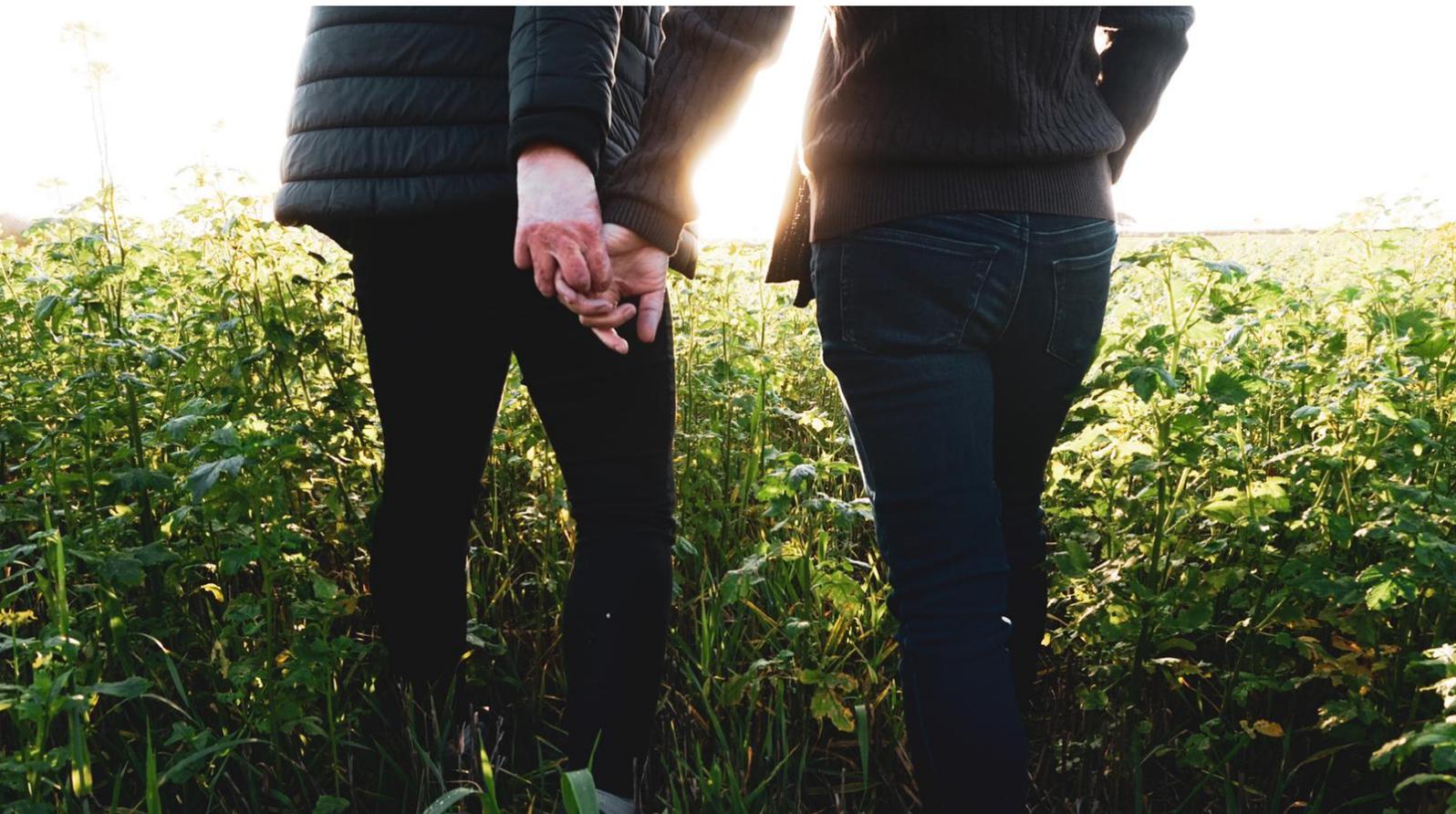


# THE SCAR FREE FOUNDATION

MAKING A WORLD WITHOUT SCARS A REALITY

## SENIOR DEVELOPMENT OFFICER APPLICATION PACK





Our mission to achieve scar free healing within a generation is audacious, it is ambitious but most importantly, it is achievable.

The UK is uniquely placed to make this happen. Our world-leading scientists, working hand in glove with the clinical research leaders of the NHS, will deliver a multi-million pound programme of scar free discovery and innovation. Our purpose is to relieve the pain, heart-break and life-long impact of scarring. Current treatments for scarring fall far behind those for other medical conditions. We are experts in saving lives, but we are not so good at healing. We owe it to the millions of people worldwide, those whose lives are seriously impacted by scars, to change this.

