



**Ormiston  
Families**

Brighter futures

**Philanthropy Officer – corporate  
partnerships**  
**Income generation**

## Our vision

"Safe, healthy, resilient families..."

## Our mission

We support families in the East of England to build resilience and make choices to improve the life chances of their children.

## Our values:

### We're collaborative

We work 'with', rather than 'for', families. We build supportive partnerships, communities and networks. We value each other's strengths and we work together to drive results.

### We're compassionate

We listen so that we understand the issues people face. We treat people with respect – always supporting, recognising and reinforcing their achievements.

### We're effective

We monitor how our work, which focuses on prevention and early intervention, leads to the people we work with living safer, healthier and more resilient lives.

# Strategic Plans for a Brighter Future 2022/25

## Continue to build resilience

Continuing the central theme of our previous strategy, we will prioritise our aim to establish our financial resilience to enable us to maintain our services in a crisis.

### We will achieve this by:

- Increasing our free reserves and unrestricted funding streams
- Establishing systems for full cost recovery FCR to ensure the central infrastructure is properly resourced
- Retaining the HMPPS contracts where we currently deliver our own services. This will help to underpin our related Probation Family services and Breaking Barriers.

## Upskill, support and develop our staff

As we come out of the pandemic, we recognise that working life will significantly change for many of us and we need to reflect this by equipping staff with the skills and support to manage and grow in this new world.

### To achieve this, we will invest more time and resource in:

- Staff training across a wide range of topics, including service delivery skills for front-line staff to establishing consistent approaches to our policies and practices across the organisation. For example, financial management, hr processes, GDPR, equality diversity and inclusion.
- Developing and implementing an "Agile Working Policy" with supporting guidance to allow for a more flexible approach to the way we work.
- Improving our overall employee terms and conditions to ensure we attract and retain a good quality and well-motivated workforce.

## Improve our impact management

Building on our new 'Theory of Change' model we will improve how we evidence the impact of our work.

### We will do this by:

- Creating more opportunities to hear service users' voices throughout and beyond their time in service, as well as in evaluating and developing what we do.
- Reviewing our outcomes measurement tools to ensure best fit, credibility and consistency of use.
- Developing a suite of impact measurements that are relevant to different audiences and incorporating new work on social value and creative evaluation methods.
- Building a confident impact culture through regular staff, volunteer and trustee development, training and sharing opportunities.

## Enhance the quality and scope of our services

Having established and grown several services in recent years, we recognise the need to invest more to improve and maintain the quality of our work in all areas and to ensure that those families, geographically distanced from a service, are able to access support.

### We will do this by:

- Reviewing and developing our practice, policies and processes across our services, including:
  - Using a Ladder of Co-production as a strategy to engage the voice of all our stakeholders and value everyone's contribution
  - Making more use of trauma-informed practice and techniques/tools to build resilience
  - Enhancing our safeguarding and data protection practice
  - Making better use of our performance monitoring and impact management within our continuous improvement processes.
- Rolling out our services across the East of England so that more families can access our complete offer.

## Improve our infrastructure

Recognising our recent service growth, we need to match this across our core support services and resource infrastructure.

### We will achieve this by:

- Investing more in our Finance, HR, Marketing and income generation capacity, systems and processes.
- Ensuring the infrastructure of our IT and premises are fit for purpose in a post pandemic world.

## Minimise our environmental impact and make positive contributions

To support our aim to create a brighter future for the families we work with, we will actively seek to reduce our organisational impact and to help educate others to make positive contributions.

### To achieve this, we will:

- Set our own targets to reduce our carbon emissions.
- Conduct environmental impact assessments in every area of our work.
- Embed a cultural aspiration to minimise our impact across the organisation.



## A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Philanthropy Officer – Corporate Partnerships.

Over the last three years, the strategic plans we set in 2019 have successfully guided us through a particularly challenging period around the world. Within this time, we have strengthened our infrastructure, said goodbye to some services and welcomed and substantially grown others. We have adopted a new brand identity, giving us a much fresher and more optimistic outlook. We have also invested in our most important asset, our staff, and begun to apply our values across every area of our work. In short, we are now a safer, healthier, and more resilient organisation which has enabled more children, young people and families to feel safer, healthier and more resilient too.

