

TOGETHER, EVERY CHILD AND YOUNG PERSON CAN FLOURISH.



Philanthropy Officer

JOB RECRUITMENT PACK

WHO WE ARE

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AllChild is a charity working with schools, families, councils and community organisations to ensure that together, every child and young person can flourish.

We're pioneering a new way of investing in children's futures - bringing local partners together to listen, co-design, and remove barriers to support and opportunity.

We believe children need the right support, in the right way, at the right time - rooted in the relationships and communities they know and trust.

We call this creating SEA change: improving children's Social, Emotional and Academic wellbeing so they can thrive at school, in life, and in the future they choose.

After nearly a decade in West London, we've expanded to Wigan and are now preparing to grow into more places across the country — deepening our local presence to deliver meaningful, long-term support. Last year, we worked with 1,700 children and young people, helping them build the skills and connections they need to flourish.



THE ROLE AND YOU

ABOUT THE ROLE

Title:	Philanthropy Officer
Reports to:	Philanthropy Manager
Start date:	ASAP
Location:	Hybrid, London (Commitment of 3 days in our West London office every week)
Hours:	Full-time (35 hours), Permanent
Salary:	£28,000 per annum
Deadline:	24 October 2025

AllChild is a UK children's charity committed to supporting every child to thrive. This is a pivotal moment for the organisation. There is a huge amount of interest in our work – from Central Government, local authorities and private sector funders (including significant corporate organisations and major philanthropists), because of our innovative collective impact and funding model.

We are seeking a Philanthropy Officer to join our Development Team. This role will play a part in managing AllChild's portfolio of philanthropic supporters, including Trusts and Foundations and Major Donors. You will work closely with the existing Philanthropy Officer, supporting the Philanthropy Manager to steward our existing supporters, as well as build a strong pipeline of prospective donors and secure new funding



THE ROLE AND YOU

KEY RESPONSIBILITIES

Research and identify prospects, write high-quality funding bids and reports to support income generation from Philanthropic sources

- Supported by the Philanthropy Manager, proactively identify new opportunities for funding and possible avenues of engagement; be an active participant in prospecting meetings.
- Write applications and reports which are tailored to the interests of each supporter, based in a deep understanding of AllChild and the relevant internal and external research and evidence.

Be responsible for keeping excellent records of all Philanthropic activity

- Using our CRM software (Salesforce), maintain detailed and accurate notes of fundraising business, for example: details around new prospects, engagements we've had with funders (meeting notes, emails). This is critical for understanding our income position and for managing-day-to-day work.

Manage a portfolio of low- to mid-level donors

- Steward donors through regular and tailored communications
- Support with organising and implementing stewardship opportunities such as donor meetings, school visits, as well as fundraising and donor cultivation events.

Responsibilities of all AllChild Employees

- Comply with all relevant AllChild Safeguarding policies.
- Maintain an awareness of health and safety and comply with AllChild's Health and Safety Procedures.
- Any other job-related duties as assigned.
- A flexible approach to work is essential. AllChild staff may sometimes be required to adapt their duties to take account of changes in work practices.



PERSON SPECIFICATION

EXPERIENCE, KNOWLEDGE AND COMPETENCIES

Essential

- Self-starting, dynamic and solutions focused.
- Excellent written and verbal communication skills, as well as creative thinking
- Strong interpersonal skills and a positive 'can-do' attitude.
- Strong relationship development skills, ability to understand the needs of donors and tailor your work effectively.
- Attention to detail and ability to understand and interpret data.
- Ability to take initiative, be self-motivating and highly organised.
- Ability to manage multiple priorities and work to deadlines.
- Adaptable to fast-paced and changing landscape in an evolving and ambitious organisation.

Desirable

- Experience interpreting complex information and communicating it in an understandable, emotive, and persuasive manner, including successful applications, written documents, slides, and face to face presentations.
- Experience of producing written funding applications and reports.
- Previous experience of working in fundraising environment.



BENEFITS

HEALTH CASH PLAN

Medicash. Employees can access tailored support for mental and physical health and wellbeing. The support on offer includes (but is not limited to):

- 24/7 Employee Assistance Support.
- Cash back on optical , dental and holistic treatments.
- Physiotherapy.
- Counselling.
- Discount for family activities, such as cinema tickets and gym membership.

REFERRAL SCHEME

Employees who refer a friend for any of our vacant positions will receive a £200 voucher if the candidate is successful. Upon their completion of the 6-month probation, the employee who referred the candidate will receive a further £200.

CYCLE SCHEME

Staff can purchase bike and accessories through our cycle scheme without any upfront payment, and the payments are taken tax efficiently from their salary.

ENHANCED SICKNESS, COMPASSIONATE AND FAMILY LEAVE

AllChild pays above the statutory minimum sickness on a 12-month rolling period. We also offer compassionate leave, up to 10 days for close family members. We offer enhanced pay for maternity and paternity leave to help support staff who are growing their families.

ANNUAL LEAVE AND WELLBEING DAYS

We have a generous annual leave policy, of 25 days increasing by 1 day per year up to 30 days. We also offer 2 wellbeing days per calendar year as a means to support our employees.

APPLICATION PROCESS

We prioritise safeguarding at AllChild. Our recruitment follows strict guidelines outlined in our Safer Recruitment and Selection Policy. Please read our Safer Recruitment and Selection Policy and complete the online application form.

Deadline: 24 October 2025

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

First Round Interview: Online interview. We anticipate first round interviews to be held w/c 20 October 2025. More details will be provided following the invitation to interview.

To ensure fairness in selecting the best candidates for this role, we operate a blind recruitment process. Therefore, all applications are anonymised until an interview has been confirmed.

We are proud to be an employer that puts Equity, Diversity and Inclusion at the core of all that we do, for the benefit of our employees, our partners, and the communities that we work with. We are proud of our diversity and are therefore keen to receive applications from people who may be under-represented in our AllChild community. Please read our EDI statement on our website.

Please inform us of any accessibility needs for the application or interview process. We will address them when scheduling interviews.

If you have any questions, please contact our People and Culture Team by email:
hr@allchild.org