



**Tender
Application Pack**

Development Director

April 2024



About Tender

Thank you for your interest in this role. Tender is an arts charity working with children and young people to prevent domestic abuse and sexual violence through creative projects. Our programmes are safe, enjoyable, age-appropriate spaces where young people can engage with sensitive topics and “rehearse” for real-life scenarios. Participants are encouraged to be both consumers and producers of learning through script-work, role-play and creative media such as films and art. Throughout, we enable young people to explore their choices, rights and expectations in relationships and to recognise the early warning signs of abuse.

Since 2003, Tender’s work has grown and diversified from a single workshop programme delivered to schools, into a broader range of programmes reaching both children and young people, and professionals with a safeguarding responsibility such as teachers, youth workers, social care workers and foster carers. Tender’s programmes include Healthy Relationships projects delivered across London and national hubs, projects delivered using online resources and technology, specialist projects for children and young people who face particular barriers to recognising or accessing support for abuse, whole school and whole setting approaches, and training for professionals.

In primary schools, we build strong foundations through exploring healthy friendships and family relationships. We develop these skills further in secondary schools and youth settings, where we focus on healthy intimate and romantic relationships. We provide training and resources to university student unions, societies and students. Across all settings, we provide training and resources for professionals working with young people to support them in preventing abuse. We also provide training for workplaces to address a range of issues, such as bullying and harassment, and promote healthy workplaces.

Tender’s mission is informed by continued evidence that domestic and sexual violence are highly prevalent issues in young people’s lives. 16-25-year-olds are widely recognised as the age group most likely to experience an abusive relationship (SafeLives, 2019) and estimated 2.4 million people aged 16-74 years in the UK suffered some form of domestic abuse between 2018-2019: 1.6 million female victims and 786,000 male victims (ONS, 2019).

Domestic abuse happens across all socio-economic groups, meaning it can be experienced by anyone. With a mandatory statutory Relationships, Sex and Health Education curriculum only just coming into play, young people aren’t receiving the consistent support they need to navigate this risk. There is therefore a vital need for age-appropriate education around these issues from an early age.

As a result of our programmes: 93% of young people now understand it is never okay to be violent to someone, 99% of young people can name at least one early warning sign of an unhealthy relationship, and 96% have more knowledge about where to seek support for relationship abuse.



About the role

Tender has grown significantly in recent years, doubling in size within 3 years. We have secured income from an increasing range of sources: corporates, major donors, trusts & foundations and statutory funders. We are also building new income streams, such as individual giving, community fundraising and legacies. We have done this with a small but highly effective development team, which is currently primarily focused on trusts & foundations, corporates and major donors. In recent years, we have increased earned income and expect this to be a particularly important area of growth in the future.

We have a new [Strategy for the Next Generation](#) in place, to take us to the end of the decade, prioritising prevention to empower young people to make the choices that will prevent them becoming victims or perpetrators of domestic abuse and sexual violence. Having built our knowledge and expertise over 20 years of on-the-ground experience, we are ambitious to effect change through four streams of work:

Influence: effecting policy change and establishing a collective commitment to preventing abuse.

Deliver: ongoing prevention work to equip young people with the skills and knowledge to have healthy relationships.

Innovate: developing programmes for younger years and harnessing technology to increase our reach and create greater value for money propositions.

Evidence: building an evidence base of “what works” to prevent domestic abuse and sexual violence.

We intend to scale up our influencing and delivery capacity in order to reach over 400,000 young people and over 100,000 adults by 2030. These ambitious goals requires an equally ambitious fundraising capacity, led by an inspiring and innovative leader.

Reporting directly to the CEO, you will lead on developing and implementing strategies to achieve our income targets, both from existing and new sources, and focusing in particular on developing our corporate and major donor streams. You will secure income from your own portfolio of funders and partners, and lead and inspire the team to achieve their own ambitious targets, both through new sources and through excellent stewardship of existing funders. As a member of the Senior Leadership Team, you will share responsibility for the overall governance of the charity, alongside the CEO, COO, Finance Director and Director of Services.



