes.
- Occasionally attending external events as a representative for the organisation.

2. Other Fundraising Responsibilities

- Lead on Asylum Aid's administrative processes as related to fundraising and communications, accurately capturing donor communication and financial records on our systems;
- Develop creative and bespoke communication content that is tailored to a diverse range of high-value audiences, including case studies, pitch decks, short videos and other content;
- Lead on the individual giving and community income streams, which represent a modest proportion of our income, but have the potential for increased engagement;
- Contribute to the Fundraising and Communication Department's reporting requirements for Directors and Trustees by maintaining a clear and accurate record of financial information;
- Support and contribute to the effective monitoring and evaluation processes of the charity;
- Attend and contribute to fundraising events, team meetings and strategy days.

PERSON SPECIFICATION

The successful candidate will focus on building positive relationships both internally and externally, will have a flair for writing, and will be highly proactive and organised. They will effectively balance competing priorities by closely coordinating with their line manager and will work collaboratively with the other members of the Fundraising and Communications Team and Asylum Aid.

Essential

- Experience and understanding of Trust and Foundations fundraising, administration and research;
- Demonstrable experience of research and analysis, with the ability to present complex information for a variety of audiences;
- Some experience working in an external-facing role, whether in a paid or volunteer position;
- Demonstrable experience of building positive relationships, ideally within a fundraising context;
- Experience of creating written or visual content that is bespoke and engaging;
- Excellent organisational skills with demonstrable experience of managing multiple tasks and prioritising effectively;
- Excellent ability to communicate in writing and in person;
- Excellent attention to accuracy and detail;
- Good interpersonal and team working skills, with an ability to work independently and seize opportunities;

- Computer literate with experience of databases and confident in using all MS Office programmes;
- Understanding of, and commitment to, the objectives of Asylum Aid and the Helen Bamber Foundation.

APPLICATION PROCESS

The first stage is to complete on our online application form on our website by 12pm on **Monday 31st March 2025**.

You'll be asked to:

1. Upload a short covering letter. Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role
2. Upload your current CV
3. Complete an online Equal Opportunities monitoring form – completion of this form will help us ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. The questions are entirely optional and this information will not be available to members of the selection panel.

SELECTION PROCESS

We anticipate that we will invite candidates to an initial 15-minute online screening meeting week commencing 7th April 2025, followed by shortlisted candidates attending in-person interview week commencing 14th April 2025. We will also ask you to complete a short written task ahead of the day.

ADJUSTMENTS

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible. If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@helenbamber.org.

EXPERTS BY EXPERIENCE SUPPORT

We are also proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

