

Information Pack – Philanthropy Officer

Dear Applicant,

Thank you for requesting the application pack and for your interest in working for Impetus.

This pack contains all the relevant information you will need to apply for this role:

- Information about the [organisation](#) and our [values](#)
- Information about the [team](#) and the [role](#)
- The [job description](#) – key responsibilities and person specification
- Our commitment to [equality, diversity and inclusion](#)
- [Terms and conditions and benefits](#) of working for Impetus
- Details on the [application and recruitment process](#)

The closing date for receipt of completed applications is 9am Monday 4 July 2022.

If you would like to find out more about this role or have any questions regarding the recruitment process please contact recruitment@impetus.org.uk.

About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations

In partnership with other funders we help our charities scale and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 38 members of staff, supporting 22 charities with programmes across England, Wales and Scotland.

Impetus is driven by a shared belief in tackling the barriers that hold back young people from disadvantaged backgrounds in education and employment. Alongside investing extensive financial and non-financial support in our charity partners through our Investment Team we also seek to influence decision makers to implement evidence led policy and direct new resources to get young people the support they need through our Public Affairs team. We are resolutely focused on outcomes, driven by quality evidence.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.

Our Values

Evidence led and results driven for young people

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

High trust, high challenge

We invest the time, kindness, integrity and honesty needed to build and sustain long-term relationships. We focus on developing high trust, to allow for high challenge, helping our colleagues, partners and supporters to be our very best selves in pursuit of our mission.

Diversity enables us to thrive

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

Brave and open

We are brave and open; exploring new solutions to long-term problems, asking difficult questions well; learning from mistakes and challenging the status quo when needed.

Collaboration always

We will not succeed alone. We seek meaningful, productive partnership with others to achieve our mission and drive systems change for young people.

About the team

This is a very exciting time to be joining Impetus as we aim to support more young people this year than ever before in our history. We are looking for a highly motivated Philanthropy Officer who is excited by the prospect of working for an ambitious fundraising team in a sector leading charity. In this varied role, you will have the opportunity to learn about a variety of different types of fundraising, including events, major donors, grant making trusts, and corporate partnerships.

The Philanthropy team raises income for Impetus and for Impetus partner charities. There are eleven members of the team which is responsible for fundraising, events, and donor engagement, as well as collaborating with colleagues across the organisation to ensure we make a compelling case to generate new financial commitments and wider support for our work. The team also delivers a high-quality engagement programme of volunteering and pro bono for Impetus's corporate supporters. Impetus has an annual income of £8 million which we are looking to grow to £10 million within the next few years. The team is led by the Director of Philanthropy and Partnerships.

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About this role

This is an exciting opportunity for someone with the passion and skills to develop in a career in fundraising. We are looking for someone who is fascinated by the charity sector and eager to learn about the dynamic world of high-level major donor fundraising and corporate philanthropy.

The Philanthropy Officer is a highly professional, proactive and dynamic individual who will directly support the Director of Philanthropy and Partnerships, as well as the wider team to secure and maintain income from a range of funders including Corporates, Individuals and Grant-Making Trusts to help transform young people's lives.

Working closely to support the Director of Philanthropy and Partnerships will be a key focus of the role, including diary management, administration, meeting preparation, and varied duties required to maintain and develop strong team operations and donor relationships.

The Philanthropy Officer will be an enthusiastic, creative, can-do team player, who is able to manage a busy and varied workload, work autonomously and work with all members of the organisation.

Job description:

Title:	Philanthropy Officer
Team:	Philanthropy
Reports to:	Senior Philanthropy and Partnerships Manager
Salary:	£29,000 per annum
Contract:	Permanent
Working hours:	Full time (37.5 hours per week – flexible working arrangements will be considered)
Location:	Central London (currently trialling hybrid working - at least two days per week in Impetus office)
Starting date:	ASAP

Key responsibilities

Assisting the Director of Philanthropy and Partnerships

1. Responsible for providing direct support to the Director of Philanthropy and Partnerships; includes meeting arrangements, diary management, Board papers planning, and other administrative duties as required by the Director.

Research and Briefings

2. Research prospective donors and create bespoke briefings for donor meetings.
3. Research and report on philanthropy trends, philanthropic developments in the private equity and associated industries as well as key updates pertinent to our donors and prospects.

Philanthropy team operations

4. Support team diary management, including scheduling cross-organisational meetings, team training, and other coordination of team activities.
5. Support the events team in the lead up to and delivery of events (guest list management, database management and ad hoc preparation).
6. Maintain financial and income records, including recording donations.
7. Supporting other teams when required.

Fundraising support

8. Support account managers with fundraising cycle, including updating pitch decks, meeting preparation, support for donor committees, and ensuring that all donor meetings and emails are logged correctly and promptly on Salesforce (customer relationship management platform).
9. Manage online giving platforms, uploading relevant information to Salesforce.
10. Demonstrate professionalism and best practice in all duties, comply with the organisation's policies and procedures and proactively support the wider team to deliver our mission effectively.