JOB DESCRIPTION DEVELOPMENT DIRECTOR

Role purpose

The main purposes of this role are:

- Leading the Development department to deliver ambitious income generation plans from a range of income streams
- Developing and implementing a development strategy which is well-aligned with the wider organisational strategy
- Managing and maintaining partnerships and relationships with a range of stakeholders (including corporate partners, major donors, statutory funders, trusts & foundations, delivery partners, professionals in the sector, internal colleagues/stakeholders)
- Collaborating with the Director of Services in developing programmes aligning the objectives and needs of Tender's funders and its strategic objectives
- As a member of the Senior Leadership Team, developing and delivering Tender's strategic plans, with accountability for development and communications, and leading on appropriate reporting to the Board in relation to Tender's fundraising and communications

Main responsibilities and duties

Leadership and strategy

- Delegated authority on behalf of the CEO to lead Tender's strategic decision-making regarding Tender's fundraising and communications strategy
- Developing and implementing a strategy to secure income of £2m+ annually from fundraising across all areas within the Development team, in particular from corporates (both through grant funding and earned income through workplace training), major donors, trusts & foundations, statutory sources, and individual/community fundraising
- Working with the SLT to develop and drive transformational income growth to support Tender's 2030 strategic plan
- Proactively explore opportunities for collaboration, innovation and increased income, ensuring that developing new business is a top priority
- Leading the scoping and development of new income streams, including in particular legacies
- Working with the COO to continually develop, manage and assess performance against plans within the Fundraising strategy
- Working with the COO to identify and implement upskilling and development plans for the Development team so that they have the skills necessary to sustain long-term growth
- Monitoring and reporting against business development plans to ensure objectives are achieved, and proposing plans for remedial action if projections are not on track
- Proactively sourcing and securing new opportunities, in particular by developing and maintaining a dynamic prospect pipeline to support all our high value income streams
- Support the Development team to work in collaboration with service managers, designing, developing and submitting high quality funding proposals which are technically sound, meet donor requirements and align with Tender's strategic objectives



- Maintaining an up-to-date market awareness of income generation trends and best practice in all areas of income generation

Relationships

- Leading, managing and inspiring the Development team to achieve ambitious targets, with specific line management responsibilities for the Development Manager (Trusts & Foundations) and the Major Donor Consultant
- Managing relationships with Tender's funders, particularly corporates and major donors, building a deep understanding of the needs and requirements of each supporter, and enabling supporters to positively engage in our work
- Working with the Development team members, developing and executing stewardship and relationship management plans for all funders and donors to maximise the value and duration of their support for Tender
- Maintaining an active events and communications calendar to support prospecting and stewardship programmes
- Supporting the Development team in the production of high-quality monitoring reports for funders and the Board, and using insights from funded programmes to develop case for support materials
- Working with trustees and other senior volunteers, individually and as part of fundraising or advisory groups, to fundraise for Tender amongst their professional and personal networks
- Working with SLT and Heads of departments to ensure the consistent tone and positioning of Tender in the implementation of marketing of all projects

Administration

- Working with the Governance team, improving operational effectiveness and quality service by identifying and implementing process improvements
- Overseeing the maintenance of Tender's overall Development function, providing appropriate analysis and reports
- Overseeing the development and maintenance of a funding database and ensuring it is up to date to effectively monitor and evaluate the strategy
- Completing all mandatory training, and proactively seek opportunities for ongoing professional development
- Ensuring that all policies and procedures are followed, including safeguarding, data protection and equal opportunities
- Working as a member of the Tender team and carrying out other duties that may be required to meet the needs of the organisation

