



**Y CARE**  
**INTERNATIONAL**

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APPOINTMENT OF  
**Philanthropy Officer**

June 2022

# Introduction

Together, we envision and work towards a world where *every person's potential is fulfilled.*

All We Can is an international development and relief organisation, working to see every person's potential fulfilled.

Y Care International supports local opportunities for vulnerable young people and their communities across the globe, to change lives for the better. Focussed on serving the world's most marginalised communities, we are rooted in the Christian faith.

**Together, we work through partnership alongside our global neighbours most impacted by disasters, poverty and injustice to enable flourishing and resilient communities.**

From 1 September 2021, All We Can and Y Care International began a formal partnership – combining efforts to tackle poverty, inequality and injustice in some of the world's most vulnerable communities. We work as one organisational team, presenting as two unique brands, fulfilling two separate, but symbiotic, strategies.

*All employees are employed by All We Can to work as part of one organisational team, which serves and supports the work of two separately registered charities – All We Can and Y Care International. Every role in the team is required to respond and engage appropriately and as directed, in work addressing and meeting the charitable objectives and operational functions of both brands.*



# Philanthropy Officer

## Job Description

**Location:** Central London office (we also operate a Hybrid/Home working policy)

**Purpose:** To assist the Head of Philanthropy & Individual Relationships in the delivery of the philanthropy strategy, and in delivery of the ambition, by 2025, to have increased philanthropy income by 50%.

**Responsible to:** Line managed by the Head of Philanthropy and Individual Relationships

**Relationships: Internal:**

- Staff
- Office Volunteers
- Trustees

**External:**

- Supporters
- Funding bodies (both private and public)
- Representatives of overseas or UK partner organisations
- Methodist and YMCA family
- Mailing and fulfilment houses

### Main Tasks and Responsibilities

**1. To Assist the Head of Philanthropy & Individual Giving in the delivery of the philanthropy strategy, through:**

- a. Ensure that all donors in their portfolio are provided with the highest level of stewardship.
- b. Research and manage large and medium Trusts and Foundations, and small trusts and their bi-annual mailing, whilst also growing income from existing Trusts and Foundations.
- c. Support in researching corporate partnerships, and corporate Christian networks.
- d. Identify opportunities to connect directly and build relationships with targeted trusts and foundations through networks, introductions and events.
- e. Provide regular reports to Head of Philanthropy & Individual Relationships.
- f. Ensure that appropriate donors/prospects/influencers are invited to cultivation and ask events and to attend these events (mainly online).
- g. Support the Head of Philanthropy & Individual Giving in the organisation of cultivation and stewardship events and with any related activities around promotion and communication.
- h. Assist in maintaining and promoting SHE and the Ambassadors Programme
- i. Assist with the implementation of the Philanthropy strategy

**2. Other Responsibilities**

- a. Attend and engage in team meetings, strategy meetings, Trustees' meetings and other meetings as appropriate and required
- b. Provide support when the Executive Administrator is away, on phones and related supporter enquiries.
- c. Undertake any other reasonable duty consistent with the responsibilities of the post as requested by your line manager, the CEO or a member of the Senior Leadership Team
- d. Ensure familiarity with and adhere to our organisational policies and procedures and keep informed of all cross departmental activities

- e. Commitment to, and modelling of, the mission and values of our organisations, and acceptance of the unique purpose of each entity as an agency of international development and relief in our efforts to contribute to the end of poverty and injustice.
- f. Contribute actively to the building of a positive and inclusive team culture, valuing and demonstrating principles of equality, diversity and inclusion, understanding of the faith basis on which our movements are founded, and a commitment to work and engage in a demonstrably relational way with other team members and stakeholders.
- g. Actively seek and adopt ways to innovate, adapt and flexibly approach obstacles to progress and increased impact in all we do.

# Philanthropy Officer (Public Engagement Team)

## Personal Specification

Attributes	Essential	Desirable	Method of Assessment
Education and training	Good literacy and numeracy skills	Relevant , Vocational, College or University qualifications	A/I
Proven abilities	Proven experience of stewarding high value donors and cultivating donor relationships.		A/I
	Excellent supporter/colleague service experience and a can-do approach to problem solving		A/I
	A goal-orientated and highly motivated individual with a passion to achieve results.		A
	Excellent organisational skills with ability to effectively prioritise, plan and manage a complex and varied workload.		A/I
	Highly professional, excellent oral and written communication skills		A/I
Special	Good interpersonal skills, including the ability to build		A/W

knowledge and skills	cross-cultural relationships		
	Excellent communication skills with experience of preparing motivating letters, proposals, presentations and marketing materials for major donors and trusts & foundations and corporates.	To be comfortable communicating to Christian groups and individuals, as well as other staff	A/I
	Proficient in computer skills, including use of Microsoft Word, Excel, Outlook and PowerPoint	Proven experience of managing high value donor cultivation and stewardship events	A/I
	A systematic, organised and planned approach to work and strong attention to detail	Strong leaning to digital processes to improve productivity.  Knowledge and experience of using Raiser's Edge (NXT)	A/I
	Able to work under pressure, plan and manage time effectively and prioritise a range of varied tasks effectively		A/I
	Commitment to our organisational vision, mission and values, and accepting of our identity as faith-based international development, relief and advocacy organisations actively engaged with the Methodist Church and YMCA's in the UK, Ireland and around the world	Proven experience of multi-tasking and work in a fast paced environment	A/I
	Self-motivated, creative individual able to work on own initiative, while working as part of the wider team	A genuine interest in cause-driven organisations and the nature of work of our two brands  Previous experience of working for a faith-based organisation	A/I
Special qualities	Friendly, creative, hospitable, reliable, adaptable and flexible		A/I

