



**Head of Fundraising**

**Recruitment Pack**

June 2025

**boaztrust**

# A message from our Chief Exec

Thank you for your interest in this exciting new role, to lead our fundraising work at Boaz Trust. Boaz is a Manchester-based charity founded 20 years ago by Dave Smith as an outworking of his Christian faith. This reflected his desire to see some of the most marginalised people in our communities' access safety, justice, hospitality and kindness.

As a provider of shared accommodation and specialist support for refugees and people seeking asylum, the Boaz Trust has grown significantly since 2004. Last year we provided trauma-informed and person-centred support for more than 600 people facing homelessness after seeking safety in the UK through our floating support and properties that we manage.

This brand new role forms a key part of our strategy to diversify and grow our income so that we can increase our capacity to provide accommodation and specialist support for even more people in the Greater Manchester area. In the current climate, our work is needed more than ever. We are therefore looking for an experienced and dynamic fundraising expert to develop our income generation to help us achieve our mission.

Our ideal candidate will have a proven track record of growing income from individual giving and building strong relationships within local communities. As an experienced manager, you will be able to lead and support a growing fundraising team, working collaboratively across the organisation to strengthen and expand our fundraising efforts.

If you're looking for a new opportunity to make a real and lasting impact with and for people seeking sanctuary in our community, please read on – we can't wait to hear from you!

We have tried to make this pack and recruitment process as clear and transparent as possible, but if you have any questions at all, please get in touch using [jobs@boaztrust.org.uk](mailto:jobs@boaztrust.org.uk)

With kind regards,

Ros Holland  
Chief Exec

If you require this pack in another format please contact us. Likewise, if you require any reasonable adjustments during the recruitment process please make us aware of these as soon as possible.

We take our commitment to your privacy & dignity seriously and will handle your data in line with our Privacy Policy which can be found on our website.



## Our work

“Housing is the key. Nothing else is possible without a roof over your head.”  
(Aimee, previously supported by Boaz)

The Boaz Trust offers safe, stable accommodation and person-centred, trauma-informed support for people experiencing homelessness and destitution in Greater Manchester, due to their insecure, unclear, or recently changed immigration status.

Over the past 20 years, our accommodation provision has included shared houses, emergency winter night shelters for men and women, and a hosting scheme. We are currently managing a portfolio of 15 shared houses and we hope to expand this in the years ahead.

Alongside housing, we offer holistic 1:1 support to people whose asylum claims have been refused, as well as those granted refugee status. Through our outreach support projects, we work with people who have recently been granted refugee status and are now facing homelessness as well as many other people who have become homeless because of their insecure or restricted immigration status. We take a preventive approach to homelessness through partnership working between local authorities, faith communities and other voluntary sector groups.

Last year, our experienced support team worked with over 600 people facing homelessness, helping them access safe pathways out of destitution. Since April 2024, 188 individuals have secured a safe place to stay through our services, rather than sleeping outside. We also ensure people can meet their basic needs, access to medical care and legal advice and participate in our Boaz Live wellbeing activities.

Beyond our frontline work, a core part of our mission is to use what we learn through our work to challenge and change the unjust systems that cause destitution, both locally and nationally. Since our earliest days, Boaz has advocated for a fairer, more compassionate asylum system: one that respects the dignity of every person.

You can read much more about our work including stories from people supported by Boaz over the years on our website ([www.boaztrust.org.uk](http://www.boaztrust.org.uk)).



# The Role

As Head of Fundraising at Boaz, you'll be stepping into a brand-new role with the opportunity to shape and lead our fundraising strategy. This is your chance to build on our strong but currently reactive income streams and develop them into strategic, sustainable sources of revenue. Your work will be crucial in growing our income intentionally over the coming years, strengthening our financial stability and enabling us to support more people seeking sanctuary.

You will lead income generation across three key areas: **Individual Giving**, **Community fundraising** (including churches, other organisations and corporates) and **Trusts and Foundations**. Trusts and Foundations is an established area for us and performing well with an experienced person in post plus support from the Chief Exec for larger grants. Your primary focus will be to grow and develop our success in Individual Giving and church-focused appeals. These already account for 41% of our fundraised income, and with our engaged community of supporters from a range of backgrounds and faiths, the potential is significant.

As Head of Fundraising, you will strengthen these income streams through improved stewardship, deeper supporter journeys, and long-term partnerships that reflect Boaz's values. In addition, this new role will lead the development of our **relationship fundraising**, by identifying new partnership opportunities, mapping networks and creating a pipeline of support from churches, community groups and other partners. You'll also begin to implement key strategic recommendations from our recent fundraising consultancy review, including opportunities around **corporate partnerships** and **legacy giving**.