Person specification

Knowledge	Essential / Desirable	Assessed in application (A), interview (I) and/or test (T)
Understanding of the violence against women and girls sector and current and developing policy and practice in preventing VAWG	D	A
Proficiency in office software, including Word, Excel, PowerPoint, Salesforce	E	A
Understanding of communications strategies relevant to the charity sector	D	A, I
Experience		
Significant experience of generating income across a number of income streams, in particular some or all of the following: trusts & foundations, statutory corporates and major donors	E	A, I
Experience in a senior development/fundraising role, with responsibility for multiple income streams	E	A, I
Robust experience of developing and securing income from new income streams, generating leads and successfully engaging prospects to drive income	E	A, I
Robust experience of developing and implementing successful strategic fundraising plans to grow income	E	A, I
Experience of managing people and leading a development/fundraising team through a period of growth	E	A, I
Experience of managing high value supporter or customer relations, creating individual engagement and stewardship plans	E	A, I
Experience of building and maintaining successful relationships with diverse range of partners, including senior stakeholders, trustees and senior volunteers	E	A, I
Skills and behaviours		
Ability to present information and arguments clearly, convincingly and diplomatically	E	I



Developing rapport and working effectively with a diverse range of people, internally and externally, to deliver shared goals	E	I
Ability to manage time, priorities and risks, and develop structured and efficient approaches to deliver work on time and to a high standard	E	I
Organised, able to forward plan and manage own administrative tasks	E	I

Summary of terms and conditions

Title	Development Director
Department	Development & Communications
Reporting to	CEO
Responsible for	Development Manager (Trusts & Foundations), Major Donor Consultant, and indirectly a Development and Communications team of four
Contract	Permanent
Salary	£60,000 - £65,000 pa
Hours	Full time
Place of work	London / Hybrid
Benefits	25 days holiday pa (pro rata) plus public holidays Employer contribution to pension Employee assistance programme Flexible working



Equality opportunities

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Tender's performance and to develop a culture that positively values diversity. We are committed, to achieving and maintaining a workforce that broadly reflects the local communities in which we operate.

If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences, including those who have had breaks in their careers for any reason.

We particularly welcome applications from candidates who identify as male, who come from a minoritised ethnic groups, or are LGBTQ+ as they are currently under-represented at this organisational level. We have made a positive commitment to employ disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in the role profile and person specification. If you wish you apply for consideration under the guaranteed interview scheme, please say this in your supporting statement.

We ask applicants to complete an [equal opportunities monitoring form](#). This is voluntary, but the information we ask for goes towards helping us ensure we are an inclusive employer by monitoring diversity in the workplace. This form will not be seen by anyone involved in reviewing applications or interviewing candidates. We will only use your information for the purposes specified on the form and detailed in our Privacy Notice (available on our website).

Our roles are open to discussion about flexible working, which would include arrangements such as part-time working, formalised flexi time, fixed working hours, working from home and job-sharing subject to business needs.

Please let us know if you require any adjustments to be made to the shortlisting process or to provide any information you wish us to take into account when considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment at that stage. Please be assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and, should you be appointed, as part of your employment with us.

Safeguarding

This role is subject to an enhanced disclosure being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service. If you already have a DBS certificate, and are registered with the DBS Update Service, please include this information in your application. If you are the successful candidate, we will ask for



your permission to access the DBS Update Service and we would also need to view your disclosure certificate.

The successful candidate will be required to provide evidence of entitlement to work in the UK. All job offers are subject to the receipt of two satisfactory references: one of these should be your present or most recent employer, the other could be someone who knows you in a work-related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for.

Data protection

Tender is committed to complying with data protection regulations. We only use your information for the purposes specified on this form and detailed in our Privacy Notice. Please note that your application form will be stored securely, and the information you have provided will not be disclosed to any outside agency unless we are obliged to do so.

Forms from successful applicants will be used as a basis for the personnel record. Forms from unsuccessful applicants will be destroyed after 6 months, with the exception of forms from applicants who have consented for their details to be held on file for future vacancies; these forms will be held for a further 18 months.

Complaints procedure

Any applicant who considers that they have been unfairly treated or discriminated against can contact Trupti Reddy (trupti@tender.org.uk) in writing or by email. Complaints received within one month will be taken seriously and investigated promptly and sensitively by the CEO and COO, who will advise of the outcome. This does not affect your legal rights.