	Highly discreet and diplomatic, trustworthy and sensitive to the need for confidentiality and complexities of inter-organisational communication		A/I
	A willingness to undertake extra training as appropriate		A/I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

# Philanthropy Officer

## Terms and conditions

**Term of Appointment:** Permanent.

**Hours of Work:** A total of 35 hours per week, 5 days per week. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.

**Starting salary:** £26,500 per annum

**Holiday Entitlement:** Holiday Entitlement: 25 days per annum, plus Bank Holidays and an extra three days at Christmas and New Year. Additional leave is also awarded after 2 years (3 days) and 5 years (2 days) continuous service (please note, holiday entitlement is pro-rata for a part-time post).

**Other Benefits:** Life Assurance, tax-free childcare scheme, Cycle to Work Scheme and Employee Assistance Programme, Confidential Counselling Service, Health Assured Scheme, Critical Illness/ Income Protection Insurance, TOIL, Volunteering Time Off Scheme, study leave, flexible working hours and working from home options (some limitations due to job roles may apply).

**Sick Pay:** Entitlement in accordance with All We Can/ Y Care's terms and conditions of employment.

**Pension:** All We Can/ Y Care operates a contributory pension scheme, with a minimum contribution of 6% employer and 3% employee that all employees are eligible to join. Full details will be provided at the commencement of employment.

**Probationary Period:** Appointments are made subject to the satisfactory completion of a probationary period, normally six months (or trial period to be discussed)

**DBS (Disclosure and Barring Service):** The appointment is subject to a Disclosure and Barring check, please see application form for full details

**Season Ticket:** Season ticket loans are available after the satisfactory completion of the probationary period.

**Health and Safety:** The post holder will be subject to All We Can's Health and Safety policy.

**Equal Opportunities:** The post holder will be subject to our Equality, Diversity & Inclusion policy.

**Physical Conditions:** open plan office at a central London office, currently 25 Marylebone Rd, London, NW1 5JR, but this will move to a nearby office in 2022.

PLEASE NOTE: In response to Covid-19 and office changes, most staff are currently working from home with only core staff working for limited hours in the office. A return to interim offices in Westminster from September 2022 will be subject to review and assessment nearer the time.

**Living Wage Employer:** All We Can is a Living Wage Employer.

# Applications

Applications should be sent by email to [jobs@allwecan.org.uk](mailto:jobs@allwecan.org.uk) and must be received by no later than midday on **Monday 4 July 2022**. Interviews will be held on Tuesday 12 July 2022.

Your application should be on the application form downloadable from the All We Can website – see [www.allwecan.org.uk/jobs](http://www.allwecan.org.uk/jobs) .

Applications will be reviewed on an on-going basis and interviews of strong candidates may be conducted before the advertised date. Early applications are strongly recommended.

The successful candidate will be expected to take up the post of Philanthropy Officer as soon as is reasonably possible.

For enquiries/further details please contact: Patti Tobin at [p.tobin@allwecan.org.uk](mailto:p.tobin@allwecan.org.uk)

**All We Can & Y Care value people as individuals with diverse opinions, cultures, lifestyles and circumstances. We are committed to building a culturally diverse team and therefore encourage applications from a diverse range of candidates to help us reflect our world and the communities we work alongside.**

In the UK, All We Can & Y Care's staff and volunteers are expected to follow stringent Safeguarding Policy and Procedures and an enhanced DBS (Disclosure and Barring Service) disclosure is required for all relevant members of staff and volunteers. In addition, our organisation follows Safer Recruitment principles and guidelines for all posts where contact with children and/or adults at risk is possible – this includes a full application process, interviewing candidates, taking up and verifying two satisfactory references, verifying qualifications, identity checks, and a full DBS check. Since 2021 All We Can has also been a part of The Inter-Agency Misconduct Disclosure Scheme – a scheme initiated to address the issue of known sexual abusers moving within and between humanitarian development and aid agencies. The scheme ensures development and aid agencies can effectively work together to share misconduct data between recruiting organisations and previous employers.

All We Can & Y Care International, 25 Marylebone Rd., London NW1 5JR UK  
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All We Can is the operating name of the Methodist Relief and Development Fund, a charity registered in England and Wales, number 291691.  
Y Care International is a charity registered in England and Wales Reg. No. 1109789, Company Reg. No. 3997006