



Foothold

Supporting engineers



Relationship Fundraiser Recruitment Pack

Foothold, The Institution of Engineering and Technology Benevolent Fund. A Company limited by guarantee. Registered in England. Registration No. 00441284. Registered Charity No. 208925. Registered office: Unit 82A, James Carter Road, Mildenhall, Suffolk, IP28 7DE United Kingdom



Welcome to Foothold,

Our story

**We may not know much about engineering, but we do know engineers.
We've been supporting IET members and their families since 1890.**

We understand people and we understand how life can be at work and at home. It's unpredictable, complex, demanding.

Amidst the busyness of our lives we often forget that being well is just as important as doing well.

More of us are feeling stressed in our jobs. One in four of us will have a mental health problem this year. More of us are living longer. Our health needs are growing yet we have a shortage of carers. Rising costs are forcing living standards down. And we're facing a loneliness epidemic.

We all need to start taking better care of one another, because we all need a little support from time to time. Even engineers.

We wanted to know how we could do more, so we asked our community. Seven out of ten engineers worldwide said they wouldn't ask for help even if they needed it. Yet they told us there isn't enough support out there for day-to-day problems, let alone a crisis.

We're here so engineers and their families never need to face life's challenges without support. We want engineers across the world to feel supported in all aspects of their lives and to feel that it's OK to ask for that support. We want them to be healthy and able to stand on their own two feet. We want them to feel looked after but also empowered by their professional community.

Funded by engineers, for engineers, Foothold is here for engineers and the people who matter to them most. Whatever the problem, big or small.

Foothold is a starting point, giving you them the tools to make your life better right now.

Foothold is a network of skilled individuals who'll listen to your problems in confidence. It's a source of options to help you meet your needs emotionally, physically and financially.

Foothold is a place where you can regain your balance and help others do the same. Your Foothold is here.

Our challenge

In 1890 a group of engineers decided that their Institution should do something for fellow engineers in need. In the 135 years since we have continued to develop services which support engineers and family members a year, from across the globe.

And now as Foothold, The Institution of Engineering and Technology benevolent fund, we exist to ensure that no engineer or their family needs to face life's challenges alone and with 156,000 current members of the Institution of Engineering and Technology and many previous members spread across 148 countries, this is a challenge.

Our ambition is to increase the wellbeing of engineers and their families worldwide and we developed our 2022-27 strategy to help us achieve that.

Our commitments

These are the commitments we make every day to the people we support, to our work and to ourselves. These are the principles we live by:-



We're empathic - we seek to understand your needs as if they were our own. Only through empathy and understanding can we truly support others.



We're joined-up - we're here to support you with all aspects of life, and to help you increase your all-round wellbeing. People's needs are connected, so our support must be too.



We're trusting - we treat you as an equal. Building relationships based on trust allows us to provide better, quicker support.



We're open-minded - we listen without prejudice and act without discrimination to help you in any way we can. No challenge is too big or small.



We're encouraging - we want you to feel able to stand on your own two feet. To feel that you can make positive choices and changes in your life



We're bold - to offer meaningful support, we must break down stigma, address the big issues and try new ideas without fear of failure.

A word about flexible and remote working

We have worked remotely since the beginning of lockdown and since January 2023 with no office base. For us flexible working is about being outcomes focussed and empowering our teams to choose what time they begin to work, where to work, and when they will stop work based around core hours of 10 – 4pm on a Tuesday for the senior team and 10am-1pm on Tuesday for the whole team. The idea is to help manage our work-life balance, reduce stress and increase our overall job satisfaction.

However, working in this way is not without its pressure points and so we have regular in person team and individual meetings and provide equipment that will allow you flexibility to work from home, your local library or café if that suits you best.

We encourage virtual water cooler catchups, coffee breaks and walking meetings, whatever it is that works for you and our community.

Our future

There is no doubt that the current environment is challenging for our community and also for us as a charity and we have been working hard to ensure that we have a sustainable framework in which to develop and meet the diverse needs of our community going forward.