Collaboration will be central to your role. You'll work closely with our **Advocacy and Communications Team** to ensure our supporter-facing communications are compelling and align with our messaging and values. You will also be part of our evolving **Leadership Team** and will report directly to the CEO.

We are seeking someone with solid management experience, who is able to lead with clarity and empathy. You will initially manage our Senior Fundraising Officer (Trusts and Foundations) and we hope to be in a position to grow the team in the future with a second Fundraising Officer focussed on stewardship relationship fundraising.

Our ideal candidate will therefore bring experience of building and supporting a team. They will have demonstrable experience of **Individual Giving** and **relationship fundraising**, using data to support decisions and best engage with supporters.

We recognise that this role may appeal to someone looking to step up into a leadership role, perhaps an experienced Fundraising or Individual Giving Manager who is looking for their first Head of Role. While previous leadership experience is desirable, this is not essential. In recognition of this, we will offer support for the successful candidate with coaching and / or training to support them to thrive in this new role.

**Diversity, equity and inclusion are important to us at Boaz Trust and we welcome applications from people of all backgrounds.**

# Working at Boaz

## Our purpose, vision & mission

Our **vision** is that people who seek safety in the UK are welcomed here and are free to live life in all its fullness.

Our **mission** is:

- to provide accommodation and support for people seeking sanctuary in Greater Manchester and the surrounding areas.
- to use what we learn through our work to challenge and change the unjust systems that cause destitution, both locally and nationally.

## Our organisational values

Our organisational values define how we seek to work as an organisation. They are:

**Christ-centred** (rooted in the teachings of Jesus Christ, we seek to serve those who are marginalised by society)

**Excellence** (we strive for professional excellence with integrity in all our working practices)

**Empowering others** (we want to see the people we work with, volunteers, staff and supporters,, equipped and released to discover meaning and purpose in their lives.)

**Restless for justice** (we shine a light on injustice, especially where people seeking sanctuary are treated unfairly and we will fight to see change happen)

**Servant-hearted** (we adopt an attitude of service within the organisation and beyond, putting the needs of others before our own)

**Generous** (we extend a welcome to all we meet, sharing hospitality, kindness and love, and treating everyone with dignity, regardless of their background)

## Our competency framework

Our competency framework shows what we should see and experience when these values are lived out:

**Valuing people:** Seeing and affirming the dignity and worth of all those we encounter with generosity and genuine respect and compassion.

**Team orientated:** Valuing being part of a team, working sensitively and collaboratively in support of our individual and shared responsibilities.

**Working strategically:** Taking smart approaches to all aspects of our working life to increase the effectiveness, flexibility and sustainability of our individual work and the wider work of Boaz.

**Prizing thriving:** Learning how we can support our health in all senses to flourish in life and navigate the hard times more effectively, supporting others to do the same.

**Championing Boaz & the vision:** Acting as a representative of Boaz and the people we support in our 'external world' to increase awareness and support, and to seek positive change.

**Focused on growth:** Recognising that development is an ongoing state by taking responsibility for our own individual growth and supporting the wider growth of the team.

**Seeking excellence:** Being motivated and enthusiastic to see all aspects of Boaz life improved, both in our individual work and also wherever we have influence and can support others and the organisation to be better.

# How to apply

To apply, please send your CV with a covering letter (of no more than 2 pages) to [jobs@boaztrust.org.uk](mailto:jobs@boaztrust.org.uk)

**Your covering letter should be no more than two pages and tailored to the Person Specification, which we recognise is comprehensive.** Please use this letter to demonstrate how your skills, experience and personal qualities make you a strong fit for the role, focusing especially on the essential criteria. You do not need to address every point individually, but we encourage you to demonstrate how your most relevant and impactful experiences align with the key areas of the role. Your covering letter will be used as a key part of our shortlisting process.

Note: You must have permission to work in the UK and we will ask about any criminal convictions (though disclosure will not automatically lead to the withdrawal of any job offer) and take up a basic DBS check on the successful applicant.

## Timeline

The closing date for this role is **7pm, Monday 30<sup>th</sup> June 2025**.

We plan to interview for this exciting new position on the **8<sup>th</sup> and 9<sup>th</sup> July 2025**.

**We know we're in holiday season!** If these dates are problematic, please let us know as soon as possible. We can be flexible on interview dates within reason, as close to possible to these dates.

If you have any questions, please contact Ros Holland on [jobs@boaztrust.org.uk](mailto:jobs@boaztrust.org.uk) and if you would like to apply, please send your CV and covering letter to us as soon as possible.





# Job description

**Job title:**

**Head of Fundraising**

**Location:**

Our office is in central Manchester and we offer hybrid working. As many of our supporters and church/community partners are local, being within commuting distance is helpful.

**Salary:**

£38,391 to £40,198 per annum starting salary (Band A points 27-29) dependent on experience. Higher points available for progression.

