

ThinkForward

Director of Development Job information pack



About ThinkForward

Why we exist

ThinkForward exists to empower young people to create better and brighter futures. We want them to be able to identify, realise and shape their aspirations and be ready to make a successful transition into work. Young people experiencing barriers such as challenging relationships, living in low-income households, or growing up in areas with a lack of access to opportunities can be confronted with hurdles. Without the right support these can lead to high risks of unemployment and long-term effects on their career and life chances.

There are more than 800,000 16-24-year-olds in the UK who aren't at school or college, or don't have a job or training place. Our ambition is to prevent young people becoming one of these statistics. In 2022 we will be supporting more than 1000 young people.

ThinkForward Values

Integrity	I will do what I say
Determined	I will believe in peoples potential
Innovative	I will search for creative solutions
Trusted	I will trust my colleagues
Collaboration	I will collaborate with others

ThinkForward

Our Vision

That every young person is empowered to gain the confidence, independence and skills they need for a better and brighter future.

Our Mission

ThinkForward delivers unique, personalised coaching programmes for young people at a key stage in their lives, enabling them to overcome the challenges they face and make a successful transition into work. Every young person takes part in workplace activities to develop their life goals and readiness for work. We raise the voices of our young people and support employers to provide fair access to opportunities.



ThinkForward - Equalities Manifesto

ThinkForward aims to be a place where all can thrive. We will lead from the front by placing equity, diversity and inclusion at the heart of all we do as an employer, in our work with young people and within our sphere of influence. We value creativity, productivity, good decision-making and reputation, and we know that good equity, diversity and inclusion practices will build these.

We are working to create a world where our young people are more likely to thrive, and the absence of uniformity is considered a strength. We want learning and challenging the status quo to be considered progressive and where people's ethnicity, gender, age, sexual orientation, religious beliefs, disabilities, learning abilities or socio-economic origins are not the defining characteristics of their potential for success.



ThinkForward

About our programmes

The **DFN-MoveForward** programme is supported by the DFN Foundation. It operates in schools and colleges in London, Kent and the West Midlands with young people who have mild to moderate learning disabilities with the aim of supporting them into sustainable paid employment.

Coaches provide long-term support to prepare young people for sustainable paid employment. Young people take part in insight visits, work placements and business mentoring to build their experience and develop skills and capabilities. We also work closely with parents to engage them in the opportunities and benefits of the programme.



ThinkForward

About our programmes

The **FutureMe** programme provides five years of personalised coaching and employability activities to get young people ready for the world of work. Coaches build trusted relationships, empowering young people to take control, find solutions to challenges, develop skills and create a positive vision for their future.

Specialised ready for work activities support young people to gain familiarity with the workplace, become inspired and identify a pathway to their chosen career. We run this programme in 15 schools in north and east London, Nottingham and Kent.



ThinkForward

About our programmes

The “**Future Leaders**” Project will work with young black males studying in Alternative Provision settings across London and will run from February 2022 for two years.

Through building social capital and delivering targeted employer-led careers education, the pilot aims to test activities that will ensure sustained quality post-16 outcomes.

The programme will include:

- One to one coaching
- Access to an inspiring Black business mentoring network
- Support from a peer mentoring network
- Work experience
- Insight days
- Involvement in social action projects



ThinkForward

Director of Development

Key Relationships:	ThinkForward's Board of Trustees, Development Committee, Regional Steering Group members, high level donors and volunteers, executive team and Regional Delivery Managers
Reporting to:	CEO
Contract:	Full time (37.5hrs per week), Permanent
Starting salary:	£60k - £65k
Start date:	Summer 2022
Location:	London / Hybrid



Overview and purpose of the role

The Director of Development is responsible for developing and delivering on ThinkForward's fundraising and income generation strategy. The post-holder will work as part of the Executive Team alongside the Chief Executive, the Chief Operating Officer and the Director of Programmes.

The core purpose of the role is to set and deliver ThinkForward's annual income targets, to support reaching our growth objectives.

These will be achieved with a clear focus on a sustainable business model, diversification of income streams and establishing the organisation's position as a market leader

Line Management:

The Director of Development will have line management responsibilities for our Head of Business Partnerships (who manages a team of 3 Business Partnership Managers) and 2 Development Managers.



Core responsibilities

Income Strategy

- With the Executive Team lead the development of the income generation and fundraising strategy including evidence-based income projections from existing and new sources to build the platform for future growth.
- Develop ThinkForward's income generation proposition with a robust approach to Full Cost Recovery.
- Work closely with the Executive Team and Managers to ensure that ThinkForward's fundraising case for support and its core business proposition are aligned and communicated effectively.
- With the Executive Team, develop the annual income and expenditure budget; forecasting monthly and quarterly with a robust and appropriate approach to risk.
- Develop, manage and report on the pipeline of current and future funding opportunities. This will include regular review and a pragmatic approach to risk.
- Report performance on income generation regularly to the Executive Team, the Board of Trustees and relevant sub committees (Financial Risk & Audit Committee & Development Committee).
- Manage the operation of the Development committee including meeting content, reporting and membership.