In June this year, we began the process of looking forward to set out a plan for the next three years. We looked at what had been working well and what more needs to be done to improve our quality and reach within the East of England. Our strategic plan for 2022 – 25 has now been approved by our Board of Trustees and we see the recruitment of this post as critical in helping us achieve our objectives.

I wish you the best of luck with your application.

Best regards,

Allan Myatt



## Who Are Ormiston Families?

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

## About Our Income Generation Department

The Income Generation Team are dynamic and driven by a passion to support the mission of Ormiston Families. United in their enthusiasm to make a difference, they raise awareness and vital funding for the work of Ormiston Families, supporting vulnerable families to live brighter futures.

The Philanthropy Officer – Corporate Partnerships is an exciting new role for an ambitious, self-starter who has experience in fundraising. Reporting to the Senior Philanthropy Manager you will work to meet ambitious fundraising targets to significantly increase (mostly) unrestricted funds raised for Ormiston Families. You will play an important role in the development and management of the fundraising income streams – corporate (cash donations, charity of the year, sponsorship, employee fundraising, cause related marketing, payroll giving and gift in kind). You will take a proactive approach to research, identify, cultivate, and create opportunities to engage with prospective supporters/new relationships, as well as providing excellent stewardship to existing long-term supporters.



# Safer Recruitment

## Application Process / Post Requirement

You must demonstrate that you meet the competencies; experience, knowledge, skills, and qualifications, that are required for this role (see Job Description below).

You must complete and submit an online application form (via the 'Work with Us' section of our website) detailing in the personal statement section, how you meet the criteria.

## Rights to Work in the UK (RTW) (in person or remote)

The Recruitment Manager will need to see your original documents of your Rights to Work in the UK.

- UK Passport / Full UK Birth Certificate / Drivers Licence / Utilities Bill (proof of address)
  - EUSS Permanent Status or Pre-Status Share Code
  - Current EU/EAA/Swiss Citizen Passport
  - EU/EAA/Swiss Citizen Visa
  - Home Office Certificate
- If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
  - If the interview is held remotely, you will need to email copies of your RTW documents to the Recruiting Manager before the interview. At the remote interview [Teams, Skype, Zoom] you will need to have the original hard copy documents available so the relevant checks can be undertaken.

## Safeguarding and DBS Requirements for Your Role

Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.



## Disclosure and Barring Service (DBS) Checks:

- As this position does not meet the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will not be subject to a DBS check.

## Disclosure

- Ormiston Families encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
  - This information can be sent under separate, confidential cover to the Human Resources [hr@ormistonfamilies.org.uk](mailto:hr@ormistonfamilies.org.uk)
  - Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Ormiston Families to ask questions about your entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.
- Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.
- Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with Ormiston Families. This will depend on the nature of the position and the circumstances and background of the offences.

## Qualification

- The Recruitment Manager will need to see your original copies of your qualification either in person or via social media.
- If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
- If the interview is held via video conferencing, you will need to email copies of your qualification to the Recruiting Manager before the interview. At the interview, you will need to have the original hard copy documents available so the relevant checks can be undertaken.
- If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
- Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.



- If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

## References

- If appointed, we will ask you for referee details which cover your past 3 years of employment, one of which must be your current/most recent employer.

## Health Check

- If appointed and to ensure the post does not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form, and may be required to have a medical via Occupational Health.
- This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).
- It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

## GDPR / Data Protection:

- Ormiston Families is required by law to comply with the UK GDPR / Data Protection Act 2018.
- Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
- Personal information is information relating to a living individual who can be identified.
- It is each individual employee's responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
- Personal information must not be disclosed to others unless authorised to do so.
- All personal /sensitive information will be sent to you via Egress encryption service or password protected.



## **Equal Opportunities:**

- Ormiston Families is an equal opportunities employer.
- We value diversity and welcome applications from all sections of the community.
- We ask you to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.
- The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
- In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.
- Ormiston Families seeks to ensure that all employees are selected, trained, and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.