Person specification

Essential

1. Demonstrable experience working in a relevant professional environment
2. Clear aspiration to build a career as a fundraiser
3. Experience or understanding of corporate fundraising, major donor fundraising or GMT fundraising
4. Able to grasp and interpret complex ideas, including the venture philanthropy model of Impetus and the private equity industry
5. Committed to Impetus' mission
6. Committed to equality, diversity and inclusion
7. Strong research and prospecting skills
8. Excellent written and verbal communication skills
9. Excellent analytical and data reporting skills
10. Excellent PowerPoint and presentation skills
11. Experience of using databases, including input and extraction of data, reporting and experience in using Salesforce or a comparable CRM system
12. Excellent IT and technology skills with strong experience and/or knowledge of Microsoft Office Suite (Outlook, Teams, Word, Excel, Powerpoint). Excel skills would be a benefit
13. Ability to work well under pressure with the ability to meet tight deadlines in a fast-paced environment while managing multiple projects
14. Ability to look beyond own area of expertise and be pro-active and creative in problem solving

Desirable

1. Knowledge of the sector – young people, education, employment

Our commitment to equality, diversity and inclusion

We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.

Terms and conditions and benefits of working for Impetus

We are committed to supporting staff in a range of ways. The tables below detail some of the support provided:

Financial support		
Benefit	Details	Eligibility
Pay	Target is to pay within plus or minus five per cent of the upper quartile for the role in the charity sector	All staff eligible
Pension	In line with auto enrolment legislation all eligible employees will be automatically enrolled into The Pensions Trust pension scheme. 5% employer contribution. 3% employee contribution.	All staff eligible
Death in service	Four times salary	On completion of six-month probation period
Give as you earn (GAYE)	Membership to scheme to enable employees to make donations exempt from National Insurance	All staff eligible
Season ticket loan	Interest free - repayable over 10 months	On completion of six-month probation period
Eye test vouchers	Specsavers VDU Eye care voucher - free eye examination plus a discount towards glasses if needed solely for VDU usage	All staff eligible

Work life balance		
Benefit	Details	Eligibility
Annual leave	28 days plus bank holidays (this includes three days between Christmas and New Year) pro-rata for part time staff	All staff eligible
	Ability to carry over a maximum of five days with any additional days to be at discretion of relevant member of SMT and Director of Finance and Operations and allowed only on an exceptional basis	
Sick pay (OSP)	Occupational sick pay (OSP) - Six weeks full pay and six weeks half pay in rolling 12 month. Staff eligible from day one of employment.	All staff eligible subject to statutory requirements

Work life balance		
Benefit	Details	Eligibility
Compassionate leave and pay	Discretion of line manager (up to three days paid)	All staff eligible subject to criteria (which include, for example, closeness of family member in event of death in family)
Dependency leave and pay	Usually unpaid but paid time off may be granted at discretion of line manager	All staff eligible subject to criteria
Maternity leave	Statutory Maternity Leave (SML) - 52 weeks	All staff eligible subject to statutory requirements
Maternity pay	Statutory Maternity Pay (SMP) - six weeks at 90% salary followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Maternity Pay (OMP) -13 weeks at full pay followed by 33 weeks at Statutory Maternity Pay (SMP) rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Paternity leave	Statutory Paternity Leave (SPL) - two weeks	All staff eligible subject to statutory requirements
Paternity pay	Statutory Paternity Pay (SPP) - two weeks at SPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Paternity Pay (OPP) - two weeks at full pay	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Adoption leave	Statutory Adoption Leave (SAL) maximum 52 weeks	All staff eligible subject to statutory requirements
Adoption pay	Statutory Adoption Pay (SAP) six weeks at 90% followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the week they were matched with the child
	Occupational Adoption Pay (OAP) - 13 weeks at full pay followed by 33 weeks at Statutory Adoption Pay (SAP)	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)

Work life balance		
Benefit	Details	Eligibility
Shared parental leave	Statutory - maximum 50 weeks	All staff eligible subject to statutory requirements
Shared parental pay	Statutory Shared Parental Pay (ShPP) - maximum 37 weeks at ShPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Shared Parental Pay (OShPP) - 11 weeks at full pay	Continuously employed for at least 52 weeks up to any day in the week they were matched with the child
Parental leave	Statutory - 18 weeks of unpaid leave	All staff eligible subject to statutory requirements
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible
Work from home	Occasional home working available. Regular working at home available upon request	All staff eligible
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR	All staff eligible
Employee assistance programme	Free confidential phone line	All staff eligible

Professional Development		
Benefit	Details	Eligibility
Learning and development	A range of organisational and individual training and development opportunities Budget - £750 is allocated to each individual annually, plus a central budget agreed annually	All staff eligible
Professional subscription	Paid for, subject to agreement from HR and line manager	Relevant to role
Professional qualification	May be able to help - discuss with line manager and HR	All staff eligible

How to apply

Please send a comprehensive CV and supporting statement to recruitment@impetus.org.uk by 9am Monday 4 July 2022. The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

In order to complete your application please also complete the following equal opportunities monitoring form:

<https://www.surveymonkey.co.uk/r/ImpetusRecruitment-EqualOppsMonitoringForm>

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

First round interviews will take place on Monday 11 July 2022

Second round interviews will take place on Tuesday 19 July 2022

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.