A handwritten signature in black ink that reads "Bruce Keogh". The signature is written in a cursive style and is underlined with a single horizontal stroke.

**Professor Sir Bruce Keogh**

Chairman

## **OUR VISION**

A world without scarring.

## **OUR MISSION**

To achieve scar free healing within a generation and transform the lives of those affected by disfiguring conditions.

# BACKGROUND

Scars are common. They can affect anyone at any time. Serious accidents (such as burns or trauma), elective and emergency surgery (to repair defects, or to treat and remove cancers), all cause scarring. In the UK, an estimated 4.5 million people live with a noticeable scar and the NHS spends more than £8.3 billion annually treating acute wounds. Many of those who live with severe scarring experience excruciating pain, restricted function and profound psychological challenges. This can last a lifetime and will require ongoing and complex corrective surgery.

Visible scarring is only part of the story. Injury or assault to any organ or tissue can cause scarring. Internal scarring, known as fibrosis, causes many serious chronic diseases affecting major organs, such as scarring of the heart – a major contributor to sudden cardiac arrest – and scarring of the kidney – the principal cause of kidney disease.



# THE SCAR FREE FOUNDATION

The Scar Free Foundation is a medical research charity based at the Royal College of Surgeons of England and founded by the British Association of Plastic, Reconstructive and Aesthetic Surgeons. We have a 20-year track record of delivering transformative research into wound healing and disfigurement. We have helped establish the UK as a global lead for burns research and set up the world's largest Cleft Gene Bank, which provides unprecedented insight into the world's most common facial defect. We also conducted a pivotal study into the psychological coping strategies of people living with disfigurement, which culminated in the publication of a key 'required' text for NHS staff.

This year we'll launch a refreshed research strategy and update the case for support that drives our £24 million fundraising campaign, directed towards our mission of achieving scar free healing within a generation. We are leading a shared effort and driving momentum to solve the problem of scarring. Recently, we have established The Scar Free Foundation Centre for Conflict Wound Research in Birmingham and the UK Burns Research Network and we have recently opened new scientific centres in the South West and Wales.





## OUR PEOPLE

The Scar Free Foundation (formerly called the Healing Foundation) was established in 1999 by the British Association of Plastic, Reconstructive and Aesthetic Surgeons. Over the last 21 years we have been leading life-changing research in reconstructive surgery, burns and the psychological impact of scarring.

From the Patronage of HRH The Countess of Wessex to the Presidency and former Chairmanship of Lord (Stuart) Rose of Monewden, the charity boasts impeccable leadership. Our Chairman is the former Medical Director of NHS England and our Research Council Chairman was until recently, Medical Director of the British Heart Foundation. Both are expertly placed to direct our Scar Free Strategy.

### PATRON

HRH The Countess of Wessex GCVO

### PRESIDENT

The Lord Rose of Monewden

### VICE PRESIDENTS

Dr Geraldine Brough  
Professor Sir Kenneth Calman  
General Sir Nicholas Carter  
Sir David Jones  
The Rt Hon the Lord Patten of Barnes  
Professor Sir John Temple  
Mr Hugh Twiss

### LEAD AMBASSADOR

Simon Weston, CBE

### CHAIRMAN

Professor Sir Bruce Keogh

### RESEARCH COUNCIL CHAIRMAN

Professor Peter Weissberg CBE

### HONORARY TREASURER

Mr Richard Collier

### BOARD OF TRUSTEES

Mr David Allen  
Mr Simon Boadle  
Ms Alison Clarke  
Lt Gen Richard Nugee  
Mr Tim Streatfeild  
Mrs Alexandra Thrower