**Any queries, please email:** [vicky.matthews@ormistonfamilies.org.uk](mailto:vicky.matthews@ormistonfamilies.org.uk)

**Ormiston Families reserves the right to close the vacancy early if we have received sufficient applications a head of the closing date.**



# Information about working for Ormiston Families

## Job Title: Philanthropy Officer – Corporate Partnerships

### Duration

The post advertised is permanent and full-time, 35 hours per week.

### Hours of Work and Working Arrangements:

- The normal working week is 35 hours, Monday to Friday and covers 52 weeks per year.
- You will be required to work flexibly to meet the needs of the service including evenings and weekends.

### Location:

- Your base will be **Ipswich Central Office/Home Working**

### Salary:

- The scale for this post is grade 7, £24,047 - £27,542 per annum, based on 35 hours per week.
- Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

### Probationary Period:

- The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.



## Travelling Requirements for Your Role

- Ormiston Families positively encourages the use of technology to communicate and engage but in this role you may need to travel.
- You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
- Any mileage undertaken on behalf of Ormiston Families will be paid in accordance with our Expenses Policy and within Her Majesty's Revenue and Customs guidelines.
- If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the contact detailed below.
- If you use your own vehicle for the purposes of work, you must ensure that your insurance policy covers you for this purpose.





# Job Description

**Job Title: Philanthropy Officer – Corporate Partnerships**

**Service: Income Generation**

**Location: Ipswich Central Office/Home Working**

## Job Purpose

The Philanthropy Officer – Corporate Partnerships is an exciting new role for an ambitious, self-starter who has experience in fundraising. Reporting to the Senior Philanthropy Manager you will work to meet ambitious fundraising targets to significantly increase (mostly) unrestricted funds raised for Ormiston Families. You will play an important role in the development and management of the fundraising income streams – corporate (cash donations, charity of the year, sponsorship, employee fundraising, cause related marketing, payroll giving and gift in kind). You will take a proactive approach to research, identify, cultivate, and create opportunities to engage with prospective supporters/new relationships, as well as providing excellent stewardship to existing long-term supporters.

## Main Duties and Responsibilities

### Business development

- Maximise income generation from corporate supporters, securing cash donations, sponsorship, charity of the year partnerships, gifts in kind and employee fundraising to achieve agreed targets.
- Plan and deliver pitches and presentations to gain new corporate partnerships.
- Proactively research and approach potential corporate partners and manage a pipeline of prospects and develop relationships with senior corporate contacts.
- Research best practice, current trends and new opportunities.
- Attend corporate networking events.
- Develop and deliver events that build corporate engagement.
- Work closely with other teams and departments to maximise opportunities for cross selling to corporate supporters such as regular and payroll giving, event participation, corporate foundations and volunteering opportunities

### Stewardship and communications

- Create stewardship plans for all corporate supporters



- Provide excellent supporter care/account management of corporate supporters enabling them to meet their CSR goals and securing long term support.
- Gain consent where possible to provide regular updates to supporters on the work of Ormiston Families and how they may like to get involved further by donating, fundraising or volunteering.
- Utilise your strong communication skills to tailor communications to corporate supporters, respond promptly to corporate enquiries
- Ensure all supporter communications are recorded on the Raisers Edge database alongside other useful background information in accordance with GDPR and Ormiston Families data protection policy
- Working with the marketing & communications team research and plan a new annual Ormiston Families supporter communication

## **Relationship-building**

- Work closely with all members of the Philanthropy team to support all Ormiston Families' fundraising campaigns and products.
- Work with other Ormiston Families' staff on the creation and delivery of key Ormiston Families activities/events across the year to both acquire and cultivate supporters.
- Build strong and effective working relationships with not only the income generation team, but wider staff across the organisation.
- Engage with staff to create an 'everyone is a fundraiser' culture.
- Work with the finance team to monitor income and expenditure.
- Uphold Ormiston Families' reputation when working with external stakeholders.

