

## **CANDIDATE PACK – TRUSTS COORDINATOR**

### **Introduction from Sue Browning, Chief Executive Officer**

Thank you for your interest in joining this special charity with our vital role and unique culture. This is an exciting time for us as we are at the start of an ambitious new five year strategy; an ambition built on the needs of our members and a fervent desire that everyone with a spinal cord injury has the opportunity to lead a fulfilled life.

Every year in the UK, 1,000 people sustain a spinal cord injury (SCI) through injury or illness. The news that a person may never walk again or regain control of their bowel or bladder, for example, can be devastating to themselves and those around them. However, with rehabilitation and support, people can adjust to their condition and go on to live fulfilling lives.

For over forty years, we've been at the forefront of providing advice and support to spinal cord injured (SCI) people, following an injury or diagnosis and for the rest of their lives. We passionately believe that those with an SCI have an absolute right to lead a fulfilled and independent life, playing a role in society, and contributing how they choose.

We show people that they are not alone in their disability. Our Peer Support Officers – who all have personal experience of SCI – provide hope and support to people with SCI as they adjust to the new challenges of everyday life. Our Freephone Advice Line provides support on issues such as bladder and bowel management, house adaptations, or accessible holidays. Our Public Affairs Team campaigns for change and fairness – such as ensuring that everyone injured has access to a specialist NHS Spinal Cord Injuries Centre, or protecting people's rights to suitable care.

We currently have approximately 10,000 members of which 7,100 have a SCI. More than 50% of our staff and 80% of our trustees are SCI. The daily experiences of our members – their concerns, challenges and aspirations – drive our vision for a fulfilled life for everyone affected by SCI.

**Our Vision** – a fulfilled life for everyone affected by spinal cord injury.

**Our Purpose** - is to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

The success of our fundraising function is crucial to delivering that purpose and this role will very much contribute to that success by supporting our Trusts Manager to:

- identify, develop and manage relationships with small and medium trusts relevant to the work of SIA services
- administer an established donor stewardship programme for this area of work and co-ordinate information held in the organisational database for Trusts activity

SIA is renowned for our committed staff team and friendly environment. Our purpose-built headquarters in Milton Keynes has good transport links for ease of commuting. We look forward to receiving your application and to meeting you.

**Sue Browning**  
**Chief Executive Officer**

## **APPLICATION PROCESS**

Applications must be made using the SIA Application Form supplied. Please send the completed to form to:

[j.sims@spinal.co.uk](mailto:j.sims@spinal.co.uk)

or by post to:

Jennifer Sims  
HR & Volunteer Coordinator  
Spinal Injuries Association  
2 Truman Place  
Oldbrook  
Milton Keynes  
MK6 2HH

The deadline for completed applications is 5.00pm on Monday 4<sup>th</sup> June 2018

Interviews will be held in Milton Keynes on Wednesday 13<sup>th</sup> June 2018

## JOB DESCRIPTION

Job Element	Detail
<b>Job Title</b>	Trusts Co-ordinator
<b>Reporting to</b>	Trusts Manager & Head of Performance Management
<b>Department/Location</b>	Fundraising & Marketing/Milton Keynes
<b>Main Purpose</b>	Reporting to the Trusts Manager, the Trusts Co-ordinator will be responsible for coordinating all SIA's Trust, Statutory and Lottery fundraising activity. In particular, helping to identify, develop and manage relationships with small and medium trusts relevant to the work of SIA services. They will also administer an established donor stewardship programme for this area of work and co-ordinate information held in the organisational database for Trusts activity.
<b>Responsibilities</b>	<p>To build on the success of SIA's Trusts fundraising programme by supporting with the management of the existing portfolio of supporters and, in conjunction with the Trusts Manager, to identify and win new support.</p> <p>To ensure that all Trusts, Lottery and Statutory activity is appropriate to the aims of the service for which it is secured and that it adds value to the integrity of that service.</p> <p>To coordinate all the income received from our Armed Forces Funders.</p> <p>To ensure that potential donors are fully informed about the work of SIA and that all approaches reflect the strategic priorities of the organisation as set out in its Strategic Plan.</p> <p>In conjunction with the Trusts Manager, to maintain a large portfolio of existing relationships and implement a donor stewardship programme that ensures all supporter needs are met and relationships are maintained and developed.</p> <p>To identify, develop and manage new opportunities for support for existing services and core activity from small and medium Charitable Trusts.</p> <p>To write and present information on the work of the organisation in an engaging and appropriate style for the Trust sector.</p> <p>To secure Trust income against an agreed income target and schedule for activity.</p>

