

A life-changing opportunity:

Trusts and Foundation Manager





We believe in the rights of all children, everywhere and that they should be valued, protected and met by all.

We exist to make this the reality for children in northern Ghana, where more than half of all families live in poverty and 1 in 15 children die before their 5th birthday. Our award-winning work keeps thousands of children happy, healthy, safe and in school every year.

Everything we do is led by local staff with the simple approach of listening to their communities and empowering them to make sustainable changes themselves.

By working with all levels of society - from parents and community groups, to the government and private sector - we ensure **child protection, education** and **health** systems work for all children, especially the most vulnerable. Ultimately, this is helping families break the cycle of poverty for good.

How we break the cycle of poverty



We empower children

to secure their own futures by building their knowledge and confidence, teaching them about their rights and giving them a voice in decisions that affect them.



We put communities on their feet

By helping families to grow their income and educating communities to value, protect and meet the rights of all children, now and in the future.



We demand that government delivers

By strengthening and influencing authorities and other agents to improve child protection, education and health services and ensure they reach all children.

1 million+

support cases since 2002

Locally-led solutions

All of our projects are designed and delivered by a team of local staff and volunteers who have the expertise, dedication and trust of their communities to make real change happen.

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Making changes that last

If it's not sustainable, it's not development. All of our work empowers local people to make changes themselves that they can sustain without our ongoing support.

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Steadfast principles

Our robust policies and procedures ensure we are transparent and accountable for everything we do and that we protect and uphold the dignity of the people we exist to serve.

International Charity
of the Year

Charity Times
Awards

Transparency &
Accountability

Third Sector
Excellence Awards

Humanitarian
Award

Bond International
Development Awards

Outstanding
Contribution

Government of Ghana

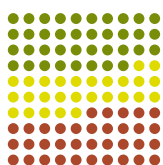
ONE MILLION SMILES



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and that they should be valued, protected and met by all.

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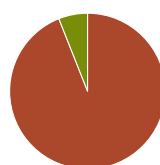
THE CHALLENGE



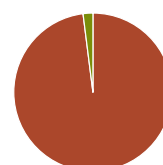
62% of people live in poverty
35% live in extreme poverty



1 in 16 children die
before their 5th birthday



94% of children
experience violence



just 2% of primary school
students can read

THE OPPORTUNITY - WHAT WE WILL DO

Over the next five years we will listen to local people and empower them to make sustainable changes themselves in order to:



ENSURE MEANS

Ensure families and young
people have secure
livelihoods to meet children's
needs and protect their rights



BUILD MOTIVE

Create Champion
Communities that understand,
value and protect the rights of
all children



CREATE OPPORTUNITIES

Improve education, child
protection and health services
to ensure all children can be
healthy, safe and learn



ADVOCATE

Share evidence of our impact
to mobilise others to extend
our successful approach
across Ghana and protect
more children's rights

IMPACT

Reaching one million people to achieve:

32,420
Secure
Families



235
Child Champion
Communities



320
Communities with
improved
Education



224
Communities with
improved
Child Protection



232
Communities with
improved
Health



HOW WE WORK

Locally-led
solutions and
leadership

Listen,
empower,
sustain

Safeguarding to
keep children
safe

Transparency &
accountability

Respect for
people and
planet

Partnership and
collaboration

Continuous
organisational
development

[Find out more and get involved](#)

Job Description

Trusts and Foundations Manager

Terms:

- Permanent, full time contract
- Salary - £32,000 to £36,000 pa depending on experience
- Starting: ASAP
- Reports to: Head of Grants and Programme Funding
- Based: initially home based, then based in Central London, see p.7
- Flexible working available.

To apply:

Please email your CV and a completed application form (found here:

www.afrikids.org/vacancies/ to: hr@afrikids.org

Please quote "Trusts and Foundations Manager" in the subject line.

Deadline:

Midnight (23.59) Sunday 12 September 2021

At a pivotal moment in AfriKids' history, join us to take our fundraising to the next level. We have a bold strategy to reach more children than ever over the next decade and you can help make it possible.

