

**We need
people
who are
great with
people.**



Applicant Information Pack Strategic Funding Executive



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Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



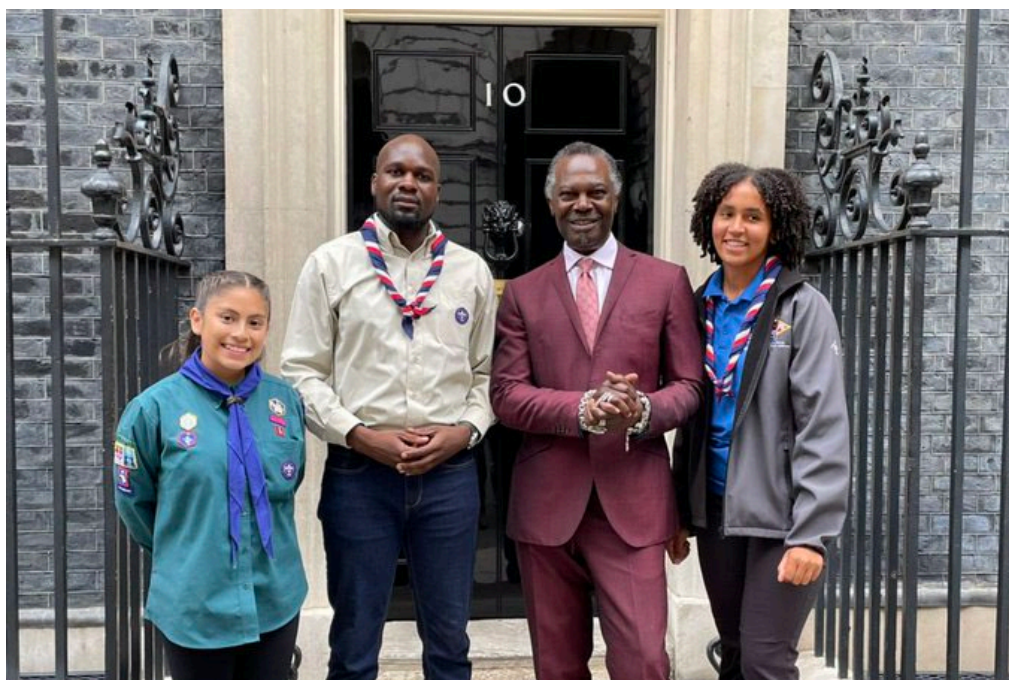
Carl Hankinson, UK Chief Commissioner



Matt Hyde, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

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Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levy Roots (third from left) with our Scouts at 10 Downing Street, London UK

You'll be helping change young people's lives. But what else is there for you?