Core responsibilities

- Manage the income aspects of the risk management register and report regularly and proactively.
- Provide monthly reports to the Executive Team and quarterly to the board on progress towards targets, including review and update on significant areas of risk.
- Manage a high performing team to achieve individual targets across a diverse set of income streams and a long-term approach to building effective partnerships. This will combine effective line management – including setting objectives and managing performance – with a supportive approach to professional and personal development.

Delivery of the strategy

- Provide leadership for ThinkForward's strategic funding relationships, with a focus on Trusts and Foundations, Corporates, Statutory funders and Central Government and Local Authority Commissioners as well as High-Net-Worth Individuals. This will include managing individual relationships and leading by example to support others, including members of the Executive Team and the wider organisation.

Core responsibilities

- Devise and deliver an annual engagement plan to support ThinkForward's fundraising and income generation.
- Work with trustees and the Development Committee to build and extend ThinkForward's senior level network with funders, commissioners, employers and other leaders across the education, social mobility and employability landscape.
- Communicate – both internally and externally – ThinkForward's fundraising and income generation plans, successes and other key messages.

Systems and Processes

- Develop ThinkForward's systems and processes to ensure that these underpin effective relationship management; support accurate and timely reporting; and help identify opportunities to add mutual value.
- Work with ThinkForward's Data Controller to ensure all fundraising and income generation activity is in line with GDPR.
- Lead on CRM implementation from a development perspective

Person specification

- An experienced, senior level fundraiser and income generator with strong evidence of a commitment to continuous professional development
- Proven track record in developing and delivering on an ambitious strategic fundraising plan, a charity or social enterprise context.
- Track record of securing multi-year strategic funding and of securing six-figure donations and grants.
- Experience of managing relationships and communicating effectively at the most senior level across the charity, public and corporate sectors.
- Able to articulate the importance of coaching in supporting personal development and growth.
- High levels of cultural competency, an understanding and commitment to equity, diversity, anti-racist and anti-discriminatory practice. Respect and understanding of diverse viewpoints
- A keen interest in empowering young people to fulfil their potential through education, training and employment.
- Motivated by targets and embraces operating effectively in a high-pressure environment.
- Able to create positive opportunities and actions from challenging situations both personally and for the wider team.

Person specification

- Adept at tailoring impactful written and verbal communication to address different audiences.
- Strong planning and organising skills including setting milestones to keep on track; the ability to motivate yourself and those around you; and the ability to adapt plans to respond to change.
- A compelling and persuasive style of written communication.
- Attention to detail in creating and delivering on plans, in written work and in a financial context.
- Strong data and analytical skills and experience of using customer relationship management techniques and systems to achieve organisational priorities.
- Ability to build trust to create enduring relationships.
- A good understanding of key trends in the Corporate Social Responsibility and Environmental, Social and Governance agendas.
- A creative approach to problem-solving.
- A good working knowledge of Microsoft Office tools.

This is a description of the role as it is presently constituted. It is the practice of ThinkForward to examine job descriptions from time to time and to update as necessary to ensure they relate to the role being performed, or to incorporate whatever changes are being proposed in line with our requirements. Any changes would be made following discussion with you.

Important information

Benefits

- 4.5% employer pension contributions
- 25 days annual leave with additional office closure days at Christmas
- Two paid volunteer days
- Training opportunities
- Employee Assistance Programme
- Employee discounts and rewards scheme
- Semi-flexible working
- ThinkForward is committed to the professional development of its staff

How to Apply

Please be in touch with our recruitment partner, Ryan Burdock at Prospectus, for more information about the organisation, role and process to apply.

To arrange a briefing call, please email your CV to ryan.burdock@prospect-us.co.uk or call 020 7405 4999 and reference this position. Your formal application for this role will include your tailored CV alongside a supporting statement (no longer than 2 sides of A4).

<https://jobs.prospect-us.co.uk/jobs/detailsHQ00181027>

Important information

ThinkForward is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and post holders to share this commitment.

ThinkForward is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

As a registered Disability Confident employer, ThinkForward has an accessible recruitment process. We offer interviews to all applicants who meet the job requirements and who declare themselves as having a disability. If you need support, such as materials in larger print, dyslexic-friendly fonts or adjustments for yourself or your PA for the interview, please contact ryan.burdock@prospect-us.co.uk or call 020 7405 4999 and we will ensure you have what you require to successfully complete this process.



ThinkForward

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ThinkForward is a
charity registered with
the Charity Commission.
Registration number
1152862.