



**LIFE SAVING  
TOOLS IN LIFE  
SAVING HANDS**



**Trusts & Foundations/Institutional  
Fundraiser**

**APPLICANT INFORMATION PACK**

## Job Title

Trust & Foundations/Institutional  
Fundraiser

## Reports To

Campaign Director

## Hours of Work

28 hours per week

## Location

Hybrid (based in Edinburgh)

## Salary

£30k (FTE £37.5k)



**Safe Surgery for**  
**EVERY CHILD**

# Kids Operating Room

**We believe in a world where every child has equal access to safe surgery**

That doesn't seem like such a big ask. Every child has a right to life and that shouldn't be taken away by an injury or illness that can be easily fixed. Children who battle cancer and undergo chemotherapy shouldn't get to the end of that process only to be denied the surgery that will offer them the chance of survival. Children who break an arm or a leg shouldn't live the rest of their lives in disability.

Babies who need simple procedures in the first hours of life shouldn't be left to die, and children born with urological conditions shouldn't be denied an education because they can't access the simple operation they need.

**Our vision is for a world where every child is treated equally**

Our mission is to support local doctors, through the provision of training and infrastructure, to ensure they can use their incredible talents to care for their nation's children. The number of children we need to reach is overwhelming. They urgently need our help.



## Our Mission

- Provide dedicated, specialist facilities and equipment for children's surgery in low resource settings
- Support existing surgical teams to deliver safe surgery for children
- Monitor, collate and understand our impact on surgical outcomes
- Advocate on the global plight of children denied access to safe surgery

## What We Do

KidsOR is a UK based charity that works with partner hospitals in low and middle income countries to develop high quality, safe surgical services for children.

We work closely with regional Surgical Colleges, the Global Initiative for Children's Surgery, partner NGOs and national Departments of Health to identify where the existing and/or training children's surgeons are. We then work with those people and their teams to ensure they have all the equipment they need to properly care for local children.

We also provide scholarships for children's surgery, helping strengthen local workforces and, in some countries, helping develop the first ever children's surgeon.



## Understanding Our Impact

We are proud to partner with University California San Francisco, which carries out independent assessments of our units. In partnership with the local hospitals, we record every single operation and look at the wider impact on the child and family.

In refugee settings, we work with the University of Oxford to monitor and evaluate the impact of providing local care to displaced populations. This allows us to assess the real impact of providing safe surgical services and also the true geographic reach of that impact.

It also allows KidsOR to look at the economic benefit to a country or region of having high-quality surgical services for children.

**I love fundraising for KidsOR because I am reminded of the kindness and compassion that people have every day. I am in awe of the lengths they go to raise money, donate or volunteer their time to help us.**

**-KidsOR Staff Member**

## How We Work

Our co-founders, Garreth and Nicola Wood, are actively involved in supporting our charitable activities and are part of our Trustee board, which provide ongoing governance and guidance.

Garreth and Nicola founded Kids Operating Room with the vision of a world where every child has equal access to safe surgery. They firmly believe that access to surgery is a basic human right and that every child should receive urgent healthcare when they need it.

Our CEO, David Cunningham, is a global leader in developing charitable programs for children's health and has provided leadership to healthcare projects in the UK and across the world. David is a highly regarded charity regulation expert and is a board member of the UK Fundraising Regulator and a member of the regulators Standards Committee.

Day to day operational activities are split between three directors who manage teams based in Nairobi, Dundee (our Global Operations base) and Edinburgh where our administrative office is located.



**GARRETH WOOD**



**NICOLA WOOD**

**BEFORE**



UGANDA

**AFTER**



**KidsOR**  
surgery for children

## Our Benefits

We offer a wide range of benefits to our employees. Some of which are listed below.



Company contribution  
pension scheme



Health Insurance following  
completion of probation  
period



Industry leading  
Maternity and Paternity  
leave



Dental Insurance following  
completion of probation  
period



Contribution to Gym  
membership



Extra day of annual leave  
on your birthday



Death in service benefit



Travel Opportunities



## Our Commitment to Inclusion

Everyone benefits when people can bring their whole selves to work. Whether you're a volunteer, a prospective employee or a fulltime member of staff, at KidsOR we want you to feel involved in all aspects of our work and to have amazing opportunities during your time with us – regardless of your background.

We're working hard to build a KidsOR team that reflects the communities we serve – we know diversity makes us stronger as an organisation and more effective in what we do.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave.



## About the Role

Works with: Chief Executive, Campaign Director, fundraising team, communications team, operations, finance

Purpose of role: To contribute to the effective delivery of the fundraising and communications strategy for KidsOR



# Key Tasks and Responsibilities

## Fundraising

- Proactively identify opportunities for funding from government and institutional funders. Able to use knowledge of aid landscape to identify potential funding, monitor databases for grant opportunities and develop networks to identify areas of development.
- Write proposals and lead bid process for applications of grant funding
- Manage application process at all stages and ensure high quality bid documentation
- Develop strong working relationships with institutional donors.
- Manage compliance, eligibility and diligence requirements in relation to funding opportunities
- Develop and maintain ongoing management and monitoring of grants awarded, progress and funder reporting requirements
- Work with colleagues to ensure proposals and applications are aligned with organisation plans and priorities
- Work with colleagues to ensure financial arrangements are in place to monitor, claim and report on grants
- Put in place and monitor funding agreements and manage compliance arrangements
- Ensure efficient administrative and record keeping arrangements are in place for institutional funding
- Engage with other Fundraising activities and support the wider team, as part of a collaborative, integrated fundraising team

## Data reporting and administration

- Record data accurately using Raiser's Edge database
- Produce reports, proposal and supply data as required

## Person Specification

### Knowledge & Skills

- Knowledge of aid landscape and/or familiar with government and funder processes, databases and requirements
- Knowledge of Charity Law, Data Protection, Fundraising Code of Practice and other relevant marketing or fundraising standards across the UK
- Ability to absorb, filter and re-present information for a new audience
- Ability to analyse problems and develop solutions
- Ability to monitor budget and keep accurate financial records
- Computer literate: MS Office and databases such as Raiser's Edge

### Personal Qualities

- Ability to work under pressure, while paying attention to accuracy and detail
- Team oriented and flexible
- Excellent communication skills: presenting complex information clearly, concisely and persuasively
- Excellent organisational skills, including ability to work systematically to deadlines, prioritise to effectively manage workload
- Demonstrable interpersonal and relationship building skills

## How to Apply

Please send your CV and a short portfolio of your work to: [hello@kidsor.org](mailto:hello@kidsor.org). Please put **Trusts & Foundations/Institutional Fundraiser** as the subject.

Closing date: 20/1/23

Please note in line with GDPR, all personal documents (CV's, Cover Letters, etc.) are deleted and destroyed as soon as the applicable position has been filled.