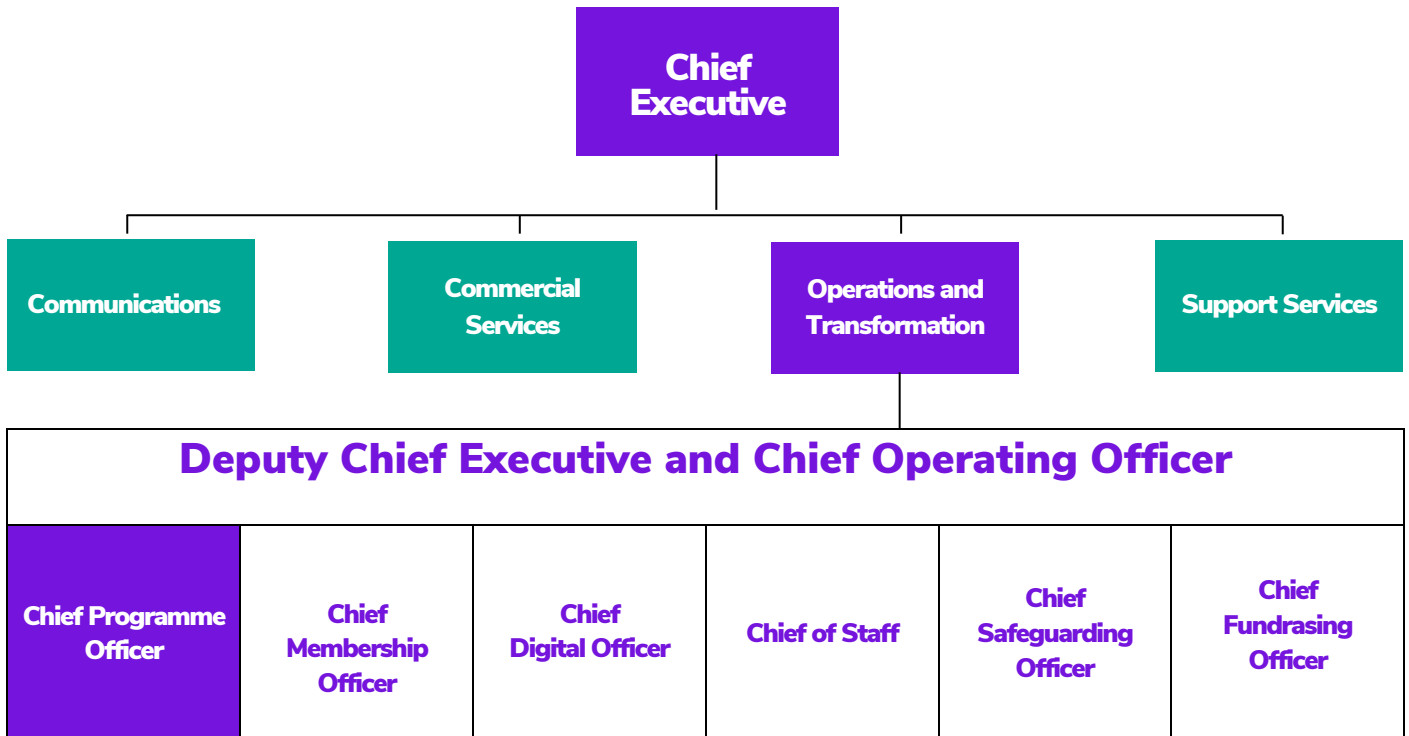
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 25 days holiday a year, plus bank holidays rising to 28 days after two years, then increasing again to 32 days after five years (and we don't insist you go camping)
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working – this'll be opening soon

Want to know more?

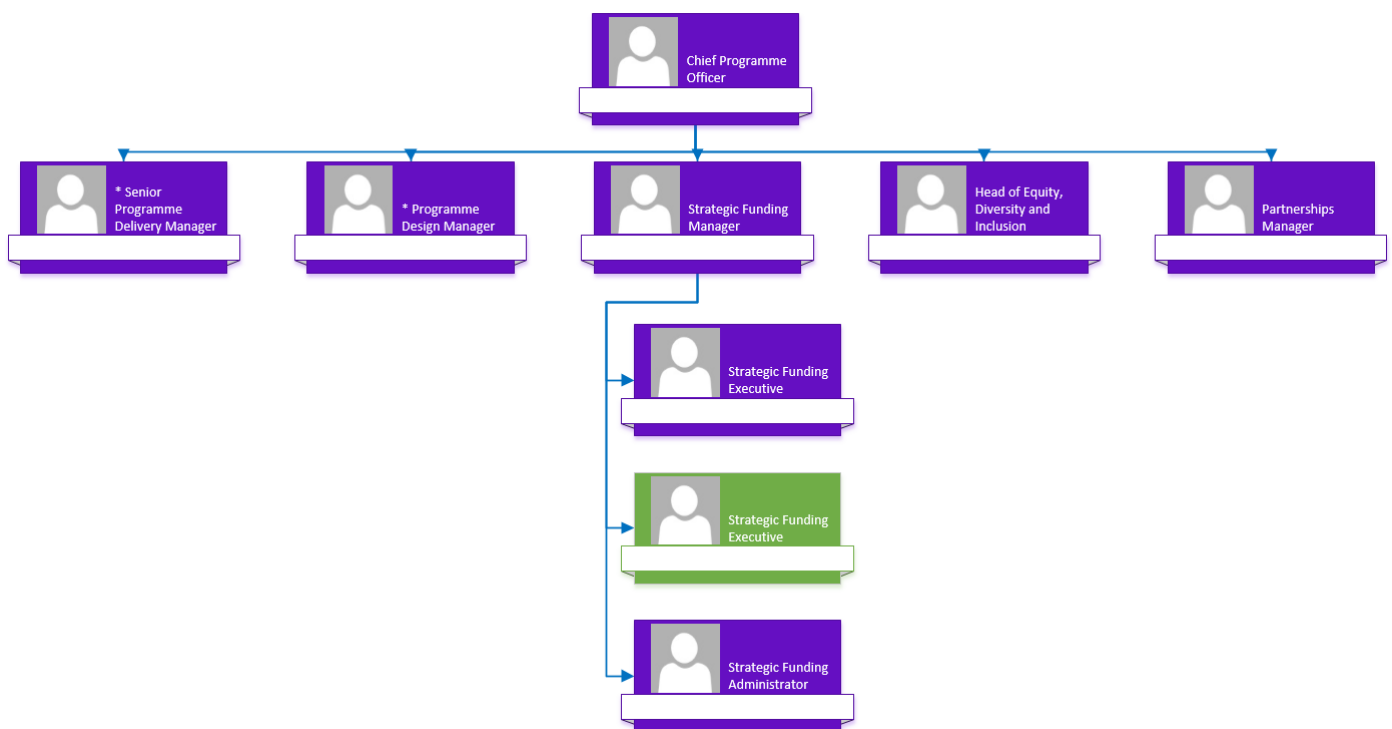
Check out our [benefits page](#)