Summary of role

We are seeking an energetic, passionate and proactive Trusts and Foundations Manager, who is an excellent writer, experienced at structuring persuasive cases for support and is commercially minded and has a track record of securing and delivering a successful fundraising pipeline to join our team.

The Trusts and Foundations Manager will also have an innovative thought process and respond positively and creatively to new ideas. Outstanding relationship building skills, the ability to communicate complex messages to a wide-ranging audience, and an exceptional eye for detail are all essential.

The Trusts and Foundations Manager is essential to making our life changing work with vulnerable children possible. The successful postholder will be a key member of the Grants and Programme Funding team and will be responsible for developing and implementing trusts and foundations fundraising to secure funds for our programmes and organisational core costs.



Strategic development

- Devising, developing and implementing a programme to meet and exceed income targets from Trusts and Foundations.
- Researching, writing and monitoring applications for a broad range of trusts and foundations, packaging programmes into innovative 'asks' that meet the criteria of the funder and align with AfriKids programmes.
- Working with AfriKids Ghana to develop systems and processes in Trusts and Foundations fundraising both in the UK and Ghana and support the capacity building of AfriKids Ghana to secure and manage Trusts and Foundations independently.
- To focus on medium to large Trusts and Foundations and build strategic relationships that go beyond a simple financial transaction but create long term partnerships.
- Recognise and understand the importance of the organisation's reputation for high quality, and "personal" donor relations, and be committed to upholding this.
- Report to the Head of Grants and Programme Funding as required on planning, budgeting, delivery and internal reporting processes to ensure the effective management and oversight of trusts and foundations fundraising.
- Maintain an in-depth, up to date knowledge of AfriKids' key services and projects and their order of funding priority to inform Trusts and Foundations fundraising activities and maximise opportunities.

Financial management

- Monitor and assess the financial performance of trusts and foundations fundraising to inform plans going forward.
- Work closely with the Head of Grants and Programme Funding to monitor a range of KPIs and assess the performance of trusts and foundations income.
- Ensure all trusts and foundations fundraising information is up to date in Salesforce and work with the finance staff to effectively manage trusts and foundations income.
- Understand and support the development of financial systems and processes underpinning grant management, to effectively produce financial reports and feedback to donors as required Staff Management.

Operational delivery

- To communicate AfriKids vision and our work on the ground (both verbally and in writing) in a persuasive and knowledgeable manner preparing well targeted proposals, pitches and reports.
- Build on relationships with existing Trusts and Foundations, providing an excellent standard of feedback in a timely manner and maximising opportunities to submit further applications for funding
- To lead on the relationship management of all Trusts and Foundations including the development and implementation of tailored cultivation and stewardship plans to inspire and engage all new and current Trusts and Foundations.
- Take responsibility for ensuring that all fundraising partnerships with Trusts and Foundations achieve their maximum potential, and that AfriKids delivers on all of its commitments to these funders.
- To manage all communications between AfriKids and Trusts and Foundations including donor reporting, thanking, event invites etc.
- Take responsibility for maintaining the Trusts and Foundations pipeline on Salesforce, ensuring records are accurate and up to date, including data input, tracking expected income, running reports and, ensuring compliance with the Charity's Data Protection and information security policies
- Research and pursue opportunities from overseas trusts and foundations, in the US and elsewhere
- Maintain a good working knowledge of external activities, policies and learning to ensure that programmes information produced by AfriKids is current and of substance e.g., referring to the latest Ghana census for up-to-date statistics, being aware of UN publications on work in similar contexts, etc.
- To involve AfriKids Trustees in the process of building relationships with Trusts and Foundations and exploring networks to help with new approaches.
- Maximise the value of the Charity's resources available to the trusts and foundations fundraising strategy (including collaboration with other staff; software and technology; finance, etc.), while being conscious to complement and work cooperatively with other work streams towards the Charity's common goals and objectives.
- Be a dedicated team player and always support and work cooperatively with the rest of the team.

