



APPLICATION PACK

Community & Corporate Fundraiser (North)

Board of Trustees:

Marion Luckhurst FCIPS (Chair)
 Robin Barlow, Stephen Brearley
 Ken Cherrett, Mark Duddridge
 Morag McLintock, Gillian Parker,
 Andrew Fraser

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 Sir Ranulph Fiennes OBE
 Jennifer Saunders
 David Gower OBE
 Alan Titchmarsh MBE

Jenny Agutter OBE
 Greta Scacchi
 Seth Lakeman



March 2019



Dear Candidate

Thank you for requesting an application pack for the position of Community & Corporate Fundraiser (North) at CHICKS. This role is within the Fundraising & Development Team and is responsible for securing income and managing relationships with community groups, local businesses and volunteers in the Midlands and North.

We believe that people are the key to our future success and aim to ensure that the charity is a great place to work by providing an environment where staff are valued and where excellence is the norm.

Our organisational values are:

- Our retreats and workplaces will encourage fun, develop a spirit of adventure, be creative and create positive memories in a relaxed environment;
- Our staff will enjoy a safe space, be respected and highly trusted. We will always help to develop and find the best in people;
- Everyone involved will feel like they are part of CHICKS - a group that cares, supports and nurtures each other, and;
- Our staff and children will be provided with opportunities that are challenging and exciting and that provide life changing and transformational moments

It is an exciting period for the charity, with demands on our services growing, an increased presence nationally with staff now based in the South West, Derbyshire and London and we have implemented a new strategic framework as we look to build the charity for the future.

The Fundraising & Development Team plays a central role in the success of the charity, working alongside colleagues across the organisation, to raise the funds necessary to deliver our mission, raise the profile of our work nationally, and look to new opportunities to ensure we continue to grow for the future and impact on the lives of more children across the UK.

CHICKS is an ambitious charity and if you relish a challenge and have the determination to succeed then I very much welcome your application. If you would like to discuss the role in more detail, please email: mabel@chicks.org.uk.

Yours sincerely

Mabel Duncombe
Partnerships & Regional Manager (North)

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 Bonnaford
 Brentor, Tavistock
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Cornish Office:

Coastal Retreat
 Barn Park Farm, Well Street
 Tywardreath
 Cornwall PL24 2QN

t: 01726 817913

Midlands Office:

Daleside Retreat
 Ravenscliffe Farm
 Fenny Bentley, Ashbourne
 Derbyshire DE6 1LF

t: 01335 350525

Scottish Office:

The Wynd Centre
 6 School Wynd
 Paisley
 Renfrewshire PA1 2DB



Community & Corporate Fundraiser (North)

Full-time: 35 hours per week, Monday - Friday

Home-based in Nottingham, Derby, Manchester or Birmingham. Regular travel, including to the CHICKS Daleside Retreat in Derbyshire, will be required.

Salary: Grade 3: £18,289 - £22,367

CHICKS is a national children's charity providing free respite breaks to disadvantaged children from all over the UK. We believe every child has the right to make positive childhood memories. A CHICKS break inspires new confidence and gives children the chance to have fun, enjoy new experiences and relax. More than anything, it gives them the chance to just be children.

The new Community & Corporate Fundraiser will play a pivotal role in the charity, at a time of significant growth in the Midlands and North for CHICKS. With the opening of our new Daleside Retreat in Derbyshire in 2017, and more and more respite breaks being held each year at the retreat, this is an income stream with real potential for expansion.

Have you got the passion and commitment to promote our charity in the Midlands and North using your outstanding networking and relationship-building skills to grow on our established supporter base and build up our income streams?

We are looking for a highly motivated, tenacious individual, who will enjoy the challenge of optimising existing relationships plus taking the charity to a new audience. Previous fundraising, sales or marketing experience is desirable, along with strong local links.

The role will require you to generate a broad base of support to ensure your income targets are met and to grow awareness of the charity across the region.