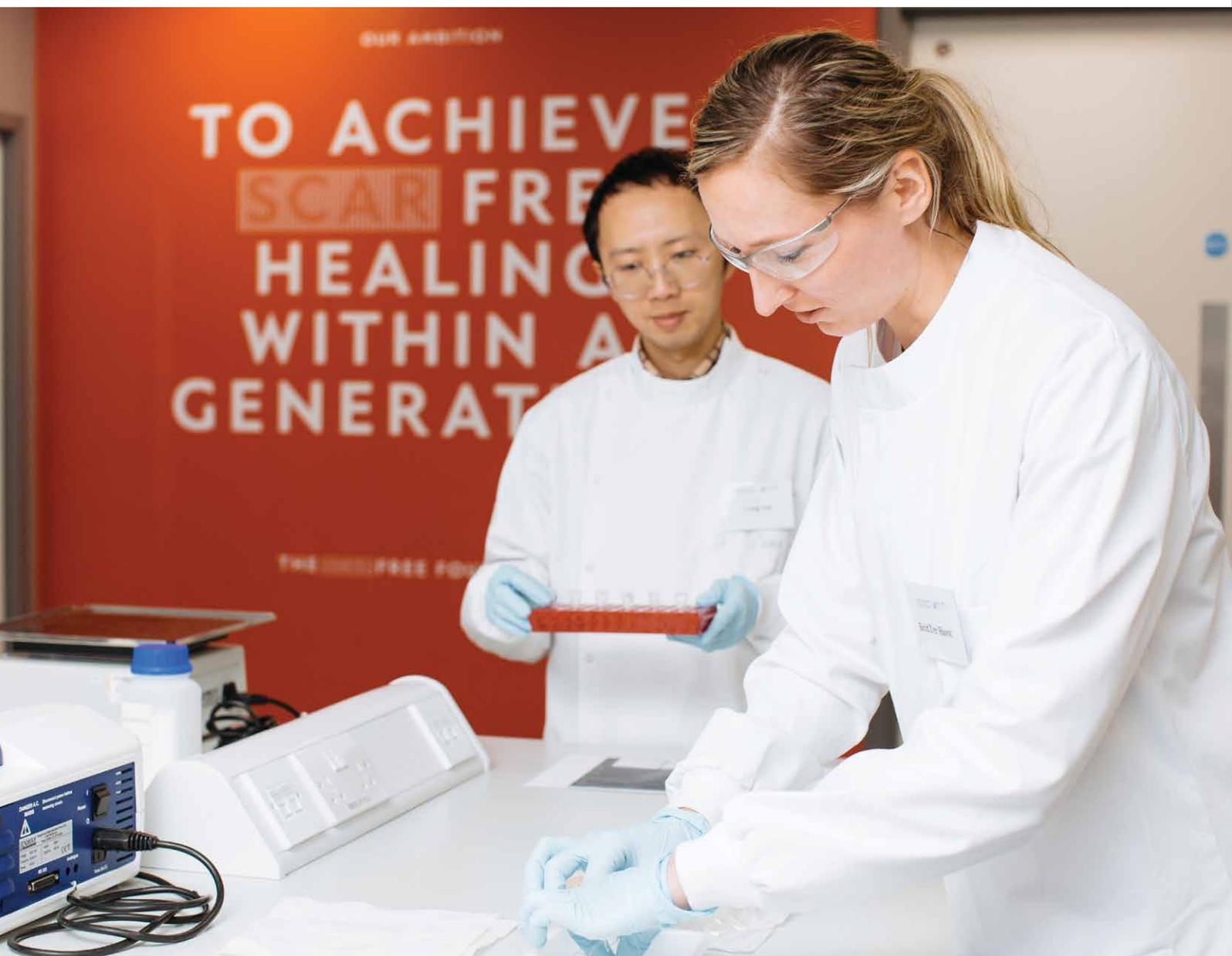
# THE ROLE

Joining a small team, the Senior Development Officer will report to the Senior Trusts and Foundations Manager. The Scar Free Foundation has a well-established track record in fundraising amongst high-net wealth individuals and leading grant making trusts and foundations.

We are assisted in our fundraising efforts by a well-connected and committed Board of Trustees and we are currently in the process of establishing a new volunteer Development Board with the support of our President, former Chairman of Ocado Plc, The Lord Rose of Monewden.

This is a rare opportunity for you, an experienced Trusts and Foundations fundraiser, to be part of a truly transformational fundraising campaign. Working within an experienced and supportive staff team you will be responsible for implementing our strategy, building relationships with grant making trusts, identified by the Chief Executive and senior volunteers and through desk-based research, and reporting to and maintaining a portfolio of grant funders.

You'll lead our growing social fundraising strategy and ensure our fundraising systems, prospect research, and cultivation events are comprehensive, accurate and smooth-running.



# ABOUT YOU

You are an articulate, experienced Trusts and Foundations fundraiser who is keen to further develop your skills in the context of a well-articulated campaign with exceptional senior volunteer support.

Though not necessarily from a medical research charity background, you will have an interest in supporting a transformational programme of health research that will, within a generation, significantly change treatment options.

You have a keen eye for detail and can complete tasks swiftly and with minimal supervision. You will have a track record in initiating, developing and sustaining long-term relationships with trustees and administrators from

established grant making trusts and foundations and you will be able to empathise with the issues facing people affected by scarring conditions such as burns and military wounds.

You will lead our small and medium grants programme, with a portfolio of warm and cool relationships, as well as our growing social fundraising, building on our recent successes.

You are the kind of person who will thrive in a small team, willing to “muck in”, be self-sufficient administratively and able to support Scar Free Foundation events, talking confidently and knowledgeably about our aims and activities.



# TERMS OF REFERENCE

## Main Duties and Responsibilities

The Senior Development Officer will assist in delivering the Foundation's fundraising campaign by leading on medium, existing and prospect funders, developing Foundations and Governmental sources.