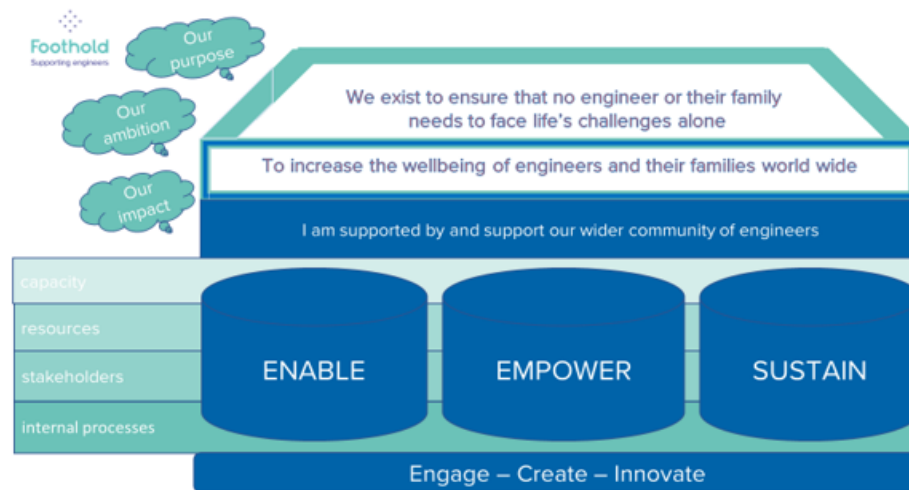
We are a small team who want to make a big impact. If you think that you have the skills and experience we need and are excited by the opportunity to join a thriving, forward looking team we would love to hear from you.

Jane

Jane Petit
CEO



Our strategic framework



Our beliefs




Every call for help must be heard



The best support empowers



Asking for help takes courage



A problem shared is a problem halved

Our strategic objectives

ENABLE our community to participate in a socially inclusive lifestyle

- achieving a household income of 75% of MIS level for eligible community members
- amplifying voices of organisations advocating for social change around poverty and associated issues

EMPOWER our community to increase their resilience to life's challenges

- creating connected communities
- developing digital health and wellbeing offers
- engaging with new partners to widen our scope
- creating positive change by developing our understanding of the equality, diversity, equity and inclusion issues and how we can address them
- being a barometer for the health and wellbeing of our engineering community

SUSTAIN support for and from our community

- engaging our community with our purpose
- increasing our voluntary income
- maintaining expenditure within budget
- creating innovative models of volunteering

Our strategy

Our recent research showed that our community have three main areas of need:

- Financial
- Health and wellbeing
- Underemployment and legal queries

Our strategy focuses on activities which can both relieve and prevent poverty within our global community by provision of direct support alongside our digital health and wellbeing programme.

Underpinning this we are working to develop a connected community, which includes our staff team, where we can all find help and give help as meets our needs at the time.

In this way we believe that when engineers and their families experience life events and moments of transition such as getting sick, experiencing bereavement, redundancy or relationship breakdown (all common triggers for poverty) not only can we offer timely practical assistance with finances or mental health issues, but we have also laid foundations that have increased their likelihood of coping.

