



## The Honeypot Children's Charity

### Job description

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**Job title:** Head of Lottery and Statutory Grants

**Location:** Remote based with some occasional travel across the Honeypot houses (anticipated to be 2-3 meetings per year)

**Hours:** 37.5 per week, permanent contract

**Salary:** £48,000.00- £52,000.00pa

**Reporting to:** The Director of Income and Communications

**Benefits:** 25 days per annum plus bank holiday allowance, increasing with time in role; 6% contributory pension after a qualifying period; access to Simply Health insurance.

### About Honeypot

The Honeypot Children's Charity supports children who are performing a surrogate adult role as a carer for a loved one, often single-handedly, from as young as five years old. This responsibility is a heavy mental and physical burden which puts their wellbeing at significant risk, leading to anxiety, isolation, poor confidence, and low self-esteem.

Honeypot is the only UK charity that continuously supports young carers aged 5 to 12 years old, with a range of Wrap-Round support services designed to address their unique needs. Through countryside respite breaks, Wellbeing Fund grants, digital engagement, 'Memory Making' days and an educational booster programme, we aim to give young carers their one chance at childhood and set them on the path to bright futures.

With headquarters in London, we operate three respite houses: Honeypot House, in the New Forest, which welcomes children from London and across the South of England; Honeypot Pen y Bryn, in Powys, which hosts children from Wales, the West Midlands, and the North-West; and Honeypot Dalleagles in East Ayrshire, supporting children from across Scotland.

### Opportunities for you

- Responsibility for researching, identifying and pursuing six figure level income through National Lottery and Statutory funders.
- Grow professionally by working in an organisation that is committed to professional training and development.
- Be part of a winning team; Honeypot is one of the fastest growing children's charities in the UK, which has been on an upward success pathway for several years.
- Gain and develop knowledge and competencies through fundraising for a dynamic range of eminently fundable services and projects.
- Work with a professional fundraising and communications team, who have a strong and supportive team ethos.
- Enjoy working in a culture that supports the individual and gives the space and the support to help each person make their contribution.

## **Job purpose**

To lead and develop a new income stream for Honeypot Children's Charity, researching and developing a sustainable and key pipeline of six figure income through National Lottery and Statutory funders.

## **Responsibilities**

### **1. Income generation**

- Research, develop and compile applications to statutory funding bids, The National Lottery and statutory sources.
- Deliver on a personal six-figure income target by cultivating and soliciting funds from National Lottery and statutory funders.
- Identify and develop high value grant partnerships, work on high value reactive bids and take responsibility for a small number of proactive applications, managing key relationships with statutory partners to deliver against a statutory income strategy for the charity, ensuring long-term income growth to support our charitable goals.
- Utilise exceptional cultivation skills to build relationships particularly with Local Authorities but also central governmental departments, commissioners, MPs, and other statutory strategic partners.
- Investigate and recommend service delivery partnerships that Honeypot can work with for joint bids to statutory funders. Work with these partners to produce joint bids.
- Scan the horizon and build a database of National, Regional and Local Strategic Government Funding Programmes and Initiatives to which Honeypot qualify and deliver a planned calendar of applications.
- Set up a reporting schedules and deliver the reporting requirements of funding bodies according to their terms and conditions of award.
- Take a lead role in working with the CEO and Directors of Honeypot to negotiate contracts for delivery of services on advantageous and achievable basis.
- Secure fee income for provision of services, from the NHS, Department of Education, and third-party recipients of funding for vulnerable children, such as the Pupil Premium and Statemented Children.
- Work collaboratively with the Operations team and The Director of Income and Communications to identify and shape opportunities that could be presented to statutory funders.
- Lead on income planning and strategy activities as and when required, including financial year budget-setting and regular review throughout the year.
- Lead on checking for English statutory sources e.g. DCMS, DHSC Funds Online and other research resources.

### **2. Monitoring and reporting**

- Provide excellent account management for all projects, seeking to develop personal relationships with statutory partners and to identify opportunities to bring them closer to Honeypot's work.
- Maintain a comprehensive overview of reporting and reapplication dates for opportunities within your portfolio.
- Monitor grant income and expenditure for your portfolio, liaising with the Operations and Finance departments, and update funders as required.

- Ensure all funders are thanked appropriately and promptly, that reports are produced on time and provide accurate, relevant and insightful information as required.
- Maintain accurate records of key activities and contacts on the fundraising database, Donor Perfect.
- Provide the Director of Income and Communications with regular progress reports against agreed objectives and targets.

### **3. Team working**

- Support the fundraising and communications team in maintaining a healthy link between the London, Hampshire, Wales, and Scotland offices, ensuring that regular communication is provided to meet the needs of internal and external stakeholders.
- Work with the Operations team to bring life to case for support.
- Work closely with the Marketing and Communications team to maximise donor stewardship opportunities.
- Attend and contribute constructively to team meetings and any other internal meetings as required.
- Where opportunities arise, be prepared to share skills and knowledge with new and existing staff members and share resources across the fundraising team.

### **4. Other**

- As opportunities arise, to act as a public-facing voice for Honeypot, understanding and appreciating its work, teams, aims and objectives, its image and 'tone of voice' and messages.
- Be prepared to support Honeypot's broader fundraising activities as and when required, which may involve some out of hours commitments. Time off in lieu will be given as agreed with line manager.
- Contribute to the Fundraising team's overall, ongoing, and annual planning.
- Keep up to date with best practice in fundraising, comply with relevant legislation and regulation, and work within the organisation's policies and procedures, ensuring that good practice is consistently observed.
- Commit to improving fundraising knowledge and skills by seeking out relevant training opportunities and participate in Honeypot's appraisal process to agree and review role objectives each year.

### **Skills, knowledge, and experience**

- A proven track record of succeeding six figure level gifts,
- Excellent written and verbal communication skills to inspire through compelling storytelling.
- Exceptional bid evaluation and proposal writing abilities to produce thorough and compelling grant proposals and reports that communicate aims and impact.
- Direct experience of researching the National Lotteries and statutory landscapes to explore opportunities to develop six figure plus proposals for Statutory funders, or equivalent
- Exceptional donor stewardship skills to a six-figure portfolio of statutory donors, implementing effective donor journeys and an excellent supporter experience ensuring their continued and uplifted support.

- Experience of interpreting charitable financial accounts and preparing budgets for potential funders and for grant reports.
- Excellent organisational skills
- A creative and energetic approach, attention to detail and meticulous record keeping.
- Strong planning, project management and time management expertise.
- The ability to prioritise workload and meet tight deadlines.
- Collaborative skills for working across fundraising teams.
- Experience of working with fundraising databases.
- Experience of using a range of fundraising research tools and techniques.
- Working knowledge of current fundraising legislation, including GDPR.
- Good relationship management skills, with the ability to respond flexibly to donor needs.
- Innovative and forward thinking, self-motivated and ambitious to maximise support within Honeypot's National Lottery and Statutory Grants Portfolio.