

## SIA – For life after spinal injury

Dear Applicant

The Spinal Injuries Association (SIA) is the UK's leading charity supporting individuals who sustain damage to the spinal cord. We are a passionate organisation with a 40-year track record of developing to meet the changing needs of spinal cord injured people. Our charity strives to empower people to live a full and active life post-injury. We achieve this by supporting a person's physical, emotional and social needs through our life-long services.

Damaging your spinal cord is a life changing injury. The impact is monumental and affects every aspect of your life, as well as the lives of those closest to you.

The repercussions are not purely physical. In the early stages of rehabilitation many people feel isolated, unmotivated towards their rehabilitation, and are pessimistic about living with a disability. The future can seem a very bleak place and some of life's milestones, such as getting a job, having a family, or going on holiday, can seem unachievable.

Our **vision** is a fulfilled life for everyone affected by spinal cord injury.

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

Data estimates that 2,500 people are injured or diagnosed with a spinal cord injury every year, with the total size of the UK spinal cord injured population now believed to be 50,000. This means that approximately every four hours someone sustains a life changing injury. These estimates form a key part of our communications and marketing and add even greater urgency to our campaigning work and service provision; as more people are now identified as spinal cord injured, the need for specialist care and support is even greater.

SIA has credibility and expertise on spinal cord injury, an extensive network of contacts across the health and social care sectors and support from a valuable range of individuals and corporate partners. We have the potential and the ambition to build further support and expand the reach and effectiveness of our services.

Based in our purpose-built headquarters in Milton Keynes (35-minute train journey from Euston), we offer free car parking and a warm welcome.

We look forward to receiving your application.

## APPLICATION PROCESS

Please complete all sections of the form below using black ink or type. The information you provide in your application will be the only material used in deciding whether or not you are shortlisted for interview, therefore please ensure you address all aspects of the person specification of the role you are applying for. CVs are not accepted and will not be considered. Where necessary continue your answers on a separate sheet of paper.

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

[j.sims@spinal.co.uk](mailto:j.sims@spinal.co.uk) or by post to

Jen Sims HR and Volunteer Coordinator  
Spinal Injuries Association  
2 Truman Place  
Oldbrook  
Milton Keynes  
MK6 2HH

The deadline for applications is 5pm on Monday 9<sup>th</sup> September 2019

Interviews will be held in Milton Keynes on Monday 16<sup>th</sup> September 2019

## JOB DESCRIPTION & PERSON SPECIFICATION

Job Element	Detail
Job Title	Corporate Fundraising Co-ordinator
Reporting to	Corporate Fundraising Manager
Department/Location	Investments and Partnerships Team, SIA House, 2 Trueman Place, Oldbrook, Milton Keynes MK6 2HH
<p><b>Main Purpose</b></p> <p>Reporting to the Corporate Fundraising Manager, the Corporate Fundraising Co-ordinator will be responsible for co-ordinating Spinal Injuries Association's (SIA) corporate fundraising activity. In particular, helping to identify, develop and manage mutually beneficial relationships between SIA and its corporate supporters. As a member of SIA's Investments and Partnerships Team, the Corporate Fundraising Co-ordinator will be responsible for securing income and influence from corporate partnerships in support of SIA's work, through the delivery of a personal and tailored account management service.</p>	
<p><b>Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To build on the success of SIA's existing corporate membership programme, by helping to manage the existing portfolio of supporters, as well as helping to deepen our relationships with care agencies, solicitors, product companies relevant to spinal cord injury and wealth managers.</li> <li>• To ensure that corporate support which is restricted to SIA's charitable activities is appropriate to the aims of the service for which it is procured and that it adds value to the integrity of that service.</li> <li>• To ensure that potential corporate donors are fully informed about the work of SIA and that all approaches reflect the priorities of the organisation as set out in its Strategic Plan.</li> <li>• In conjunction with the Corporate Fundraising Manager, to develop and implement a donor stewardship programme to ensure that all corporate supporter needs are met, and relationships maintained and developed.</li> <li>• To work collaboratively with other members of the Investments and Partnerships Team (including the Challenge, Community and Corporate Events team and Trusts team) to maximise corporate engagement in SIA's events and wider activities and, reciprocally, to use these as donor acquisition channels for corporate activity.</li> <li>• In conjunction with the Corporate Fundraising Manager and the Communications Team, to co-ordinate the production and promotion of SIA's Personal Injury Solicitors Guide, undertaking tasks necessary to ensure its annual production in both printed and online formats, on budget and within the agreed timescales.</li> <li>• To maintain records of all corporate activity within SIA's organisational database, including contact details, interactions, and money raised.</li> <li>• To ensure that contracts/invoices relating to sponsorship and/or advertising activities are raised quickly and settled promptly – using our new system, Business Central.</li> </ul>	

- To write and/or present information about the work of SIA in a style appropriate to the corporate sector.