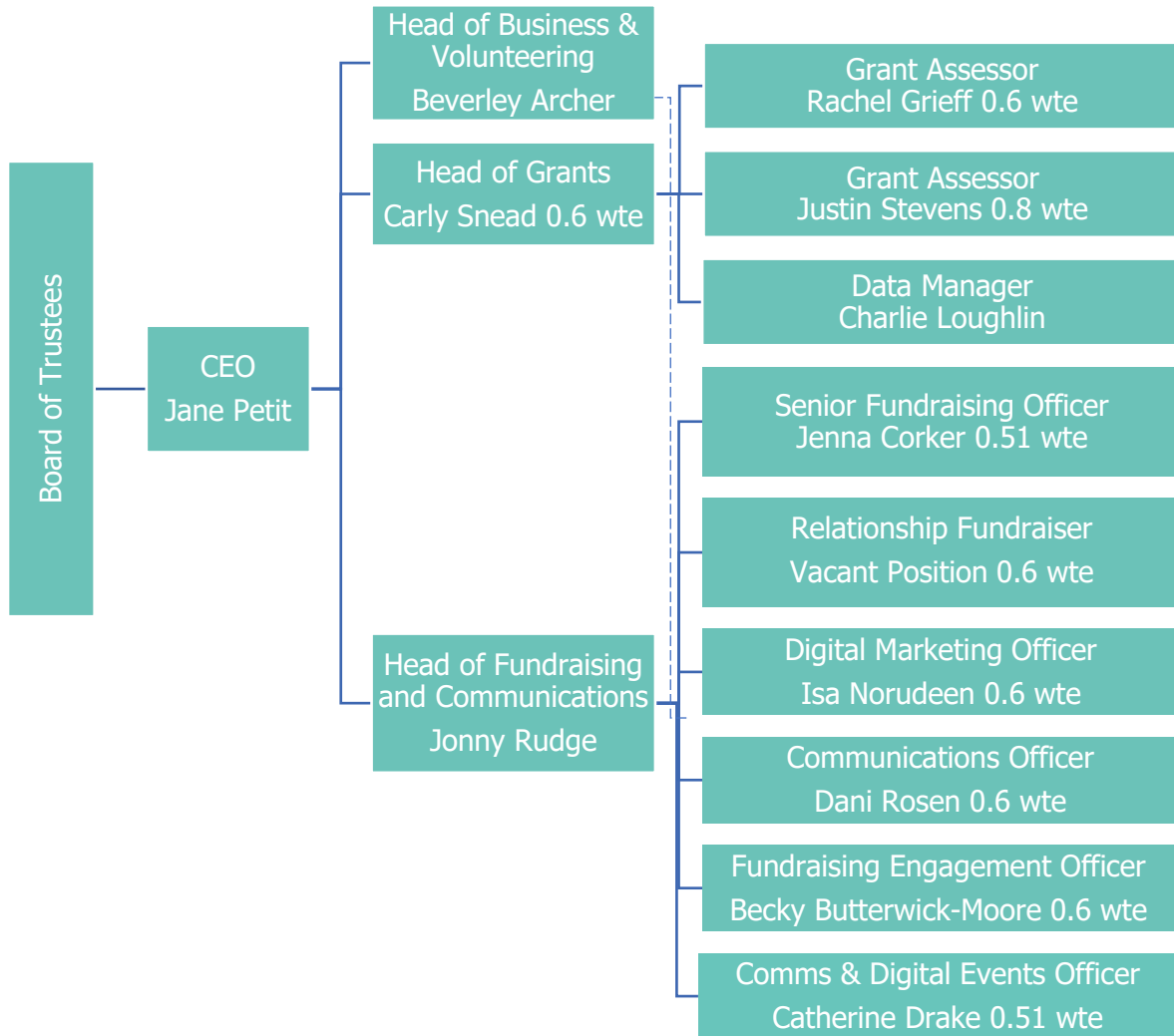
With our 2019-22 strategy we achieved amazing things



and by working together and maximising our expertise in 2022- 27 we'll do even more to increase the wellbeing of engineers and their families worldwide.

Foothold September 2025

Organisational Structure



About you and the role

"Like many benevolent fund charities, Foothold has a small staff team, but our impact is mighty!

We're looking for someone who loves building relationships and takes pride in their work, to join our flexible, remotely-based team as our new Relationship Fundraiser.

We're looking to build a relationship-first culture in which lasting, mutually beneficial relationships can match supporters' interests and motivations with our work.

As a charity dedicated to helping engineers and their families, creating and developing direct relationships with people and organisations in the engineering sector is essential for us to maximise our impact.

As our Relationship Fundraiser you'll work with colleagues, Trustees, and supporters to explore the relationships they hold, and how they can add value to our mission.

You'll undertake prospect identification, research, and plan approaches to develop relationships with, and income from, corporate and individual supporters.

You'll play a key role in creating and managing relationships within the engineering community, raising funds for, and awareness of, the vital support we provide for people when life becomes challenging.

We find creative ways of working as a team and look to showcase the individual talents and personalities that people bring to their role.

We encourage our team to be all-rounders, and you'll be working closely and collaboratively with your Fundraising and Communications Team colleagues to create compelling opportunities and cases for support.

This is a great opportunity to join a small, talented, and committed team as we test the best ways of engaging the engineering community.

You'll help us evolve our relationships and grow our income, and in turn we'll provide you with the support and autonomy to grow your skills.

We're confident that you'll enjoy working alongside the wider team and look forward to hearing from you."

