

SWITCHBACK

Trusts & Foundations Manager Job Description

Deadline: Monday 4th October at 10.00am



Join us at Switchback.

We enable young men to find a way out of the justice system and build a stable, rewarding life they can be proud of.

www.switchback.org.uk | [@switchback_ldn](https://twitter.com/switchback_ldn)

About Switchback

Switchback was established in 2008 on the basis that it's often not the lack of opportunity, but rather a lack of confidence, knowledge and continuity of support that prevents prison-leavers from overcoming challenges and realising their options.

Since 2008 we've helped hundreds of young men, Switchback Trainees, leaving London prisons to build stable, rewarding lives they can be proud of. We provide intensive 1-to-1 support alongside real-work training after release. Our support begins in prison and lasts as long as it takes, delivered by a team of full-time professional Switchback Mentors who help Trainees make choices that reinforce their initial commitment to change.



Real-work training leading to a job after release is just one part of the Switchback process. We challenge and encourage Trainees to take control and make real, lasting change – a fundamental shift in mindset and lifestyle. This is new territory for most: a frank, non-judgemental relationship with someone there for them on a daily basis, helping to navigate the turbulent transition from prison to community.

While nearly half of people released from prison nationally are re-convicted within a year and many are back inside within weeks, Switchback Trainees are five times less likely to return to custody.

You will be joining a small, dynamic team at an exciting time of growth and development for Switchback. Switchback's work has been recognised in recent years with a number of accolades:

- Winner **Longford Prize** 2019
- Shortlisted **Charity of the Year**, Charity Times Awards 2019
- Shortlisted **Outstanding Organisation** Criminal Justice Alliance Awards 2017
- Winner **Robin Corbett Award** for Prisoner Re-integration 2016

'People only do what they know, and that depends where you grow up. To me, I knew how to sell drugs. In my community it's just normal to do crime. Switchback taught me and pushed me so much. I've learned to forget about crime. I've been shown a different route'

Jordon, Switchback Trainee.

Read more about Jordon's journey [here](#).

Our Values

Switchback's five values cut through everything we do:

1. **Human.** Keeping Trainees at the heart of everything we do. We build trust, confidence and independence in all areas of a Trainee's life.
2. **Authentic.** Rolling with the ups and downs of real life. We prize integrity and honesty. We don't sell a dream; we're realistic about what it means to genuinely start over and the huge courage needed to change. We provide a space to learn from mistakes.
3. **Committed.** Our commitment to Trainees is consistent and continuous, and for as long as it takes. We reject quick fixes. We do what we say we're going to do and coach our Trainees to do the same.
4. **Ambitious.** We have high expectations and assume strengths, resources and abilities in Trainees. We don't do things for people – we challenge and encourage our Trainees to take control.
5. **Pioneering.** We challenge Trainees and ourselves to move outside our comfort zones and we encourage adventure to learn and grow. As a charity we constantly seek to reflect and improve.



“When I first came into Switchback I'd feel so uncomfortable I could hardly speak. Switchback totally changed how I thought about myself. I've learned that it's not about taking the fast route, taking the long route is more beneficial in the end. I've done so much more than I thought I could.”

Elton, Fashion student & former Switchback Trainee.

Read more about Elton's journey [here](#).

Job description

Starting salary:	£35,000 – £40,000 per annum depending on experience
Contract type:	Permanent
Hours:	3-5 days per week (Full-time and part-time considered)
Location:	London, Spitalfields, E1 (and some Hybrid Working)
Reporting to:	Hayley Topley, Head of Fundraising
Benefits:	<p>Holiday: 25 days additional to bank holidays (pro-rated for part time), rising with service to max of 30 days</p> <p>Pension: 3% salary sacrifice met by a 5% contribution from Switchback</p> <p>Employee training budget</p> <p>Employee referral bonus scheme</p> <p>Flexible working policy and family-friendly benefits</p> <p>Holiday buy-back scheme after 2 years (up to 10 days holiday)</p>
Application deadline:	Monday 4th October at 10.00am
Interviews:	Round 1, 11 th October and Round 2, 18 th October
Start date:	ASAP
How to apply:	<p>Please read the full Job Description. Then email the following to jobs@switchback.org.uk with the subject Trusts & Foundations Manager:</p> <ol style="list-style-type: none"> 1. Your CV 2. Cover letter (max 600 words) addressed to Hayley Topley, Head of Fundraising 3. A completed equalities monitoring form available here (this will be treated anonymously and separated from your application entirely).

Switchback is committed to diversity in all that it does and aims to build a team representative of London's diverse population, celebrating the differences that people bring with them as a vital resource to achieve our ambition and purpose. At this time, we're especially keen to hear from men, people from Asian backgrounds, and/or people with lived experience of the criminal justice system. All appointments are made on merit.