Candidate Requirements

You have the essentials

(please demonstrate all of these)

- A proven track record in successfully securing five and six figure donations and multi-year grants.
- In-depth experience of trusts and foundations fundraising and knowledge of best practise fundraising techniques.
- Experience of building excellent relationships with trusts and foundations producing cultivation and stewardship plans for new and existing supporters respectively.
- Excellent track record in the successful development of trust and foundations proposals securing significant income.
- Excellent verbal and written communication skills with the ability to communicate passionately and persuasively while communicating complex information in an accessible and convincing format
- Ability to effectively plan and prioritise a complex and varied workload while meeting deadlines.
- Excellent attention to detail with specific emphasis on spelling, grammar, proofing and correction
- Proficient with Microsoft Office: Word, Excel, PowerPoint and Outlook
- Excellent time management, organisational skills and ability to prioritise a wide variety of work
- Ability to research and analyse a range of information Proactive, "can do" attitude with good initiative in responding to varied tasks.

You may also have

(you are not be expected to have these, but if you do, we'd love to hear about it)

- Qualification in international development, international relations, human rights or relevant subjects
- Experience of developing proposals for international development/child rights focused organisations. Working with programmes and country teams to prepare projects for donors.
- Understanding and experience of evaluation and project monitoring tools such as theories of change.
- Proven track record of an organised and methodical approach to work, combining numerical accuracy with attention to detail and an ability to meet deadlines.
- Project management experience
- Experience with Salesforce, Xero, Adobe InDesign

Application

Please send your **CV** and a completed **application form** (found here: www.afrikids.org/vacancies/) to: hr@afrikids.org

Please quote "Trusts and Foundations Manager" in the subject line.

Deadline: **Midnight (23.59) Sunday 12 September 2021**

For more information about AfriKids, please see our website and social platforms:

www.afrikids.org | facebook.com/afrikids | twitter.com/afrikids

If you have any questions, please call 0207 269 0740 or email hr@afrikids.org

Equity, Diversity and Inclusion

We are committed to being a diverse, inclusive and equitable employer; actively promoting diversity at all levels of our organisation and ensuring everyone feels included, valued and supported to fulfil their potential.

We actively encourage applications from all backgrounds and our recruitment process is designed to prevent unconscious bias, foster diversity and recognise the potential that you can bring to AfriKids, over what you have already achieved.

If you have any questions about applying in reference to our diversity, equity and inclusion policy, we strongly encourage you to get in touch.

Routine due diligence

AfriKids can only consider applications from candidates who have the legal right to work in the UK.

Successful candidates will be subject to screening for safeguarding purposes relevant to their role and will be required to sign and comply with AfriKids' Global Safeguarding Policy.

References may be required at the final stage of recruitment for verification purposes (eg to confirm qualifications/experience).

Please note

Requirements of all AfriKids staff and associated personnel (contractors, volunteers, etc.)

- While you may be set up to work from home initially, you will be contracted to work from the AfriKids office in central London when we return to it. Flexible working may be agreed discretionally, so please discuss any requirements for this at the start of the recruitment process.
- Most staff are required to travel to Ghana occasionally to visit our projects and work with the AfriKids Ghana team. You should be willing and able to travel to Ghana for at least one week per year.
- You will also:
 - be a teamplayer, working collaboratively and “pitching in”
 - attend and support with AfriKids’ events as needed, which may involve alcohol
 - respect and uphold our Principles and Fundraising Values at all times (see pages 6-7)
 - know and uphold the AfriKids policies and procedures which are applicable to your role and level (we will train and support you with this)
 - strive to give AfriKids your best, embracing opportunities to learn and progress with our support
 - positively uphold our commitment to equity, diversity and inclusion, respecting that abuse and discrimination of any kind will not be tolerated
 - sign and uphold our Code of Conduct, which includes a commitment to the highest standards of safeguarding