	<p>To maintain records of all Trusts, Lottery and Statutory activity within the Charity’s organisational database, including contact details, interactions, and monies raised etc.</p> <p>To liaise with relevant department Heads on a regular basis to develop funding proposals/approaches, ensuring accuracy of information for such approaches, and maintaining best practice in all restricted income activity.</p> <p>To support the Trusts Manager in developing and implementing the Monitoring and Evaluation systems for the wider charity.</p> <p>To utilize appropriate monitoring systems across all SIA’s services so that essential data is analysed in order to measure impact, and to enable appropriate reporting to funders (including service user case studies).</p> <p>To ensure that monitoring and evaluation reports/updates are sent to all donors and that they receive prompt acknowledgement and appropriate recognition for their support.</p>
<p><b>Reporting &amp; Line Management</b></p>	<p>To engage in line management, supervision and annual performance appraisal with the Trusts Manager.</p> <p>To provide written reports and materials as required, including statistics, income breakdown and items for publication.</p> <p>To participate in the coordination of budgets for specified cost centres, monitoring financial activity for same.</p> <p>To attend appropriate internal and external meetings and events as required.</p> <p>To share information with colleagues within the Fundraising &amp; Marketing team to ensure an accurate and co-ordinated approach to all SIA supporters.</p> <p>To undertake relevant statutory and personal development training necessary to the achievement of agreed targets.</p> <p>To carry out all such other duties appropriate to the post as required by the Trusts Manager, the Director of Fundraising &amp; Marketing and/or the Chief Executive Officer.</p>
<p><b>Salary, Hours &amp; Benefits</b></p>	<p>Salary: £26,610 per annum pro rata    Hours: 16 per week</p> <ul style="list-style-type: none"> <li>▪ Annual Leave: 28 days per annum increasing by one day per completed year of service to a maximum of 30 days.</li> <li>▪ Access to Group Pension scheme (6% employer contribution)</li> <li>▪ Access to Group Life Assurance scheme</li> <li>▪ Free car parking</li> </ul>

<b>Person Specification</b>	<b>Details</b>	
<b>Job Title:</b>	<b>Trusts Co-ordinator</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of writing project proposals and case for support	X	
Experience of securing donations, grant income or new business	X	
Experience of establishing and managing effective relationships with charitable trusts and foundations		X
A proactive approach to research and use of specialist research tools	X	
Established track record of personally delivering to defined goals, financial and non-financial	X	
Experience of using computer databases to manage donor/customer relationships		X
Experience of working in a professional fundraising environment, either paid or voluntarily.	X	
Knowledge and understanding of charitable trusts and relevant fundraising trends and legislation		X
A knowledge of monitoring and evaluating charitable activities (including writing case studies)		X
<b>Skills</b>		
A high standard of written English with an ability to produce concise and persuasive prose	X	
A willingness to undertake research and initiate new funding opportunities	X	
Ability to communicate complex issues clearly and succinctly, verbally and in writing	X	
Strong team worker and interpersonal skills	X	
Excellent IT, planning and time management skills, with the ability to multi-task between projects.	X	
Ability to work on own initiative and prioritise a busy workload.	X	
Ability to use a fundraising or CRM database to support fundraising activity and adhere to the principles of data protection.		X
<b>General</b>		
Evidence of good educational background	X	
Is ambitious, innovative, self-motivated and target driven	X	
Knowledge of the UK voluntary sector, preferably disability charities		X

**Spinal Injuries Association  
SIA House  
2 Trueman Place  
Oldbrook  
Milton Keynes  
MK6 2HH  
Tel: 01908 604191**

## **APPLICATION FOR EMPLOYMENT**

Please write in block letters, using black ink, or type. Please complete **all** sections of this form carefully, following the instructions. The information you provide is the only material used in deciding if you should be interviewed. CVs are not accepted and will not be considered. Where necessary continue your answers on a separate sheet of paper.

**For which post are you applying?  
How did you learn of this vacancy?**

<b>Forename(s):</b>	<b>Last Name:</b>
<b>Address:</b>	
<b>Home No:</b>	<b>Work No:</b>
<b>Mobile No:</b>	<b>Email:</b>
<b>Name &amp; address of present or most recent employer:</b>	
<b>Telephone no:</b>	
<b>Current post title:</b>	
<b>Brief description of duties:</b>	
<b>Current pay:</b>	
<b>Period of notice required by employer:</b>	

## REFERENCES

Please give names and address of two referees, one of whom should be your current or most recent employer.

