PiP Pursuing Independent Paths

Trusts & Foundations Manager Candidate Pack

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A letter from our CEO

I am delighted that are thinking about joining the team at PiP. I hope this pack helps you understand our work, how we support our students to achieve their goals, and gives you the information you need to apply for the role of Head of Trusts & Foundations.

PIP works to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives. We were established in 1983 by parents wanting more challenging and ambitious support for their children and we now celebrate over 40 years of impact. Our history is rich & varied and we have grown from 25 students a decade ago to over 100 beneficiaries per year today.

We challenge ourselves to be innovative and deliver a truly unique level of support and opportunities for people with a learning disability and autism. We work hard to empower our students to become as independent as they can be and live a life of their choice, despite the barriers. Everyone on the team is a vital part of ensuring that we do for the people we support while keeping a strong focus on our staff.

Our philanthropic income has grown substantially in the last few years. This funding allows us to deliver the extra work that makes our provision so valued. We have had good success with trusts & foundations so far and this role is an investment to maintain that momentum and to build upon it at a time of expansion for PiP.

We very much hope this pack encourages you to apply and if you have any questions I would be happy to discuss the role with you.

Yours sincerely,
Denise Largin
CEO

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Who we are:

PIP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives.

With around 32 staff and a Board of 8, we work to empower over 85 adults with Learning Disabilities and Autism every year to achieve their potential, move towards independence and live their best lives.

Our approach is student-led with our curriculum and each student's timetable the result of a collaborative approach with students, families, and social workers. Student goals can very widely from learning to cook a meal to securing part-time work, to strengthening friendships or showcasing their creativity. Each student at PiP is referred by our Local Authority partners and with a waiting list of over 40 students we are confident we offer a top-tier service.

Financially we are stable with strong financial reserves and an income mix circa 75% commissioned services and 25% philanthropic partnerships. From this position of strength we plan to invest in the team, new services and projects to expand our provision and secure more impact in our community.

Why we need you:

PiP's core work is vast majority funded by our referring partners across the Local Authorities we operate within. Our fundraising is incredibly successful and aims to provide the necessary funds for:

- our extra project work that makes our service so effective e.g. our employment support or our partnerships like those providing music therapy
- our external facing projects that meet unmet needs like Gig Buddies or our Impact research work, &
- our new work like our new Fruitful Training Cafe and future expansions

We don't feel we've maximised the potential of Trusts & Foundations, more through lack of capacity than lack of opportunity, so this role is us investing to provide that capacity.

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Who we support and why:

At PiP, our focus is on teaching and learning life skills; PiP students range in age from 18 to 64 and our average student is around 34 years old.

PiP students have a range of learning disabilities including Down's Syndrome, Fragile X, Autism Spectrum Conditions (ASC), dual diagnosis with mental health problems and/or physical health conditions such as Diabetes and Epilepsy.

PiP's team deliver person-centred support to each of our students to identify their strengths, interests and passions. We support them and their families/carers to maximise opportunities in their community through signposting and working in partnership with like-minded organisations.

Structural inequalities in society mean that people with learning disabilities are not always recognised for their skills and talents and given the opportunity to live independent lives. We want to change that. And with your skills and talents, we can make sure that every PiP student has a voice and can make their own choices about their own lives.

We are keen for our students to always have a voice, including at PiP, and so we have two student forums to ensure everyone's voices can be heard. Our Student Council ask the big questions including holding our board and SMT to account. While every week all our students have student meeting with their own agenda where they can express their views on PiP and ask about elements like new staff, our leisure programmes, or sessions.

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Key accountabilities

Manage whole bid process

- Lead on the Trusts & Foundations strategy
- Manage identification of funders and potential PiP projects for applications
- Draft bids of a high calibre for funders with totals ranging from £10K to £200K+
- Manage the evaluation and reporting of projects funded by T&Fs

Relationship Building

- Establish and build key relationships with grant makers - providing excellent and high-level stewardship of relationships
- Build excellent internal relationships with the PiP team including engaging PiP trustees as appropriate
- Liaise with community partners, alongside Deputy CEO, to develop relationships that enable partnership bids

Finance and Budgeting

- Management of budgets in order to forecast income from Trusts & Foundations and take early mitigation action when necessary
- Work with the Finance Team to ensure accurate and budget and forecasting

Knowledge and Research

- Be the organisational expert on Trusts & Foundations, actively researching news, initiatives and trends within the charitable and arts sectors and make plans accordingly
- Research and identify funding opportunities and build compelling proposals for PiP's work, with particular emphasis on securing funding for our employment & community work

Other duties

- Take on other relevant tasks and responsibilities as required by the organisation
- Be engaged in PiP's work and staff team
- Represent PIP as required, and act with the best interests of PiP at all times

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Person specification

Experience and knowledge - (E) = essential and (D) = desirable

- (E) Significant bid-writing experience, particularly with bids £50K+ p.a
- (E) Prospect research experience
- (E) Relationship management experience
- (E) Financial experience including budgeting and forecasting
- (D) Experience as 'Lead' or 'Sole' Trusts & Foundations fundraiser
- (D) Professional or lived experience with adults with learning disabilities

Skills and abilities - (E) = essential and (D) = desirable

- (E) Confident multi-tasker, able to plan and manage their own workload
- (E) Excellent written and verbal communication skills
- (E) IT literate including Microsoft Office
- (E) Sound understanding of relevant fundraising regulations and UK GDPR
- (E) Collaborative and a team-player

Working patterns

- This role is based at our Centre at 306 Kensal Road, London, W10 5BE
- The contractual hours are 37.5 hours per week. Our core hours are 10-4pm
- We'll expect a roughly 60:40 office/home working pattern
- With our focus on supporting adults with disabilities we believe it is vital to support our staff with neuro-diverse thinking or mobility issues. Many members of our team have reasonable adjustments, including members of our senior management team, and we are happy to discuss these.

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What's in it for you?

- The salary for this role is circa £45,000.
- You'll get 25 days holidays + bank holidays ever year. We're closed for Christmas but the rest of the year you may take leave whenever you wish.
- An extra day of annual leave for each year you've worked with us up to another 5 (30 in total).
- We offer a travel subsidy to help with the cost of commuting.
- We provide a 4% pension contribution.
- Free Employee Assistance programme 24/7 with access to counselling
- We offer regular team meals and socials - generally during work hours and they are optional.
- We offer a cycle-to-work scheme and as we're a charity you'll get access to savings like charityworkerdiscounts.com

Next steps

We ask you to apply by sending us your CV to: jobs@piponline.org.uk & reach out with any questions to Jack, our Deputy CEO, on JackT@piponline.org.uk

We recognise that your experience may be from unpaid roles as well as paid employment. Please include any voluntary work if it helps to show why you are the right candidate for the job.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact us on the e-mail above if you require any assistance or adjustment so that we can make the application process work for you.

The closing date for applications is Friday 6th November. We'll have brief screening interviews w/c 2nd November ahead of interviews on Tuesday 17th November at our offices.

This post will require an enhanced DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.