## **Financial reporting**

- Regularly evaluate fundraising activity to ensure the pipeline is on track, providing financial and activity updates to the Senior Philanthropy Manager, adjusting activity or planning additions if required.
- In collaboration with the finance team, monitor income and expenditure from funders whether it is restricted, and update funders as required, particularly on any change to activity or spend.

## **Generic Responsibilities**

- Maintain a good knowledge of local, regional and national charitable activity.
- Seek to attend networking events with other fundraisers from outside the organisation
- Participate in both team and organisational-wide meetings as required.



- Undertake any additional and ad hoc tasks as required.
- Act as an ambassador for Ormiston Families by keeping up to date with the work of the charity, including specific developments, case studies, data gathering initiatives and impact reports, in order to present an exemplary case for support to supporters and other external stakeholders.

## Personal Specification

Criteria	Essential/desirable	Measured by
<b>Qualifications and memberships</b>		
Educated to degree level or equivalent	Desirable	Application form
Member of the Chartered Institute of Fundraising	Desirable	Application form
<b>Experience and knowledge</b>		
Experience of corporate fundraising/corporate partnerships fundraising	Essential	Application form and interview
Excellent knowledge of fundraising principles and practice	Essential	Application form and interview
Proven experience of excellent stewardship and effective reporting to a portfolio of funders, clients or stakeholders	Desirable	Application form and interview
Good experience of working to a budget and financial reporting to the management team	Desirable	Application form and interview
Experience of working as part of a team and able to demonstrate contribution to group and individual targets	Essential	Application form and interview
Good understanding of GDPR and how the regulations apply to different income streams, particularly where legitimate interest and contact preferences are concerned	Desirable	Application form and interview
<b>Skills and abilities</b>		
Ability to plan and prioritise effectively	Essential	Application form and interview
Excellent communication skills, both oral and written; the ability	Essential	Application form and interview



to persuade and engage in person		
Excellent attention to detail and accuracy	Essential	Application form and interview
Excellent interpersonal, influencing and relationship-building skills – being able to communicate on all levels	Essential	Application Form and interview
Ability to manage a varied workload, work under pressure and to prioritise competing demands	Essential	Application form and interview
Motivated and results driven	Essential	Application form and interview
Excellent IT skills	Essential	Application form and interview
Have the ability to travel within the region (East of England) – full UK driving licence and access to a vehicle	Essential	Application form and interview
Flexible to able to work out of normal office hours from time to time	Essential	Application form and interview
Ability to demonstrate Ormiston Families' values	Essential	Application form and interview
Excellent interpersonal, influencing and relationship-building skills – being able to communicate on all levels	Essential	Application form and interview



## Professional and Personal Development

- All staff must ensure that they are aware of their responsibilities by attending mandatory training and induction programme.
- All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

## Health and Safety

- All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the risk management policies & procedures.
- All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors or members of the public.

## Confidentiality and Information Governance

- All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work related staff information, or charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
- All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
- All staff must ensure compliance with the Data Protection Act 2018 and the UK GDPR.



## **Safeguarding: Adults and Children** (Section 11 of the Children Act 2004)

- Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.
- Safeguarding and DBS requirements for your role:
- Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

## **Senior Managers**

- Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.





## Freedom of Information (FOI)

- All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Privacy Officer.

## Data Quality

- The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the charity's policy and procedures for data quality.
- This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of terms and conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.



## Benefits & Recognition

All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.

### Cycle to Work

- Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

### Annual Leave Entitlement:

- The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 3 years' service up to a maximum of 30 days as follows:
- Part-time employees receive a pro-rata allowance according to the number of hours they work (week per week).

### Group Life Assurance:

- Ormiston Families provides a death in service benefit to all permanent employees.

### Occupational Sick Pay Scheme:

- Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

### Pension:

- Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

### Sponsorship:

- Ormiston Families provides sponsorship to employees who have completed their probationary and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.



## **Employee Assistance Programme:**

- Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

## **The Hive:**

- The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in some stores.

## **The Wellbeing Centre:**

- Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.





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**We build supportive  
partnerships, communities  
and networks**