Employer	Employer/Personal
Name:	Name:
Job Title:	Job Title:
Company:	Company:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:

Should referees be approached prior to interview?    Yes    No    

## EDUCATION

General Education	Level	Grade

Further Education/Professional Qualification	Qualification	Grade/Class

**EMPLOYMENT HISTORY**

<b>Name and address of employer <i>(most recent first)</i></b>	<b>From</b>	<b>To</b>	<b>Position &amp; Key Achievements</b>	<b>Reason for Leaving</b>



## **PERSONAL DEVELOPMENT**

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable

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**To your knowledge, are you related to any executive member or employee of the Spinal Injuries Association? If so, please give details**

## **SUPPORTING STATEMENT**

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambitions, etc., which make you suitable for the post. Also state why you are interested in applying for this post and make particular reference to the Job Description and Person Specification. Use additional sheets if necessary.

## **SIGNATURE**

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

**Signature of applicant:**

**Date:**

Please send completed application to:  
HR & Volunteer Coordinator  
SIA House, 2 Trueman Place, Oldbrook, Milton Keynes, MK6 2HH

## **ELIGIBILITY TO WORK IN THE UK**

It is a legal requirement placed upon employers for **all new employees** to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. The legislation requires employers to verify that any person selected for employment is eligible to work in the United Kingdom. The Spinal Injuries Association is required to see and take a copy of appropriate documents **before** employment commences. To enable us to comply with this legislation, please complete this form and return with your application. You will be asked to provide evidence of your eligibility to work in the UK (as per the attached lists) should you be made an offer of employment. This document will form part of your Application for Employment and will be held and processed in accordance with the Data Protection Act 1998.

<b>Name:</b>	<b>Position Applied For:</b>
<p>Nationals from European Economic Area (EAA) countries, and Switzerland, can enter and work in the UK without any restrictions. The following countries are part of the EEA:</p> <p>Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom</p>	
Are you a national of one of the above countries?	Yes/No
If YES, which country?	
If NO, which country are you a national of?	
Do you require a work permit in order to work in the UK?	Yes/No
If NO, state why not	
Do you currently have a work permit to work in the UK?	Yes/No
If YES, please provide work permit reference number (if known) and expiry date	
Do you have a National Insurance Number? If YES, please provide it	
Signature:	Date:

## Documents which are acceptable as evidence of eligibility to work in the UK

You will be asked to produce one or more of the following documents if offered employment.

**LIST A** documents which show that the holder is not subject to immigration control, or has no restrictions on their stay in the UK. If a prospective or existing employee produces a List A document (or one of the combinations of documents specified), they are eligible to work in the UK for an indefinite period.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
12. A certificate of registration or naturalisation as a British citizen, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**List B** documents demonstrate that the person has been granted leave to enter or remain in the UK for a limited period of time. If an individual provides documents from List B, the Spinal Injuries Association is required to carry out specified document checks before the employment of the individual begins and then carry out follow up checks of the same kind at least once every 12 months.

<p>1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.</p>
<p>2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.</p>
<p>3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency <b>when produced in combination with</b> either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.</p>
<p>4. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old <b>when produced in combination with</b> evidence of verification by the Border and Immigration Agency Employer Checking Service.</p>
<p>5. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.</p>
<p>6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, <b>when produced in combination with</b> evidence of verification by the Border and Immigration Agency Employer Checking Service.</p>
<p>7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.</p>
<p>8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question <b>when produced in combination with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.</p>

## EQUALITIES MONITORING INFORMATION

The Spinal Injuries Association is fully committed to the promotion of equality and diversity within our organisation and would be grateful if you would help us to review our process of staff recruitment by completing this questionnaire. Completion is entirely voluntary and the information provided in this section will be immediately separated from your application form and will not be used as part of the recruitment process.

Age			Gender	
<input type="checkbox"/> 18–35	<input type="checkbox"/> 36–50	<input type="checkbox"/> 51–65	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Over 65	<input type="checkbox"/> I do not wish to disclose this			

I would describe my ethnic origin as:		
<b>Asian or Asian British</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background  <b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<b>Mixed</b> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background  <b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<b>Other Ethnic Group</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this

Please choose the option that best describes your sexuality			
<input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Bisexual
<input type="checkbox"/> I do not wish to disclose this			

Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Sikhism <input type="checkbox"/> Hinduism <input type="checkbox"/> Judaism	<input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
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