**General Federation of Trade Unions**

**Educational Trust**

 **Appointment of Fundraiser, Sustainability and Development Officer**

**Background to post, job description and further details**

**The GFTU Educational Trust, our history, our work and our purpose**

The GFTU Educational Trust is a registered charity established in 1971. The GFTU historically funded the Educational Trust 100%. This was supplemented by EU and other funding that the Trust could from time to time raise via partnership projects.

Historically the main provision of the Trust was an education proqramme of trade union training courses.

In 2012 the Trust started to work to find alternative sources of income. The biggest enterprise was to buy Quorn Grange Hotel, expand its number of rooms in 2019 and run it to generate income. Unions get a good deal at Quorn and any surplus generated goes to the Trust. It is used by around 28 national unions and the public and a location for conferences and educational activities and festivals. Affiliates’ members get good discounts at Quorn. The hotel is also run commercially for passing trade, businesses and in 2020 has 82 weddings.

In addition, but less beneficial financially, the Trust has an ethical shop which can sell and market gifts and labour movement related materials.

The Trust has a publishing house 'Workable Books' to create a platform for trade unionists to get published and to relate to the movement (4 excellent publications so far).

The Trust has published a CD of labour movement songs also.

Arts and cultural work is integral to the Trust’s work and we have held many many events including a big Kurdish cultural festival and a big national liberating arts festival looking at the use of arts and culture in the wider Movement and finding ways to support progressive artists.

We have sought to showcase many new and underestimated performers across the arts.

We have done a lot of work with key thinkers at home and abroad about the nature of trade union education, hence our recent book on this subject.

Our trust includes several notable historians, so we have a great commitment to keeping working class history alive, hence the recent graphic novel For the Many Not the few, an illustrated history of Britain shaped by the people. We have advertised a programme of short day-schools on working class history which we would like to expand.

The Trust has sought out and sought to work with a new generation of younger poets, artists, singers over the years. We have of course supported established cultural workers like Banner Theatre, Townsend Productions and Ken Loach.

The Educational Trust has established partnerships with a range of bodies – we work closely with Wolverhampton University looking at the history of the nationalised coal industry and also the GFTU. We have sponsored two PhDs. We have a project with Manchester University looking at Chartist Poetry.

Through partnerships, particularly with Universities, we are keen to consider supporting joint applications for funding, structural partnerships as we have with Leeds Beckett University for example, to provide quality training, or close working partnerships as we have with Ruskin College) or Northern College where we pay for a programme of five day residential courses. Last year we funded Shout Out a political literacy project taking political education back into schools.

Underpinning all of the Trust's work is a commitment to political education.

We are always looking for interesting national events to be held at Quorn with a residential opportunity.

The Trust can operate nationally and has also done a lot of international work, funding a regular visit overseas for Executive Committee members at the GFTU, we have done some very useful study tours (rebuilding links with Vietnamese trade unions, meeting leading trade union educationalists in Latin America). In operating nationally the Trust can fund special events across the country.

**The GFTU**

An illustrated history of the GFTU can be viewed on our website: http://gftu.org.uk/120-years-of-gftu/

A full written history of the GFTU 1899-1980 is still available, it was written by Dr Alice Procheska.

The archives of the GFTU can be viewed on line and are housed in the Bishopsgate Institute London: https://www.bishopsgate.org.uk/collections/general-federation-of-trade-unions-gftu

The educational work of the GFTU can be viewed here: http://gftu.org.uk/education/

The many support services that the GFTU offers to help save affiliates’ money, provide high quality support and generate some income to re-invest in education can be viewed here: https://gftu.org.uk/winwin/

To see the highlights of our activities from 2017 – 2019 look here: https://gftu.org.uk/about-us/

To view Quorn Grange Hotel our residential, conference and training centre see: https://www.quorngrangehotel.co.uk/

There is no issue too big or too small for the GFTU to consider to support trade unions in remaining strong and independent. We believe strongly in the politics of practicality and friendship.

Our support for unions changes as times and needs change. Sustainable education is key to this.

Originally the GFTU provided strike pay, international solidarity work, and all of the welfare services and payments now undertaken by the state. Without the GFTU hundreds of thousands of workers would not have had pensions, holiday pay, sick pay, unemployment benefits and so on.

When the state took on the functions of welfare, the GFTU created essential research and education services for unions and established a pooled pension scheme.

We currently have over 50 services for affiliates which are designed to save them money, ensure quality and generate some income for our educational trust so that we can re-invest in education and create new generations of leaders.

Financially every affiliate contributes far less than they can get out of affiliation. Our annual affiliation fee is only £1 per member. Every affiliated union, regardless of size is entitled to one place on our Executive Committee. We bring unions together to share best practice and find new ways of mutual support.

We still extend the hand of solidarity across the world and make international links for our members. We publish great books on trade union subjects. We have an ethical shop to purchase Labour Movement related gifts.

We have partnerships with universities and colleges to support research and other projects and provide quality education. We train thousands of people each year on a ladder of opportunities that can go from initial representatives training, through specialist areas, to trade union official and senior management training.

**Our Trustees**

The Trustees are: Doug Nicholls, General Secretary of the General Federation of Trade Unions, Sarah Woolley, General Secretary Bakers Food and Allied Workers’ Union, Dr Alice Prochaska, former Principal of Somerville College Oxford University, Steve Orchard, CEO Quidem Radio , Nadine Rae, Education and Equalities Officer TSSA, Angela Pratten, Association of Educational Psychologists, Jill Westerman, former Principal Northern College, Margaret Bennett, former chief accounting officer various charities, Ben Richards, Organising Officer Community the union for life.