#### **Reporting & Line Management**

- To report to the Corporate Fundraising Manager on all aspects of the post, engaging in line management supervision and annual performance appraisal when required.
- To supply relevant reports and statistics to the Corporate Fundraising Manager, as required.
- To attend appropriate internal and external meetings and events as required, which can include travel across the UK with the occasional overnight stay.
- To monitor financial activity for corporate activity and provide variance reports for reporting purposes.
- To share information with colleagues across the Investments and Partnerships Team to ensure an accurate and coordinated approach to all SIA supporters.
- To undertake relevant statutory and personal development training necessary to the achievement of agreed targets.
- To carry out all such other duties appropriate to the post as required by the Corporate Fundraising Manager, Head of Investments and Partnerships and/or the Chief Executive Officer.

#### **Salary, Hours & Benefits**

- Salary: £27,142 per annum
- Hours: 37.5 per week
- 25 days leave per annum plus usual Bank Holidays, increasing to 28 days after 3 years and 30 days after 5 years.
- Access to Group Pension scheme (6% employer contribution)
- Access to Group Life Assurance scheme
- Free Car Parking

Person Specification	Details	
<b>Job Title:</b>	<b>Corporate Fundraising Co-ordinator</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of corporate fundraising, e.g. winning and negotiating corporate partnerships	X	
Established track record of personally delivering to defined goals, financial and non-financial	X	
Knowledge and understanding of the corporate sector and CSR issues and practice	X	
Familiarity with MS Office and use of databases	X	
Knowledge of Institute of Fundraising codes of practice and the Fundraising Regulator		X
<b>Skills</b>		
Exceptional communications skills, face to face, phone and presentation, with the ability to quickly form new working relationships and establish credibility	X	
A willingness to undertake research and initiate new business opportunities	X	
Excellent interpersonal skills including the ability to persuade, motivate, network and negotiate effectively	X	
Strong team worker and interpersonal skills	X	
Excellent 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 analyse information and make objective decisions based on outcomes.	X	
Strong verbal, written & presentation skills to internal and external audiences	X	

<b>General</b>		
Evidence of good educational background	<b>X</b>	
Ambitious, innovative, self-motivated and target driven	<b>X</b>	
Knowledge of the UK voluntary sector, preferably disability charities		<b>X</b>

# APPLICATION FOR EMPLOYMENT

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 and 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	
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## EDUCATION

General Education Qualification	Level	Grade

Further Education/Professional Qualification	Level	Grade



## EMPLOYMENT HISTORY

Name and address of employer (most recent first)	From	To	Position and Key Achievements	Reason for Leaving

## PERSONAL DEVELOPMENT

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

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Are you to your knowledge, 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. Please 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.*

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### 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

## ELIGIBILITY TO WORK IN THE UK

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016. 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 2018.

Name:	Position applied for:
<p>Nationals from European Economic Area (EEA) 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** - acceptable documents to establish a continuous statutory excuse. 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.

<p><b>1.</b> A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.</p>
<p><b>2.</b> A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland</p>
<p><b>3.</b> A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.</p>
<p><b>4.</b> A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.</p>
<p><b>5.</b> A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.</p>
<p><b>6.</b> A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.</p>
<p><b>7.</b> A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with 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><b>8.</b> A birth or adoption certificate issued in the UK, together with 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><b>9.</b> A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with 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><b>10.</b> A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.</p>

\*An official document can include for example a HM Revenue and Customs letter, Jobcentre Plus letter, P45, P60 or National Insurance number card but not a payslip

**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 relevant future points.

**Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.

\* An official document can include for example a HM Revenue and Customs letter, Jobcentre Plus letter, P45, P60 or National Insurance number card but not a payslip

**Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**

1. A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2006, to 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 together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

\*\*A positive verification notice is official correspondence from the Home Office employer checking service which confirms that a named person has permission to undertake the work in question

# EQUALITY & DIVERSITY MONITORING

**This section of the application form will be detached from your application form and used for monitoring purposes only.** The Spinal Injuries Association is fully committed to the promotion of equality and diversity within our organisation. We 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 not be used as part of the recruitment process.

Age			
16-24		45-54	
25-34		55-64	
35-44		Over 65	
Prefer not to say			

Gender Identity (if appropriate)			
If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?			
Transsexual		Transgender	
		Intersex	

Gender			
Female		Male	
		Prefer not to say	

I would describe my ethnic origin as:					
Asian or Asian British		Black or Black British		Mixed	
Bangladeshi		African		White & Asian	
Indian		Caribbean		White & Black African	
Pakistani		Other Black background		White & Black Caribbean	
Other Asian background				Other mixed background	
White			Other Ethnic Group		
British		Scottish		Chinese	
English		Welsh		Any other ethnic group	
Irish		Other White background			
Prefer not to say					

Please choose the option that best describes your sexuality			
Gay Woman/Lesbian		Gay Man/Homosexual	
		Bisexual	
Straight/Heterosexual		Prefer not to say	

Please indicate your religion or belief			
Baha'i		Hindu	
		Muslim	
Buddhist		Jain	
		Sikh	
Christian		Jewish	
		Other	
Prefer not to say			

Do you consider yourself to have a disability under the Equality Act 2010? In the Act, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.			
Yes		No	
		Prefer not to say	