## Portfolio Management

- To effectively manage a portfolio of small and medium, existing and prospective funders developing proposals, preparing reports, and providing excellent donor care
- To track and maintain an accurate timetable of acquired Trust funding, pending applications and prospects and to record funder interactions using the charity's database, Raiser's Edge.
- To assimilate research information to create compelling proposals reports for donors and material for donor reports, news stories, social media, and the bimonthly e-newsletter.
- To work with the Company Secretary & Finance Manager to process and record donations.

## Prospect Research

- To provide quality research on all prospects including high net worth individuals, grant making trusts, and corporates.
- To conduct research on the networks of senior volunteers, including Trustees and Development Board members and to generate new prospect names.
- To identify and manage resources, key directories and publications necessary to support this research.

## Development Board

- To work closely with colleagues on the planning for and administration of cultivation events, including invitations, communication with attendees, and drafting of briefing documents for volunteers.
- To provide support to the Development Board, Chief Executive, and Senior Trusts and Foundations Manager for face-to-face meetings with donors and prospects, including booking meetings, developing briefings and bespoke materials, co-ordinating visits to research centres, and attending these meetings as and when required.

## Database Management

- To manage the charity's database (Raiser's Edge NXT) ensuring timely, accurate, comprehensive, and up-to-date records.
- To log and monitor the progress of agreed funder actions and deadlines on Raiser's Edge and to check in regularly against these with staff and senior volunteers.
- To process and record donations, including digitising correspondence, acknowledging and receipting gifts, sending out Gift Aid forms.

## Communications

- To manage a program of social media-based/online fundraising activity, planning and implementing an income strategy.
- To write content for online and physical supporter materials, as required.
- To author and schedule the charity's e-newsletter to stakeholders, using mailchimp.

## PERSON SPECIFICATION

- At least three years' experience in trust fundraising or a related discipline, for the voluntary sector though not necessarily restricted to working for a medical research charity.
- A proven track record of building and maintaining successful relationships with Trusts and Foundations and Statutory sources.
- Evidence of an aptitude to work with senior, highly influential and well-connected supporters, donors and canvassers.
- Excellent writing skills and attention to detail
- Knowledge of Raiser's Edge or equivalent fundraising database.
- An understanding of the core principles of Trusts and Foundation Fundraising, with a focus on building long-term and sustained senior relationships with grant makers.
- Experience and understanding of fundraising through social media.

## **BENEFITS**

### **Salary**

- £30,000-£35,000 per annum, depending on experience. An additional personal training budget will also be provided.

### **Annual leave entitlement**

- 25 days plus 4 'college holidays' (between Christmas and New Year), plus all public holidays.

### **Pension**

- Employer's contribution of 10.5% of salary into personal pension scheme. Where an employee has no personal pension the Scar Free Foundation will automatically enrol and contribute to a workplace pension. The employer's contribution in either case is subject to an employee's contribution of 3%.

### **Private Health Insurance**

- Membership of The Scar Free Foundation's AXA Insurance scheme and Employee Assistance Programme

### **Location**

- Normally based at Royal College of Surgeons, with home working aligned with restrictions. In 2021 the Foundation will move to the new, state of the art RCS building with onsite showers, the Hunterian Museum and cafe.

### **Equality, Diversity and Inclusion**

- We are an Equal Opportunities Employer and wish to promote diversity, applications are encouraged from all sections of the community.

### **Season Ticket Loan**

- You will be entitled to a loan from the Foundation for the purchase of an annual season/travel ticket.

### **Childcare Vouchers**

- If you are the parent or guardian of a child aged 0-15 and you pay for registered childcare you can do so free of tax and national insurance to the value of £243 per month.

### **Cycle to work scheme**

- Under this scheme you can obtain a bicycle and safety equipment at a saving of up to 40% off the RRP paid for monthly.

### **Flexible Working**

- We are happy to discuss options for flexible, home and agile working, part-time roles and job shares.

## **TO APPLY**

Please apply with a CV and a covering letter to [recruitment@scarfree.org.uk](mailto:recruitment@scarfree.org.uk)

The letter should be a maximum of two pages, outlining how your skills and experience match the requirements of the role.

**Deadline for applications:  
Sunday 4 April 2021**

**Interviews will be held late April 2021.**

# THE FREE FOUNDATION

Cover image

**LUCY WILSON**  
**Scar Free Ambassador**

“It sounds like a cliché, but living with scarring does get better. Working towards scar free healing will mean huge breakthroughs in treatment but also in attitudes. Giving people confidence, helping them accept themselves and removing any stigma; that’s what I think scar free means.”

**TO FIND OUT MORE**  
**GO TO [SCARFREE.ORG.UK](https://www.scarfree.org.uk)**