How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into four directorates:



Programme Team Structure:



We're the Strategic Funding Team.

We're doing well, but you can help us do better.

We are a small team working together to bring in external funding that has a large impact on Scouting. Your actions will have a positive impact for young people across the UK by supporting Scouting to deliver high quality systems change, programmes and projects. A few of our funded programmes are: the Welcome to Volunteering Programme supported by Pears Foundation, our new Early Years Section Squirrels (supported by a range of funders), the Attracting Young Muslims to Scouting Programme, ensuring young muslims have opportunities to get involved in Scouting supported by The Aziz Foundation, Pears Foundation and IRUK. We're curious, passionate and tenacious about developing new and ongoing relationships with new funders, offering them an outstanding experience with Scouts, encouraging them to feel part of the 'family'.

We put a high premium on the things that bring a smile to your face during working hours, and we're grateful to those in our team who spend the time making these "glue" moments happen. Whether that's our team awards evening, seasonal celebrations, BBQs and other random activities that help us to relax and unwind. We don't clock watch. We trust our people to work in a way that makes their personal lives easier and still gets the job done. We work flexibly coming together online and in person to share our challenges and wins, working hard as well as making time to have fun. We have team away days and development sessions either at Gilwell Park or in other great spaces where we have time to think and develop our services. We value learning and development creating a supportive environment where you can succeed and gain new insights into fundraising. When the chips are down and deadlines tight we come together, putting in extra hours to get things done. It doesn't happen often, but we all pull together when it does.

Hilary Maywood
Strategic Funding Manager



About the role

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| Responsible to: | Strategic Funding Manager |
| Department: | Strategic Delivery (Programme) |
| Base Location: | Gilwell Park, Chingford, London |
| Role supports hybrid working: | Yes – click here for further details |
| Term: | Permanent |
| Salary: | £ 36,712 per annum Band F, Level3, inclusive of Outer London Weighting |
| Hours: | 35 hours per week |
| Line Management Responsibility: | n/a |
| Internal Relationships: | Senior Leadership Team, Operations and Transformation Directorate, Strategy Delivery (Volunteering) Team, Communications Directorate, Team UK, Volunteer People Team, Project Management Office, Programme Sponsor, Board members, Project Leads and wider association staff and volunteers, |
| External Relationships: | Government agencies and organisations, funders, senior officers within partner/sector organisations, senior colleagues in Grant, Trusts and Foundations |
| DBS: | Basic |

What's expected?

The purpose of this role is to secure £1million external funding aligning to Scoutings strategic objectives.

Working closely with Scouting colleagues the Strategic Funding Executive will work within a small team to:

- Identify and cultivate potential funding
- Produce successful bids and applications,
- Manage partner relationships and maximise a warm portfolio of donors including several large multi-year funders, seeking to extend their support wherever possible.
- Write reports, evaluate impact and share learning across the organisation.

Key accountabilities

Secure External Funding:

- Work with the Strategic Funding Manager and colleagues to identify projects for funding
- Proactively identify, research and prioritise new trusts that are strong funding prospects for The Scouts
- Develop appropriate and compelling cases for support
- Where opportunities are identified, prepare high quality, compelling and tailored applications for external funding aligned to our strategic objectives.
- Work with colleagues in other departments to obtain necessary programmatic and budget information.

