

ThinkForward

Development Officer 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 2021 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 sollutions
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.

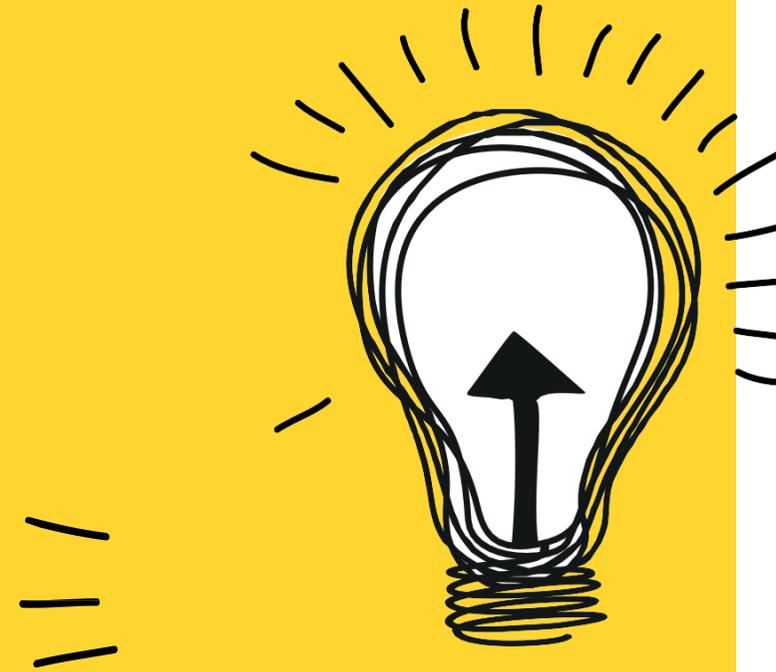


ThinkForward

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 get familiar 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

Development Officer

Key Relationships (Internal):	Development & Comms team, Delivery teams, ThinkForward central team, ThinkForward beneficiaries, Youth Participation and Insights Officer.
Key Relationships (External):	Current and prospective funders, volunteers and challenge event participants
Reporting to:	Director of Development and Communications
Contract:	Permanent, 37.5 hrs per week, Monday to Friday
Starting salary:	£26,000 - £28,000 (dependent on experience)
Start date:	February 2022
Location:	City Road, Angel, London Hybrid / Semi-Flexible opportunities



Overview and purpose of the role

- The Development Officer is a new role in ThinkForward's small but growing Development and Communications team and will provide someone with a unique opportunity to develop their skills and experience in an ambitious income generation team. The team is developing to support the organisation's new strategy which is focused on adapting and growing the reach of its coaching programmes.
- The role will manage a small portfolio of current and prospective funders and challenge events, including their stewardship. The postholder will also take ownership of a prospect research process to support a strong funding pipeline.
- The administrative focus of the role will be on maintaining smooth donation logging and reporting processes, including maintaining our database with up to date records and taking a lead on data processes within the team.



Overview and purpose of the role

- The role will also manage a portfolio of stewardship initiatives for funders, including a series of ThinkForward in Action events, newsletters and regular storytelling for our supporters. Storytelling will involve working closely with the communications, youth participation and delivery teams to capture and share young people's experiences and perspectives on our programmes. This will include developing and updating content on the website and social media channels.
- The Development Officer will be an ambitious individual interested in the development of an innovative organisation like ThinkForward. The role will require a flexible approach to manage a variety of tasks. The postholder will embrace challenge and be excited by the prospect of working in a small yet dynamic team, with the chance to learn from and shape ThinkForward's growth and profile.

Core responsibilities

- Manage a prospect research process with the team, including creating research profiles for high value donors, trusts and corporates and monitoring relevant sources of information to make pipeline recommendations to the team.
- Manage the stewardship of a portfolio of current funders worth up to £15k per year including reporting on the impact of their funding. Ensure the funding, awareness and volunteering value of each partnership is realised and where appropriate work with the team to secure renewals and scale-up existing partnerships.
- Make applications to prospective funders by developing a good knowledge of programmes and current projects.
- Work closely with the team to understand and maintain data input and reporting requirements using the CRM system. Maintain records for the team where needed. Keep abreast of best practice in data management and data protection regulation.
- Work closely with the delivery and impact teams to collect relevant data, programme information and young people's stories for reports and other stewardship communications.

Core responsibilities

- Create written, audio and visual content that demonstrates the work of ThinkForward and how this impacts positively on the lives of young people, for use on our website, social media channels, newsletter and marketing materials.
- Take ownership of finance administration for the team, coordinating the invoicing and thanking process for grants and donations and working with the director and finance team on the tracking of income.
- Support the delivery of fundraising and donor engagement events, in particular ThinkForward in Action visits at schools, thank you and ad hoc stewardship events.
- Work closely with the team to come up with new and engaging cultivation and stewardship opportunities for prospective and existing donors.
- Support the Development and Communications team on any other tasks and projects as needed.

Person specification

- Keen interest in ThinkForward's work and the challenges facing disadvantaged young people. (e)
- Some experience of charity fundraising, through paid work or volunteering. (e)
- High levels of cultural competency, an understanding and commitment to equity, diversity, anti-racist and anti-discriminatory practices (e)
- Excellent interpersonal skills, both written and verbal. (e)
- Strong writing skills and excellent attention to detail. (e)
- Experience producing content for digital channels, website management and copywriting skills (e)
- Experience of CRM systems or other databases, comfortable working with data. (e)
- The ability to work effectively with people from all backgrounds (e)
- Respect and understanding of diverse points of view (e)
- Driven by targets and resilient in the face of a tough fundraising climate. (d)
- Ability to tailor style of communication to different audiences and occasions. (d)

Person specification

- Ability to tailor style of communication to different audiences and occasions. (d)
- An ability to build effective and trusting relationships. (d)
- Understanding of corporate social responsibility and mutually beneficial partnerships. (d)
- Uses own initiative and can work well when unsupervised. (d)
- Good knowledge of Microsoft Word, Excel and PowerPoint. (d)
- Good organising and planning skills. (d)

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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

To apply please submit your CV and a cover letter to jobs@thinkforward.org.uk by 12th January. Your cover letter should outline your suitability for the role as described in the person specification.

Interviews will be held online on 17th & 18th January 2022.

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 jobs@thinkforward.org.uk and we will ensure you have what you require to successfully complete this process.



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