For an application pack please email: hr@chicks.org.uk; or call: **01822 811103**

Closing date for completed application: Sunday 7th April 2019

CHICKS has a responsibility for and commitment to safeguarding and promoting the welfare of children and young people. All successful applicants will be subject to a number of employment checks including a check from the Disclosure and Barring Service.

FUNDRAISING & DEVELOPMENT TEAM: JOB DESCRIPTION

- Role:** Community & Corporate Fundraiser (North)
- Responsible to:** Partnerships & Regional Manager (North)
- Responsible for:** N/A (Supporting volunteer groups and office volunteers will be required)

Scope & Purpose:

The post holder is responsible for securing income and managing relationships with community groups, local businesses and volunteers. Building upon an established supporter base you will ensure our income streams continue to grow.

Main Responsibilities:

- To implement the regional fundraising plan to raise income from across the community as agreed in the annual budget and meet targets in line with the Fundraising & Development Plan
- Build strong relationships with current and potential supporters including community groups, local businesses, individual donors and schools
- Establish and manage fundraising volunteer support groups and committees, as well as office and administrative volunteers, to deliver agreed financial targets
- Develop and organise specific community events and work with local community groups to support other regional events
- Proactively seek new supporters and interesting ways to generate income from the local community
- Be an excellent representative of CHICKS (e.g. community talks, meetings with businesses, networking events)
- Utilise fundraising campaigns consistently across the region
- Contribute to the production of a calendared annual community fundraising plan, and implement accordingly
- Ensure that donor and volunteer support is appropriately acknowledged
- Prepare reports on successfully-funded projects, ensuring local supporters are kept up to date with activities and break feedback with the support of the marketing team
- Ensure up-to-date records are held on the Raisers Edge database and network folders
- Continue to develop the knowledge and skills required to fulfil the responsibilities of the position.
- Attend regular review meetings as required by your line manager or others in the leadership team

General Duties:

- To be an active, engaged and enthusiastic member of the team
- Travel as required to support activities and fulfil objectives
- An understanding and willingness of working unsocial hours, including evenings, weekends and staying away from home overnight as and when required
- To work in line with the CHICKS Mission, Vision and Values at all times, working with others to provide a supportive, responsive environment and services
- To present a positive image of CHICKS at all times, through every aspect of your work
- To ensure that all CHICKS policies, procedures and agreed protocols are adhered to
- To contribute to the planning, review, monitoring and reporting processes and activities
- To participate in team meetings and activities and represent CHICKS at other meetings as agreed
- To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation
- To attend training courses as identified and agreed for appropriate development
- To undertake other duties not specifically stated above, which from time to time are necessary without altering the nature or level of responsibility involved

- To make a commitment to improving CHICKS environmental impact by means of energy saving and recycling in the workplace

Person Specification:

- Previous fundraising, sales or marketing experience is desirable
- Experience of managing and/or working with volunteers is also desirable
- The confidence to network and build relationships with supporters and potential supporters at all levels to deliver and maintain financial growth
- A confident, articulate and persuasive communicator, both written and oral, with influential and emotive public speaking skills
- The ability to influence and motivate others
- Passionate, committed, tenacious and enjoys a challenge
- A highly-motivated self-starter with good self-management skills
- The ability to manage a busy and varied workload
- Excellent organisational skills, attention to detail and the ability to meet deadlines
- Outstanding interpersonal skills with a team player spirit and an ethos aligned to the charity
- Target driven, with a positive, problem-solving attitude
- The ability to use own initiative, be proactive and think strategically
- Good computer skills with the ability to use CRM database software. Experience of Raiser's Edge is desirable
- A demonstrated commitment to professional standards and applying industry best practice to all aspects of the role
- Links in the Midlands and North are desirable
- Full clean drivers licence and access to a car is essential

Health & Safety:

- To undertake regular risk assessments and take any necessary action to avoid potential health and safety hazards
- Having read CHICKS Health and Safety manual, ensure compliance at all times with CHICKS Health and Safety Policies including: accident reporting procedures; fire drills and first aid facilities
- To liaise with the appropriate person on all Health and Safety matters where required

Commitment to Safeguarding Children:

- Everyone who works at CHICKS has the responsibility for promoting the safeguarding and welfare of children
- To ensure awareness of the charity's policy and procedures regarding Child Safeguarding
- To become aware of the signs and symptoms of abuse by attending relevant courses
- To report all causes for concern to the Designated Safeguarding Lead or Officer
- To carry out risk assessments that include safeguarding measures for any activities

What We Do for You

What kind of an environment will I be working in?	You will be working with an ambitious and friendly team which enjoys working together. The staff team have organised social activities in the past including a curry night and pub quiz and of course, the office has plenty of free tea and coffee and there is always someone bringing in biscuits or homemade cake.
Where will I work?	This role will be primarily home-based, with regular travel to our Daleside Retreat near Ashbourne, Derbyshire. Occasional travel will be required to our other offices and retreats in Devon and Cornwall. You will also be expected to be out and about in the community, so regular travel across the region will be required.
Where can I park my car?	We have a free, spacious car park adjacent to each office so there's no need to worry about parking.
How much holiday do I get?	We will give you 28 days paid holiday every year, plus bank holidays.
What happens if I become ill?	Don't worry; we give our employees up to 8 weeks paid sick leave following their probation period.
What about parental leave?	We provide 12 weeks paid maternity or adoption leave and 2 paid weeks for paternity leave following your probation period.
Will you help me save for the future?	Yes, CHICKS provides a workplace pension, and all eligible employees are automatically enrolled into our scheme 3 months after commencing working with CHICKS. CHICKS contributes 2% of all of your earnings at present and this will increase to 3% in April 2019. (You may of course opt out of the scheme if you wish to do so).
How will you help with my professional development?	CHICKS operates an appraisal system where emphasis is put upon developing self and others. Development opportunities will be identified and you will have access to training courses, mentoring and seminars.
How will you review my salary?	You will be appraised in your job at the end of each appraisal year. All employees' salaries are reviewed annually based upon this.
What other support do you offer?	We offer all members of staff a free counselling service should they feel they need to speak to someone outside the charity.
Is there opportunity to engage with the children?	We encourage all staff to take the opportunity to spend time with the children on break as the children are at the centre of everything we do.



Our Moorland Retreat (Devon)