The support you will get from us

- A full induction including information on AfriKids’ history and current work; introductions to all staff that you will work with; training in policies and procedures that are relevant to your role and level; training in our systems and ways of working as applicable to your role; handover information as relevant.
- A dedicated point of contact who will ensure you are clear on your role and equipped to do it (a line manager for staff or key contact for associated personnel)
- The tools and equipment you need to do your job
- The support to do your job safely and in a way which protects your well-being and work/life balance. This includes flexible working options.
- For staff – we will work with you to create your Personal Development Plan, which will ensure you are fully supported to learn and grow with the organisation and achieve your full potential and you will get a package of great benefits, see pages 9-10

Health and Safety Responsibilities

All AfriKids staff and associated personnel have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake;
- Following safety rules and procedures as outlined in AfriKids’ Health and Safety policy;
- Using work equipment, personal protective equipment, substances, and safety devices correctly; and
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.
- Employees shall co-operate with the Charity by allowing it to comply with its duties towards them.

Data Protection

In order to protect the confidentiality, integrity and availability of Charity information, including information provided by fundraisers, donors, customers, partner organisations, and other third parties, where applicable, employees will comply with the Charity’s Data Protection and information security policies.

We will process your personal data in accordance to AfriKids’ Privacy Policy which can be found on our website (www.afrikids.org/privacy-policy).

Amendments to this position post-appointment

This reflects the core activities of the post. As the organisation and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in training.

Our Principles

We are truly local

Our team of local staff in Ghana design and run all of our life-changing programmes from start to finish. Qualified, experienced professionals, they have a deep, personal commitment to improving life for children in their communities, and being known and trusted by the communities they work in is what makes them so effective, especially with some of our most complex work changing traditional beliefs. Fundraising and donor due diligence is led from the UK, but all to support local people delivering the right solutions in their own communities.

We are transparent and accountable

We are fiercely committed to 100% accountability for all of the money we receive and spend in the UK and Ghana. We maintain robust governance policies and procedures including regular internal and external audits to ensure this. We publish independently audited accounts annually and encourage donors to ask us anything, anytime.

We Say No to Pity

We will not trivialise the injustice of poverty or compromise the dignity of anyone we work with through pity advertising or by using inappropriate images or language when discussing sensitive issues. We hope sharing the positive stories of how our work is making a difference will inspire people to help us do more.

We listen

Our programmes are developed by listening to what local people tell us they really need. Our exceptional stakeholder consultation gives every level of society a say on what we do, and gives us a clear view on what the government and other actors are doing. This ensures our projects are always truly needed, wanted and bought into by everyone it takes to make them work.

We empower

Our approach is always to help children, families and communities help themselves. Our projects bring people together, equip them with knowledge and show them how to make and demand the changes needed for all children to have a better life in northern Ghana.

We sustain

If it's not sustainable, it's not development. For us, this means two things:

Addressing the root causes of issues as well as the symptoms

As well as providing direct support to children at risk now, we are also improving the education, child protection and healthcare systems of northern Ghana, to stop suffering in the first place, and improve every child's start in life.

Creating changes that are sustainable without ongoing aid

All of our projects create change by educating local people and empowering them to make changes themselves. This way the changes we help make with each new project become permanently embedded, and continue to benefit children long after our involvement ends. While there is a lot of work to be done and making permanent changes take time, our projects will evolve and move, rather than create dependence on us and aid funding for changes to be sustained.

This is how we are helping people secure better futures for children that ultimately don't rely on aid.

We respect people and planet

We work together with communities to end harmful traditional practices and protect children, while respecting local culture, heritage and environment.

We are conscious to minimise the impact of our operations on the environment and employ a reduce, reuse and recycle approach.

We always want to do better

An ethos of learning and improving is ingrained in everything we do, from supporting training for all of our staff to continuously developing our Monitoring, Evaluation and Learning tools to measure our impact and inform our strategy. We welcome feedback from all of our stakeholders.

Our Fundraising Values

Our four fundraising values are the qualities and standards that guide our conduct (how we “behave”) in raising funds. Underpinning our Integrity value is our registration with the Fundraising Regulator and compliance with its Code of Fundraising Practice.

Integrity

We aspire to deliver the best in class; to be impactful, to be honest, to be respectful and to be accountable for all we do. We always act in the best interests of the children and communities we serve and we never compromise their dignity.