Stakeholder Management:

- Develop and manage current small – medium sized trust relationships
- Use the strategic fundraising database to maintain accurate records of funder donations and engagements
- Manage a quarterly mailing cycle to smaller trusts, growing income from this group while streamlining processes to ensure it remains low maintenance
- Work closely with scouting colleagues to ensure that any reporting or other obligations attached to grants and contracts are fulfilled effectively and in a way that strengthens relationships
- In conjunction with Strategic Funding Colleagues ensure we are well networked and represented with Government departments, relevant third sector organisations and funders who are able to support our strategic objectives
- Deliver events, meetings and assets that provide high quality engagements and profile for existing funders and decision makers (meetings, visits, media/sector profiling opportunities), that assist in developing strong relationships. Again, this may be through other colleagues rather than wholly delivered by the Strategic Funding Team itself.
- Monitor external parliamentary, third sector and funder activity to identify opportunities to build relationships and secure funding aligned to our strategic objectives.

Funded Project Delivery and Evaluation:

- Ensure funded projects are delivered effectively, within agreed timescales and to budget, with timely reporting to funders. This will involve supporting, monitoring and challenging colleagues (including senior colleagues) as opposed to operational delivery by the Strategic Funding team itself.
- Ensure all externally funded projects are properly evaluated by relevant colleagues, and converted into resources that can be used by our membership to increase the impact and legacy of external funding.

Other

- To ensure through regular meetings and communication that all relevant departments and volunteers in The Scouts are updated on your activities across the Strategic Funding Team.
- To keep abreast of all of the latest Scout news
- To support the wider Strategy and Programme Delivery objectives and strategy.
- To support the wider Fundraising team to achieve annual income objectives
- Any other duties commensurate with the grade of role.

About you

We are looking for a results-driven, motivated team player to join our exciting and fastpaced strategic funding team. You will be an innovative thinker, able to spot opportunities and develop concepts to create successful bids. Proven success of fundraising from trusts and foundations would be an advantage along with a superb ability to write with flair and creativity. You will have excellent presentation skills, an eye for detail, be exceptionally well organised and work well autonomously. As a problem solver, you will be comfortable taking personal responsibility for the success of our work.

Skills and abilities

- Proven ability to build strong relationships with, and influence, internal and external stakeholders at all levels
- Excellent writing, presentational and intra-personal skills
- Good finance skills for accurate budgeting
- Ability to manage and prioritise a diverse workload to meet tight deadlines
- Basic experience of delivering or commissioning methods of measuring the impact of programmes/projects in robust and proportionate ways
- Highly competent in the use of word processing and excel, data collection and email software, willingness to travel across the UK and undertake occasional out of hours work.
- Highly developed networking and influencing skills that result in positive outcomes

Knowledge, experience and qualifications

- Experience of securing restricted funding from trusts, statutory or commercial sources
- Experience of cultivating and managing a portfolio of trusts and foundations
- Experience of working in a target led environment with a proven track record of delivering against targets
- Experience of producing powerful and compelling fundraising proposals and reports
- A high level of knowledge, or ability to rapidly acquire such knowledge, in sectors key to The Scout Associations strategic objectives, namely parliamentarians and governmental bodies, third and youth sector organisations and potential funders.
- Experience of working with partners across charitable, private or public sectors.
- Experience of managing funders in a highly pressurised environment
- Experience of contributing to fundraising strategies in line with organisational plans
- An understanding of programme delivery (including analysis and diagnosis, design, planning, execution and evaluation) with clear potential in a fundraising function.

Personal qualities

- A confident, personable and professional manner to work with both internal and external contacts.
- Self-motivated, resilient, highly organised with an enthusiastic attitude towards a varied workload.
- A willingness to learn and share your knowledge with the wider team.
- Passionate about and an appreciation for the positive community impact the Scout Movement has.
- Commitment to and understanding of equality and diversity

How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application via the Smartsheet link on [our jobs page](#) by **11:59pm on Wednesday 25 May 2022**.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Interviews will be held on Tuesday 7 June 2022.

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact Hilary.maywood@scouts.org.uk to set up a call or virtual meeting.