**Hours of work:**

Full-time (37.5 hours per week), usually Monday - Friday.

**Flexible working**

We are happy to consider flexible working for this role such as reduced or condensed hours, or other arrangements that would still meet the organisational needs. Please let us know if you would like to discuss this during your application.

**Annual leave:**

25 days (pro rata) plus bank holidays and Christmas - New Year closure. One extra day (pro rata) added on your first and second work anniversaries, up to 27 days total.

**Responsible to:**

Chief Executive

**Responsible for:**

Fundraising team (currently Senior Fundraising Officer (Trusts and Foundations) but hoping to grow)

**Contract length:**

Permanent following successful completion of a 6-month probation



# Role Responsibilities

## Team Leadership and Staff Management

- Provide clear, empathetic leadership to the Fundraising team, fostering a positive, supportive and effective team culture.
- Set and review team and individual objectives that align with organisational strategy and fundraising goals.
- Line manage the Fundraising team, including regular supervision, support, and performance reviews.
- Ensure appropriate training, development and progression opportunities are in place as the team grows.

## Income Generation

- Lead the strategic development of Boaz's income streams, with a focus on Individual Giving, Community Fundraising, Trusts, and emerging areas such as Corporates and Legacies.
- Oversee the planning and delivery of Individual Giving campaigns, using data and insight to increase income and deepen supporter engagement.
- Support Fundraising Officers to meet income targets and deliver their work effectively.
- Identify and pursue new fundraising opportunities as they arise, ensuring they align with Boaz's values and capacity.

## Planning and Financial Oversight

- Lead annual planning and budgeting for fundraising, including target-setting, reforecasts and input into monthly management accounts.
- Take responsibility for meeting agreed fundraising income targets.
- Monitor and manage fundraising income and expenditure, ensuring effective use of resources and robust financial processes.

## Supporter and Partner Relationships

- Build and maintain relationships with key supporters, including Churches, Major Donors, Trusts and Corporate partners.
- Ensure strong stewardship across all supporter groups, helping to cultivate long-term, values-led partnerships.

## Compliance and Reporting

- Work with the Chief Executive to ensure fundraising activity meets all relevant legal and regulatory standards (including GDPR, PECR, Fundraising Code of Practice, and Charity Commission guidance).
- Embed good governance, data protection and financial transparency across fundraising activity.

## Collaboration and Organisational Engagement

- Work closely with colleagues across Advocacy and Communications to ensure joined-up, supporter-focused messaging and engagement.
- Actively contribute to organisational strategy and leadership as a member of the Senior Leadership Team.



# Person Specification

## Knowledge and Experience

### Essential

- Strong track record in Individual Giving: planning and delivering campaigns to recruit, engage and retain donors across regular and one-off giving, with appropriate stewardship in place.
- Proven experience in line management, supporting team development and wellbeing.
- Good understanding of budget setting and management.
- Knowledge and experience of relationship fundraising, particularly especially with churches and community groups.
- Experience designing efficient stewardship plans, collaborating with communications colleagues and using digital tools (e.g. email sequences or automations) to improve supporter engagement.
- Working knowledge of Trusts and Grants, with the ability to provide support and oversight to a team member, with strategic support from the CEO as needed.
- Confident using a CRM to analyse data and improve support engagement.
- Appreciation of the importance of data quality, segmentation, and analysis to drive results.
- Working knowledge of fundraising regulations and best practices, including donor care, GDPR, Gift Aid, and the Fundraising Code of Practice.

### Desirable



- Leadership experience in a senior management or similar role.
- Experience of managing multiple income streams and related budgets.
- Additional experience in other areas such as corporates, legacy fundraising, major donors or community appeals.
- Knowledge of digital fundraising and stewardship (e.g. email marketing platforms, social media engagement).

## Skills and Attributes

### Essential

- Strategic thinker: Sees the bigger picture while maintaining focus on practical delivery.
- Collaborative leader: Empathetic and supportive, able to give and receive feedback and work well as part of a leadership team.
- Excellent communicator: Confident in written and verbal communication across a range of audiences and platforms.
- Organised and detail-oriented: Strong attention to detail and high standards in planning, delivery, and documentation.
- Proactive and solution-focused: Takes initiative to improve systems, solve problems, and drive progress.
- Effective time manager: Able to prioritise, meet deadlines, and deliver against targets in a busy environment.
- Values-driven: Open and respectful to people of all backgrounds, with a commitment to justice, inclusion, and anti-racism.
- Aligned with Boaz's mission: Supportive of our Christian ethos and committed to working alongside people who are marginalised, including refugees and those seeking asylum.



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[www.boaztrust.org.uk](http://www.boaztrust.org.uk)

The Boaz Trust  
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