Role purpose

Over the last four years, our fundraising team have significantly grown our income and continue on an upward trajectory to support our organisational goals. Switchback is currently in the midst of an exciting step change, growing our team from 14 to 23. We know that a larger, solid staff team will put rocket boosters under our plans and successes so far and ultimately, help more young men leaving prison than ever before.

As we now look forward to planning our new 2022-2024 Strategic Plan, this is a really exciting time for a Trusts & Foundations Manager to join our small but mighty fundraising team!

We really value our fundraising team because it's at the heart of our future growth and this new and exciting position has been introduced to grow our income from trusts and foundations, whilst nurturing our loyal existing supporters.

You will inherit a strong portfolio and existing grants totalling over £460k, along with a database of ready to go applications and prospects. You will join us to build on our success and enable Switchback to expand our impact even further.

Joining the Head of Fundraising and Fundraising Officer, you'll develop and write exciting and persuasive funding proposals, build new donor relationships and broaden the support from our current donors, securing significant donations and strong partnerships. At Switchback we pride ourselves on ensuring that our wonderful donors receive authentic, quality and detailed communications so that they not only continue to feel invested in our work, but most importantly, feel loved and appreciated!

Key Responsibilities

Grant writing, reporting and income generation

- Manage Switchback's existing portfolio of grants and trust funders
- Generate new fundraising income from key Trusts and Foundations
- Write tailored and compelling proposals for sums of up to six figures
- Research new fundraising prospects
- Work with the Fundraising Officer to ensure that all thank you letters, acknowledgements, applications, interim and end of grant funding reports and donor communications are all delivered in a timely manner in line with funder requirements
- Work closely with colleagues to coordinate and gather required information for proposals and reports, including case studies, and budgets
- Contribute to the development of the Fundraising Strategy
- Work with the Head of Fundraising to grow Switchback's Trust & Foundation income to over £600k

Developing new and maintaining high-quality relationships

- Ensure all funders receive the best possible stewardship that in turn supports and grows their lifetime value
- Attend meetings alongside the Head of Fundraising and CEO to meet potential and current funders
- Network and promote Switchback within the Trusts and Foundations community, attending networking and donor events
- Build strong relationships with other teams within the organisation in order to understand the work of the charity and intern build a strong case for support

Pipeline Management

- Update Salesforce regularly to reflect income projections, key donor details, opportunities and workflow
- Work with the Head of Fundraising and Fundraising Officer to prioritise applications in line with income forecasting

Fundraising General

- Increase capacity in the team by developing the Fundraising Officer's skills in bid-writing and reporting
- Help prepare papers for trustee and fundraising board meetings
- Support any fundraising events and events that lead to funding
- Other tasks and responsibilities may be added depending on experience and need.

Person Specification

We are seeking someone with a strong track record of charity fundraising who would like to work in a small team that punches above its weight, helping Switchback to grow its impact even further. You'll be highly organised and good at writing and coordinating information with excellent attention to detail, drive, and enthusiasm to deliver against targets.

You must love building and nurturing relationships at different levels and enjoy providing our funders with high quality updates so that they always feel closely connected to our work. You will have passion for telling the stories of the young people we support and be excited to represent Switchback and our Trainees.

Above all, you'll be passionate about Switchback's [purpose](#) and [values](#), and keen to join an organisation that wants to help young men make real, lasting change through front-line work and big ambitions to transform the system.

Skills

- Excellent all-round communication skills, with the ability to communicate clearly, pitch succinctly and write in an engaging, tailored manner to a range of audiences
- Excellent administration skills including proficiency with word processing, databases and spreadsheet packages
- Excellent ability to prioritise, plan and manage workload
- Excellent relationship management skills
- Excellent research skills
- Comfortable with using CRM software, ideally Salesforce
- Highly numerate and comfortable with budget development

Personal attributes

- Wholeheartedly committed and engaged with Switchback's values, ambition and purpose
- Able to understand and respect the need for the best interests of our Trainees always to come first
- Passionate about building long-lasting relationships and delivering high quality stewardship
- Drive, enthusiasm and determination to deliver against targets
- Pride in being supremely efficient, very well organised and display excellent time management skills
- A positive team player, working with, supporting and encouraging colleagues across the whole team and with people from a diverse variety of backgrounds
- Prepared to adapt to the changing demands of a small charity
- Willingness to learn what's gone before and build on success

Desirable

- Knowledge of the Criminal Justice Sector
 - London-based
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Thank you

Thank you for your interest in this role. Switchback is an organisation that transforms lives. It's a remarkable charity, doing remarkable work, with a remarkable team of all sorts of different people involved. We hope you might want to become one of them and we look forward very much to hearing from you.



“I don’t know where I’d be without Switchback. They restored a lot of things. My faith, my trust, my mentality. You’re allowed to open up at a rate that works for you. You’re a person, not a plan. There’s so much to look forward to now. I used to see the world in a totally different light. I used to see it in black and grey, now I see it in colours”

Michael, Chef and former Switchback Trainee