



Fundraising Volunteer (grants) | Role Profile

ABOUT US

Big Leaf Foundation is a small charity working with displaced young people in Surrey. Our aim is to provide a nurturing programme of activities, projects and events that focus on combating social isolation and improving wellbeing for the young people we support.

The experience of arriving in a new country is, for many young people, overwhelming and incredibly difficult. They are often cut off from everything that is familiar to them, leaving them vulnerable to loneliness, isolation, anxiety and boredom. Our founders saw an opportunity to change their situation and help them feel a sense of inclusion within a network of their peers and the wider community.

We want to engage the young people we work with to be excited about the opportunities available to them, and to value their unique talents and abilities so that they can rediscover their potential and move forward with renewed optimism. We want to support and empower these young people to know that they are more than the status they have been given and help them find their place within their local community.

OUR VALUES

Trust & Transparency | Nothing is more important than trust, because so many of our young people have experienced a world in which they can trust nobody. It's essential that we build a relationship based on trust with our young people, and that they have confidence we will always act in their best interests. We achieve this by maintaining high standards of honesty and transparency at all times.

Equality | We create a safe, inclusive environment free from bias, prejudice and hierarchy. We want our young people to grow and explore their potential in a non-judgemental space in which all participants are equal. Empathy and compassion are our watchwords.

Growth | Everything the Big Leaf Foundation does is focused on promoting the personal growth of our young people. We want to help them move beyond the status they have been given as a “displaced persons”, and to understand and explore their unique potential as individuals.

ABOUT THE ROLE

We're looking for an experienced volunteer fundraiser to join our team.

Our brilliant volunteer fundraiser is leaving us after three years of working together and we're looking for someone to take over this role – working with the Trustees and Programme Managers to identify possible funders and take the lead on writing and submitting grant applications on our behalf.

In 2018/19 Big Leaf was reliant on two main funders for the majority of its income. In 2020 we grew our funding base, receiving funding from 10 trusts and organisations. But as demand for our services continues to grow and the number of displaced young people we're supporting keeps increasing, we need to build and diversify our funding base further.

Our focus over the next year will be on securing multi-year core funding to build long-term sustainability and help us meet the growth in demand for our services.

- **Salary:** Voluntary (+expenses)
- **Location:** Home based with occasional within Surrey (usually Guildford & Redhill)
- **Hours:** 4-8 hours per week
- **Commitment:** minimum 9 months
- **Reports to:** Chair of Trustees
- **Closing date:** Wednesday 7 September

KEY TASKS

- Increase funds by researching and targeting charitable trusts whose criteria match Big Leaf Foundation's aims.
- Lead on writing grant applications and providing follow-up reports to funders as required.
- Engage new donors while maintaining and developing relationships with existing donors.
- Work with our Partnerships, Governance & Admin Coordinator to ensure funding deadlines, reports and donor contact is recorded on our database and shared with the team.
- Provide regular feedback to the Trustees and core team on fundraising activities and opportunities.
- Liaise with other members of the Big Leaf team as needed to fulfil the role.

SKILLS

Essential

- Passion for the role and commitment to our aims and values.
- Excellent communication skills, both written and oral, and the ability to 'sell' an idea.
- Previous experience of fundraising in the charity sector and/or at a community level.
- The ability to build and maintain relationships.

- Highly motivated and pro-active.
- Good organisational and project management skills.
- Able to work as part of a team.

Desirable

- Proven ability to meet financial targets.
- Understanding of the issues and experiences of young people who are coming to the UK as asylum seekers and refugees.

Please note: Recruitment is conducted in line with safe recruitment practices. Applicants for this role will not have regular, direct contact with our beneficiaries and therefore a DBS check is not required for this role. But all volunteers will be required to complete Safeguarding training as part of their induction and training.

TO APPLY

If you feel that you have the skills, experience and motivation required for this role, please [download and complete our volunteer application form](#) and return to contact@bigleaffoundation.org.uk