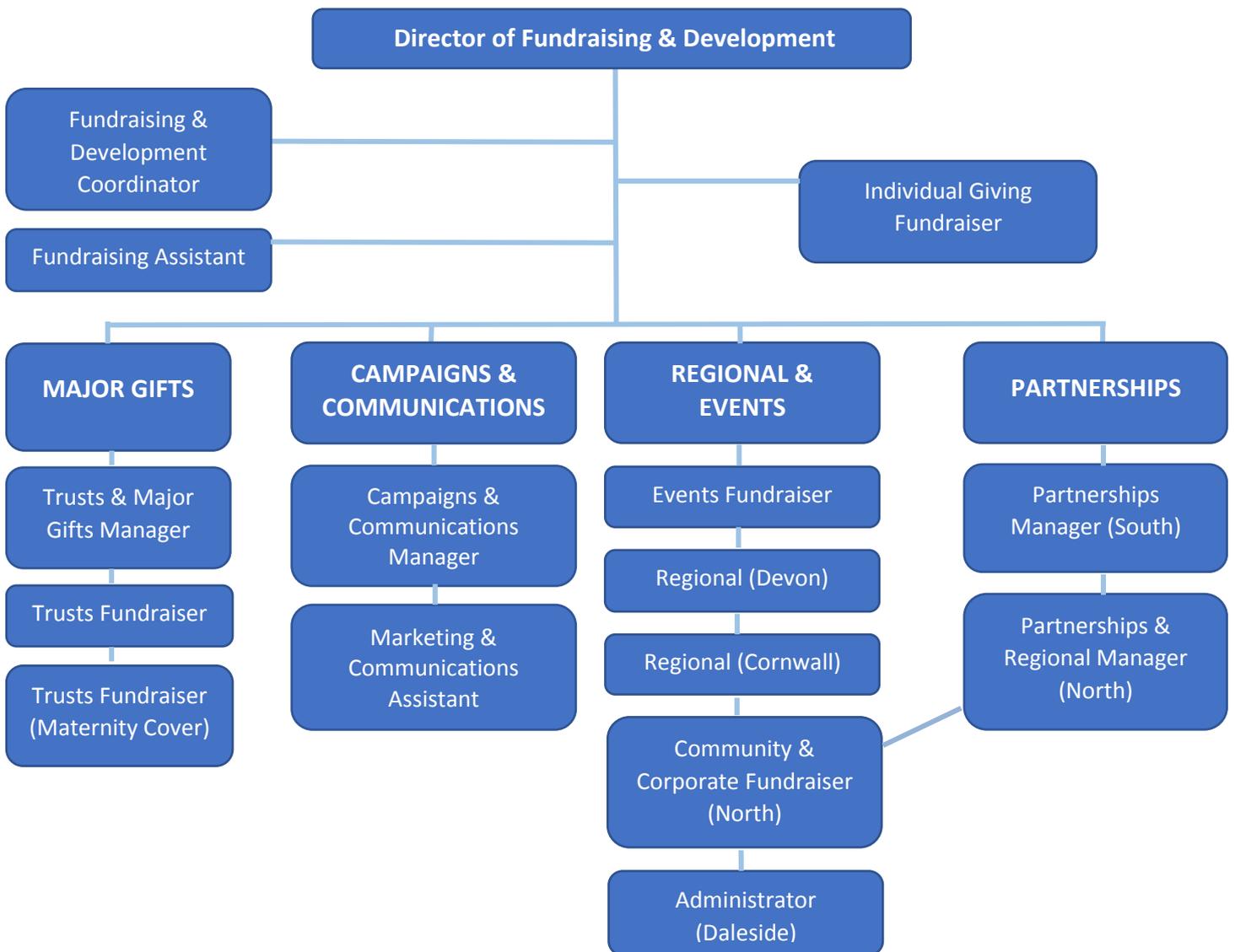


Our Coastal Retreat (Cornwall)



Our new Daleside Retreat (Derbyshire) which opened for children in May 2017

FUNDRAISING & DEVELOPMENT TEAM: STRUCTURE



CHICKS: BOARD OF TRUSTEES

- **Marion Luckhurst, *Chair of Trustees*** joined CHICKS Board of Trustees in 1997 and also chairs CHICKS operations committee. Marion runs an independent partnering consultancy. Marion formally worked as Group Supply Chain Director for VT Plc, Procurement Director for BA Systems, DML Ltd and KBR. Marion is also a member of the Board of Shekinah charity for the homeless. She is a fully qualified Life Coach and is also a Rotarian.
- **Ken Cherrett, *Deputy Chair*** became a Trustee of CHICKS in 2002, is Chair of CHICKS Finance and HR Committee's. Until recently he was Chair of Cifas (the UK's Fraud Prevention Service) and the Senior Independent Director on the Board of Registry Trust Ltd (Register of County Court Judgments & other services). He was with TSB (now Lloyds Banking Group) for 34 years, holding various director positions in the City, including being appointed the first CEO of Trustcard. He subsequently became Director-General of PSL, a joint CBI-DTI (now BIS) initiative.
- **Robin Barlow** is a Fine Art Consultant and Valuer working as sole practitioner from his home in South Devon. He is a past County President of St. John Ambulance, a Council Member of the American Museum in Britain at Bath, and is currently a Trustee of The Britannia Museum (BRNC Dartmouth) and of the Devon Community Foundation. He is a Liveryman of the Worshipful Company of Arts Scholars and a Freeman of the City of London. He served as High Sheriff of Devon in 2012/13 and is a Deputy Lieutenant of the County.
- **Mark Duddridge** is currently Chair of the Cornwall and Isle of Scillies Local Enterprise Board and a Director of Rodda's. Previously, Mark was a main Board Director of Samworth Brothers, as well as Managing Director of Ginsters. Mark enjoyed nearly 20 years' service with Samworth Brothers who he joined from Northern Foods with whom he held a number of site Director roles. In addition Mark is Chair of CHICKS Fundraising Committee, as well as being a Trustee of the Princes Countryside Fund and one of the Princess Royals' Training Commissioners.
- **Steve Brearley** is Account Executive for PepsiCo UK, where he is part of the commercial sales team overseeing the sales of all Walkers products into all Asda Stores across the UK. Previously, Steve was a child protection social worker for Wokingham Borough Council Children's Services. He has an LLB in Law and completed a Masters in Children and Families social work. Steve has been active with CHICKS for the past decade as a volunteer, referral agent, respite break leader and, since 2012, a trustee. Steve has worked residentially with children at Barnardos and managed a number of youth and community projects including youth clubs and football teams for vulnerable young people
- **Gillian Parker** joined Leicestershire Constabulary in 1980 which led to a career spanning 30 years and culminating in the post of Chief Constable of Bedfordshire. Gillian was involved with child protection issues as an investigator and also in developing policy. She was also responsible for developing policies in relation to both domestic violence and youth offending. Her retirement in 2010 brought her to Devon and she joined CHICKS as a trustee