Specifically:

- We will never do anything we are not proud of
- We treat others with compassion
- We set clear expectations and systematically account for them

Community

We nurture a culture of openness and listening, providing inspirational donor experiences and building quality, long-lasting relationships.

Specifically:

- We build a community that is as equitable, diverse and inclusive as possible
- We are friendly, polite, positive to everyone
- We skilfully and respectfully challenge and resolve issues
- We work together united in passionate service to our mission
- We invite people in and make them feel welcome and valued for their unique contribution

Agility

We are responsive to our environment and we adopt adaptive approaches that enable us to secure sustainable long-term funding.

Specifically:

- We commit to continuously analyse our internal and external environment to inform our decisions
- We follow lean processes to innovate new products, systems and ways of working
- We will regularly ask ourselves if we are operating in the most efficient and impactful way

Ambition

We are bold in our approach and will always find creative solutions to broaden our reach. We will always challenge ourselves, so our supporters remain engaged to ensure our lasting impact on the lives of more children in Ghana.

Specifically:

- We will set and deliver ambitious goals
- We take measured risks
- We commit time to finding inspiration to enable creative solutions



Registered with
**FUNDRAISING
REGULATOR**

Benefits of working with AfriKids

As an AfriKids member of staff, you are one of the organisation's most important assets. We want you to love working for us and to feel supported in maintaining a healthy work-life balance and to develop personally and professionally while you're with us to give us your best!



Trips to Ghana

Knowing the people we work with and support in Ghana is critical to you being effective in your role in the UK, and maximising the contribution you make to both organisations. Most staff enjoy an all-expenses-paid trip to Ghana every year or two in order to build relationships, learn more about the people we support and their local context and to gather experiences and information first-hand to share with our supporters and stakeholders.

Holiday

All staff are entitled to over 20% more annual leave than the government requires. In addition to 8 Public Holidays, 3 Christmas break days, an AfriKids anniversary day and 22 days' flexible annual leave (full time equivalent), staff earn an extra day per year after 2 and 4 years of service with the organisation as a thank you for your continued hard work and commitment.

Time Off in Lieu

While we can't offer additional pay for overtime, when staff working extra hours is essential, we compensate with extra time off. This includes overtime in the UK and while overseas with AfriKids, and is intended for resting, recovering and reclaiming personal time lost.

Flexible Working

In order to support all staff in maintaining a healthy work-life balance, we offer flexible working including working from home when needed and Flexitime, which enables staff to manage their own hours. So when you need to finish early or have a lie in, you can.

Learning and development

The quality of AfriKids' staff is paramount to the organisation's success, and as our activities and ambitions evolve and develop, so too do we need our staff to. AfriKids positively assesses the skills, knowledge and experience of staff regularly and offers all staff in-house training, an annual training budget, ad hoc full team external training, study leave when earning new and relevant qualifications, and welcomes requests for other ways that AfriKids might support the learning and development of all staff at all levels.



Pension

AfriKids offers a generous pension scheme, matching employee contributions up to 5 per cent.

Sick Leave

It isn't in anyone's best interests for staff to be in the office or working when they are unwell. Our sick leave allowance is more generous than statutory requirements and allows staff to get back on their feet and back to work at a reasonable pace.

Sabbaticals

Whether for professional development or just a personal break, AfriKids offers all staff the opportunity to apply for a sabbatical after 4 years of service.

Cycle to Work scheme

AfriKids are registered for the government's Cycle to Work Scheme, meaning staff who wish to can buy a new bike and accessories tax-free through AfriKids with a loan.

Travel Card loan

Being able to buy an annual travel card can significantly reduce the personal expense of travelling to work. We offer all staff interest-free credit for an annual travel card for their commute which they can pay off each month.

Family support

AfriKids offers a range of benefits to support family life, including generous parental leave policies and compassionate leave when needed.

Well-being Fund

AfriKids offers support towards activities to support your health and well-being in order to help all staff to be happy and healthy at work.