## Job Description and Person Specification

**Job Title:** Interim Development and Outreach Officer (Trusts and Foundations)

**Reports to:** Development & Outreach Project Lead

**Salary:** £37,128 full-time (per annum pro rata) plus up to 5% employee matched pension contribution.

**Date call released:** 13 May 2021

**Deadline for applications:** Early applications are strongly advised; we will review applications on a rolling basis and fill the position accordingly

**Start date:** To be considered, you must be immediately available or on 1 weeks’ notice

**Duration:** This is a full-time, fixed term contract for 6-months.

## About Reprieve

Reprieve is a UK charity founded in 1999. Reprieve uses strategic interventions to end the use of the death penalty globally, and to end extreme human rights abuses carried out in the name of “counterterrorism” or “national security”.

Reprieve works with the most disenfranchised people in society, as it is in their cases that human rights are most swiftly jettisoned and the rule of law is cast aside. Thus, Reprieve promotes and protects the rights of those facing the death penalty and those who are the victims of extreme human rights abuses carried out in the name of “counterterrorism” or “national security”, with a focus on arbitrary detention, torture, and extrajudicial executions.

Reprieve’s main office is in London, UK. Reprieve also supports full-time Fellows, who work as lawyers, investigators and campaigners in the countries in which we work. We work closely with a number of partner organisations in jurisdictions all over the world, who provide access to beneficiaries, expertise, knowledge and guidance on specific issues or regions. We work in cooperation with relevant government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders to further the cause of our shared goals.

## The Role

Due to limited capacity and plentiful opportunities, we are looking for an experienced Trust and Foundation fundraiser to join our team on an interim six-month basis.
This role will sit within the Development and Outreach team and will be responsible for writing high quality, engaging funder reports, applications, award nominations and communications and for helping to further develop, refine and put plans in place for a pipeline of prospective funders, with a focus on UK and US organisations.

We are looking for an experienced fundraiser with a track-record of successful applications to charitable trusts, foundations, and statutory bodies, and someone with the professionalism, energy, creativity and drive to make a success of an interim role.

The Development and Outreach Team is small so you will need to be a self-starter and comfortable getting stuck-in. But you will receive all the support you need to learn about Reprieve’s areas of work and be a member of a close-knit, supportive team.

You will be comfortable in communicating and collaborating with people across Reprieve, from caseworkers, to the finance team and operations, as well as local partners and fellows. You will be an excellent communicator with a passion for Reprieve, and the willingness to muck in on all tasks big or small in order to ensure that Reprieve is in the best position possible to keep delivering justice and saving lives.

The main duties of this role are:

Grant-writing and Income generation
- Support the team to meet ambitious income targets by leading on the drafting of persuasive and professional applications, reports and communications to grant-giving individuals (including coordinating input and sign-off), as well as nominations for awards and prizes
- Collaborate with caseworkers, and sometimes fellows and partners, to develop an understanding of the activities being implemented, what they seek to achieve, and the budget needed
- Collaborate with caseworkers and the finance team to pull together budgets for applications
- Support the team in ensuring all donors are thanked and acknowledged for their giving, and are reported to regularly

Grant planning, monitoring and reporting
- Collect and save key grant documentation and information in the relevant files and on Reprieve’s donor management system, Raisers Edge
- Ensure relevant people are aware of grant deliverables, timelines, budgets and grant conditions
- Draft concise and captivating reports for funders
- Translate financial data into interim and narrative financial reports for institutional donors
Researching and prioritising new funding opportunities
- Refine and put a plan of engagement in place for viable prospects through proactive research and investigating opportunities. You must be able to prioritise and weigh up factors including prospects for success, the amount of funding available, and the needs of the area of work it might cover
- Undertake further research to identify additional prospective funders for specific areas of our work, thinking creatively about income streams which may be available

Support the team to manage relationships with funders
- Support the Project Lead and Executive Directors in writing high-quality, engaging communications to current funders on major achievements
- Brief the Project Lead, Executive Directors, members of the senior management team and others prior to meetings with donors, providing information on donor priorities and areas of Reprieve’s work which are a potential fit, history of their relationship with Reprieve, ongoing grants, etc. as applicable

General
- Be an active member of the Development and Outreach team, contributing to meetings, mucking in with tasks and working closely with other members of the team
- Ensure that Raisers Edge, our file management system Concordance and our Grant Monitoring Table are accurate and up-to-date with all key grant details
- Keep abreast of changes, trends and regulations within the charity sector and across fundraising
- Get to grips with Reprieve’s different areas of work and key achievements
- Other roles as requested which may include, but not be limited to, drafting other communications and assisting in researching major donors

Key Contacts
Reporting to the Project Lead, Development and Outreach, you will work closely with the other Development and Outreach Officers, a Project Coordinator, Deputy Director (Development and Outreach), Joint Executive Directors, staff across Reprieve, our partners and Fellows.

Length and Salary
The role is a full-time, fixed term six-month role. The annual salary is £37,128 (per annum pro rata) less any required deductions for income tax and national insurance. Please note that Reprieve is proud that the highest-paid member of staff is paid no more than double the lowest-paid member of staff. Our pay is transparent and non-negotiable, however,
we are a flexible employer and offer a range of non-financial benefits to employees. You can learn more about Reprieve’s salary structure here: https://reprieve.org.uk/our-governance/our-pay-structure/

Given current restrictions as a result of the coronavirus, we remain working from home rather than our London-office. As government advice changes, the office will reopen. We would prefer candidates who are able to work part time in our London office however, as this is a short term role, we will consider exceptional candidates who need to work entirely remotely. We will continue to be guided by government advice in these uncertain times.

**Applicants must have the current right to work in the UK.** Reprieve is an equal opportunity employer and we particularly welcome applicants who are significantly underrepresented in our sector, such as members of the LGBTQI community, those with disabilities, and individuals from Black and minority ethnic communities.

**To apply:**

Please send a copy of your C.V. and short covering letter detailing your suitability for the role to applications@reprieve.org.uk. Please ensure the subject line ‘Interim Development and Outreach Officer’ is used and that attachments are in PDF format. Please also indicate where you saw the post advertised.

We will review applications on a rolling basis and fill positions accordingly. Therefore, we strongly advise to apply as soon as possible.
**Person Specification**

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<th>CRITERIA</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A genuine interest in human rights and a commitment to Reprieve’s goals</td>
<td>✓</td>
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<td>Eligible to live and work in the UK</td>
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<td>Demonstrably strong experience of producing high-quality funding applications (including budgets), reports and communications</td>
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<td>Experience of identifying, researching and putting a plan in place to cultivate new funders</td>
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<td>Excellent written and communication skills with the ability to engage and inspire often using technical and nuanced case studies</td>
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<td>Ability to work both independently, be self-sufficient and work well as part of a small team, supporting colleagues and a willingness to ‘muck in’</td>
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<td>Brilliant organiser – of yourself and others</td>
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<td>Experience of working with financial information to collate budgets and turn financial information into donor reports</td>
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<td>Interpersonal skills with the ability to work well across teams</td>
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<td>Excellent organisational and prioritisation skills, particularly in terms of working under pressure and responding to multiple and competing demands on your time</td>
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<td>Excellent attention to detail</td>
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<td>Experience and knowledge of Microsoft Office programmes</td>
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<td>Experience of using Raisers Edge or similar CRM system</td>
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