in 2013. Gillian is also a Rotarian and trustee of Trustee of Shekinah (homeless) charity in Plymouth.

- **Paul Williams** was appointed to the board of trustees in 2015. Paul has recently retired having founded Ward Williams Associates, a national firm of surveyors specialising in Quantity Surveying, Project Management, Building Surveying and CDM. Paul has also served as a local Councillor with Mary Tavy Parish Council.
- **Andrew Ryde** joined the CHICKS board in November 2015. He is a Managing Director in London for the Canadian Bank, CIBC, where he is responsible for their European Debt Capital Markets business. He has been a Trustee of the CIBC Children's Miracle Foundation for several years and it is through his work with this charity that he first became involved with CHICKS. A Geography graduate from the University of Sheffield, Andrew has worked in the City for over 25 years and is married with two young children.
- **Andrew Fraser** became a Trustee of CHICKS in 2018 and has taken on the role of GDPR Lead for the Trustees. Andrew qualified in Economics and Business Studies and is an Education Guardian for overseas students, working for Oxford Guardians. Following a career in sales, marketing and business development, Andrew founded Business Interiors, an interior design and fit-out solutions company and, after 20 years of being the sole Director, sold the business and is now enjoying retirement. In addition to his involvement with CHICKS, Andrew is also a committee member of a local Cancer Research UK fundraising group.

CANDIDATE FAIR PROCESSING NOTICE FOR PROSPECTIVE EMPLOYEES OF CHICKS

Chicks collect data and information about our prospective employees so that we can run effectively as a service provider. We need this information to help meet our purpose of ensuring an effective, compassionate, high-quality care service and to meet our legal and contractual obligations with our employees. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of prospective employees.

We will always make sure that our prospective employee's information is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

Our contact details

CHICKS is the trading name of CHICKS Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address:

CHICKS Moorland Retreat
Brentor
Tavistock
Devon
PL19 0LX

Phone: 01822 811020

Email: info@chicks.org.uk

Our Data Protection Officer is Joanna Foster and she can be contacted at DPO@chicks.org.uk

What data do we process?

In order to employ you, we are required to process the following personal data:

1. Proof of your identity, including a copy of your birth certificate and passport (if any), as evidence of the right to work in the UK (name, date of birth, nationality, NI number, biometric photo, passport number);
2. Name, address, date of birth, hobbies, CV, professional memberships, languages;
3. Documentary evidence of any relevant qualifications;
4. A copy of each reference obtained for you;
5. Health information, disabilities
6. Either—
 - (a) where the certificate is required for the position, an enhanced criminal record certificate; or

(b) for all other positions, a criminal record certificate.

7. Details of any criminal offences—

(a) of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or

(b) in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted it

We collect information about our prospective employees when they apply for employment with CHICKS and we process it on an on-going basis.

Why do we need to process personal data on our prospective employees?