To find out more ring GFTU General Secretary on 07557770230, or email doug@gftu.org.uk.

**Purpose of the Post**

This is a new post and a new investment for the GFTU. It is an exciting post that requires someone who is creative, flexible and passionate with an interest in evolving the post itself in the early phase of development.

The Trust agreed with the GFTRU’s support to employ a fund raising and development officer to focus for two years on identifying and accessing sources of funding to make the work more sustainable. Many funding bids require partners to sign up. It is an ideal time to consider some potential funding bids.

We are also keen to secure someone with the skills to innovate and find new enterprising ways to sustain our training provision.

**The job**

**Job Description**

**Job Title: Fundraising, Sustainability and Development Officer**

**Responsible to: The GFTU Educational Trust Trustees**

**Line managed by: The Secretary.**

**Main duties of the post:**

This post operates as the Lead Officer for the development of the training enterprise for GFTU. You will be responsible for seeking and securing income, from grants, contracts and trading, working towards the improved sustainability of the Training Enterprise. If the opportunity arises, you may develop other initiatives that contribute to the capacity building of the union sector. As Fundraising, Sustainability and Development Officer, you will take a proactive overview of the initiative.

**Key Tasks**

Responsibilities will include.

Grant funding

* Researching funding opportunities through web search, direct contact with funders and liaison with other similar posts and with specialist fundraisers
* Putting together a comprehensive and detailed fundraising strategy with target funders, dates of submission, comments about fit with their outcomes and estimated financial requests. This will be a live document that will be reviewed and amended regularly.
* Undertaking primary research that will strengthen funding applications. This may relate to skills audits, needs analysis or customer satisfaction surveys.
* Gathering all the required data into one document as a baseline for funding bids
* Creating a live folder of required attachments such as training course descriptors, constitution, accounts, policies etc.
* Drafting funding bids with all associated attachments for the board to submit
* Liaising with funders when they require additional information.
* Liaising with funders post success

Monitoring and Evaluation

* Setting up systems to monitor impact, success and learning to be available to funders when they ned regular evaluation reports
* Gathering data and ensuring data is gathered by others
* Drafting those evaluation reports for sign off by the board.

Contracts and Service Level Agreements

* Signing up to contract portals
* Re-actively responding to training contract opportunities
* Proactively approaching potential commissioners to secure contracts to delivery paid for training in particular circumstance. You will encourage collaborative commissioning and co-production as well as simply responding to tender opportunities.
* Partnership development to resource joint tendering

Enterprise

* New service development in response to evolving service user needs including looking for new user groups and partners. This includes developing, launching, consolidating and supporting new trading ideas in relation to training and capacity building
* Researching new ideas and bringing in specialists as required.

Promoting training

* Overseeing and managing the communication strategy to promote the training offering.

Marketing. Ensuring there is a clear, strategic and achievable marketing plan; which communicates the Training vision and mission and values effectively.

**Essential Requirements for the post**

An understanding of the Union movement and a sympathy with its ethos, purpose and background

At least 3 years in a fundraising position, with good knowledge of the funding landscape and a proven track record in successful bid writing.

Experience of fundraising databases

A good working knowledge of procurement and tendering

A strategic thinker that can build relationships with regional and national stakeholders, including funders but also partners

A great communicator who can talk and write with clarity and plain English but also with passion

A good knowledge of training delivery

Creativity, imagination, and an entrepreneurial attitude towards fundraising

The capability to work under pressure and meet deadlines

Good organisational and project management skills

Resilience, particularly when faced with setbacks such as funding failures

**Desirable Requirements for the post**

Personal relationships with key funders

A background in the Union movement

Experience in the third sector and working with boards

A willingness to carry out a range of administrative tasks.

The ability to work with a wider team

Knowledge of regulations such as data protection

**Further details**

**Salary:** This will be negotiable depending on experience, but it is envisaged that this will initially be between £37,000 and £43,000 and include further incentive payments linked to results.

**Pension:** The option of joining the GFTU defined contribution pension scheme may be available.

**Location:** The post could be homeworking or from the GFTU Offices in Quorn Leicestershire. In any event attendance at Trustees’ meetings wherever they occur will be required.

**Whole time working**: It is a condition of employment that whole time working for the Trust will be undertaken on a full time (37 hours a week) or potentially part time or job share.

**Initial duration of appointment:** Two years.

**Leave:** First year 26 days, second year 27 days.

**Employer:** The GFTU Educational Trust. A contract for services could also be considered.

**Line Manager:** The Secretary of the GFTU Educational Trust.

**Accountable to:** The Trustees of the GFTU Educational Trust.

**Commencement date:** The Trust is looking to appoint at the earliest convenience.

**Applications process:** Applications must be made on the attached Applications form and accompanied by a maximum 900 word presentation on how the applicant would approach the work and secure funding for the Trust to make it fully sustainable. Interviews will then be held at Quorn.

**Related expenditure:** A budget for equipment, subsistence, travel, phone and ICT would be associated with the post.

**Support:** Induction and a six months probationary period would be given to the post.

**Payment:** One month in arrears by bank transfer.

**Other terms and conditions:** The provisions of the GFTU staff handbook and other terms and conditions will apply.