CHICKS need to process personal data about our prospective employees in order to assess your suitability as a candidate and to fulfil our legal obligations.

Our legal basis for processing personal data

By law, we need a legal basis for processing the personal data of an employee. Your submission of your CV or application is with your consent. We will then process the data in your application or CV and the data collected on you during the recruitment process in order to assess your suitability for the position.

By law, we need a legal basis for processing the personal data of a client. We will process your data using the legal basis of consent, legal obligation, vital interests and legitimate interests.

Consent:

Consent is given where we ask you for permission to use your information in a specific way and you agree to this. Where we use your information for a purpose based on consent, you have the right to withdraw consent for this purpose at any time. For example, you apply for a position with us because you wish to.

Legal obligation:

We have a basis to use your personal information where we need to do so to comply with one of our legal or regulatory obligations. For example, we need to check that you have the right to work in the UK.

Legitimate interests:

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our “legitimate interests” (provided that what the information is used for is fair and does not unduly impact your rights).

For example, CHICKS have a legitimate interest to keep your personal data on our systems in order to keep it secure, process it and to provide you with a service.

We only rely on legitimate interests where we have considered any potential impact on you, whether or not our processing is excessive and that our processing does not override your right

Special categories of personal data are data revealing health, race, religious beliefs, political views, trade union membership, sex life or sexuality or genetic/biometric information. We will process this type of information about you only if we are required to do so and if we have a specific exemption under the GDPR, which are: your explicit consent or if we are required to do so for employment or social security and social protection law purposes.

*We process the following data because we have a **legal obligation** to do so. We cannot employ person without this data.*

1. Proof of your identity, including a copy of your birth certificate and passport (if any), as evidence of the right to work in the UK (name, date of birth, nationality, biometric photo, passport number);
2. Name, address and date of birth;
3. Either—
 - (a) where the certificate is required for the position, an enhanced criminal record certificate; or
 - (b) for all other positions, a criminal record certificate (the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of CHICKS in the field of social security and social protection law)
4. Details of any criminal offences—
 - (a) of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or
 - (b) in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted it (the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of CHICKS in the field of social security and social protection law)

*We process the following personal data due to our **legal obligation** to share it*

1. Government agencies for the criminal record checks
2. Government agencies for the right to work checks, if required

*We process the following personal data with the **explicit consent** of the prospective employee for Equality and Diversity purposes:*

- data revealing racial or ethnic origin, religious or philosophical beliefs or health

*We process the following personal data with the **explicit consent** of the prospective employee, if the prospective employee needs reasonable adjustments in order to attend for an interview:*

- data concerning health

*In the case of any disputes, we will process the following personal data because we have a **legitimate interest** and the processing is necessary for the establishment, exercise or defence of legal claims:*

- all personal data will be shared, as required, with our legal advisors and our insurers

*We will process the following personal data because it is a **legitimate activity** of CHICKS:*

- We hold your CV and all data collected during the recruitment process for six months in the unlikely event of any employment tribunal claims;
- All personal data is stored securely on servers and in the cloud; and
- Images captured by CCTV for the safety and security of our clients, staff and visitors;
- Documentary evidence of any relevant qualifications; and
- A copy of each reference obtained for you.

We will process the following personal data with your consent:

- We will hold your application for six months if you are not successful and wish us to hold your application for any future positions

How long do we hold the personal data of our employees?

We hold all records of an unsuccessful prospective employee for six months in the unlikely event of any employment tribunal claims. We will hold your CV in case of any future positions for six months and only with your consent.

If you are successful, your application will become part of your employee file.

Who do we share prospective employee data with?

We share data, where required, with:

- Government agencies for criminal record and right to work checks;
- Our insurance providers;
- Our legal advisors;
- Our software and cloud service providers.

Data transfers out of the EU or EEA

We do not transfer any personal data of employees out of the EU or EEA.

Rights of prospective employees

Your rights:

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - o we no longer need it;
 - o if we are processing your personal data by consent and you withdraw that consent;
 - o if we no longer have a legitimate ground to process your personal data; or
 - o we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.