Jonny

Jonny Rudge
Head of Fundraising and Communications

Your skills and experience

Criteria	Essential	Desirable
Experience		
Experience fundraising within a relationship-focused role, collaborating with colleagues to achieve targets	✓	
Experience of leading on/project managing fundraising campaigns, appeals & events to achieve targets		✓
Education and qualifications		
No specific qualification is required, but evidence of recent continuing professional development in an area relevant to the post will be required	✓	
Skills & abilities		
Ability to build successful relationships, motivate and inspire individuals, businesses and groups to support Foothold	✓	
Ability to recognise and develop new fundraising opportunities which provide mutual benefit for both parties	✓	
Ability to research and develop cases for support, pitches and proposals for a range of audiences	✓	
Confident communication skills, especially being comfortable speaking with/in front of new people, with an ability to adjust tone and content for different audiences and able to work within brand guidelines	✓	
Ability to think creatively, offering new ideas, concepts and solutions	✓	
Ability to see the bigger picture, putting the interests of the organisation and its beneficiaries over personal achievement	✓	
Effective time management skills with the ability to manage competing priorities and deadlines	✓	
Ability to troubleshoot difficult situations, and deal with them calmly, diplomatically efficiently and effectively	✓	
Ability to work effectively as a member of a small remote team	✓	
Ability to travel for purposes of work	✓	
Competent user of Microsoft Office and CRM systems	✓	
Knowledge		
Knowledge of corporate and/or major donor fundraising practices	✓	
Knowledge of how benevolent fund charities may differ from other charities		✓
Knowledge of considerations for risk assessing prospective charity partnerships		✓

Up to date knowledge of fundraising legislation and GDPR	✓	
Personal attributes		
A proactive, self-motivated and positive approach to work	✓	
Commitment to the core values and ethos of Foothold	✓	
Willing to work flexibly on other specified duties or projects as appropriate	✓	
Willing to undertake training for further development	✓	
Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work	✓	

About the role

Organisation	Foothold
Job Title	Relationship Fundraiser
Location	Remote working with attendance at meetings and events as agreed.
Hours	21 hours per week Core hours Tuesday 10am-1pm
Salary	£19.2k (£32k per annum pro rata)
Reports to	Head of Fundraising and Communications

Primary Purpose:

The principal responsibility of the Relationship Fundraiser is to create and develop relationships with a range of stakeholders, maximising awareness, income, and opportunities for Foothold

Key tasks

- Build a relationship-first culture across fundraising and awareness-raising activity
- Work with colleagues, Trustees, and supporters to undertake relationship mapping exercises

- Undertake prospect identification, research and solicitation to prioritise and develop relationships with, and income from, corporate and individual supporters
- Build successful relationships with collaborators and supporters, matching interests and motivations to opportunities to support Foothold
- Manage your own portfolio of corporate relationships and provide excellent stewardship, using innovative ways to keep all parties engaged and informed
- Contribute to the annual budget setting, phasing and reforecasting programme, providing financial information to your line manager as requested
- Implement and monitor fundraising plans for your specific areas of fundraising responsibility
- Support the creation and implementation of supporter journeys to create a high-quality supporter experience
- Work with the Fundraising Engagement Officer to implement the thanking programme ensuring each donor receives a high quality, personalised thank you in line with agreed timescales
- Work with the wider fundraising team to ensure donors receive high quality feedback on the impact of their donation
- Represent Foothold at ad-hoc events in the community, giving talks and presentations about the work of Foothold and how people can support us
- Work collaboratively with the other members of the fundraising & communications team to achieve team goals and further the mission of Foothold
- Support the production of reports which evaluate and review fundraising activity, and support on the development of new initiatives
- Proactively stay up to date with emerging trends and developments in charities, fundraising and marketing, harnessing new ideas and concepts to drive forwards Foothold's mission
- Provide cover for the Fundraising and Communications Team in periods of absence
- Contribute to and support the delivery of the fundraising, communications, and marketing strategies.

General

- Attend weekly team, monthly 1:1 and all-staff meetings
- Adhere to Foothold's policies at all times
- Undertake mandatory training as required by Foothold
- Take responsibility for Health and safety within your working environment
- Ensure confidentiality of records and information is maintained in accordance with Foothold's Confidentiality Policy and Data Protection policy GDPR
- Participate in the future development of Foothold in line with the strategy
- Undertake any other tasks as reasonably requested by your manager or the CEO

Terms and conditions

Period of appointment: This is a permanent contract.

Location: Remote/homebased

Part time: 21 hrs a week (flexible working- core hours Tuesday 10am-1pm)

Organisational benefits

- 32 days per annum annual leave plus Bank Holidays (plus office closure between Christmas and New Year)
- Flexible working arrangements
- Organisational commitment to training and development.
- SIPP pension with up to 9% employer contribution (subject to individual contribution)
- Life insurance and access to Smart Health services (AIG)
- Cycle to Work and Tech Scheme, childcare vouchers.
- Associate membership of the IET for one year paid for by Foothold, and access to Foothold services

How to apply:

Please submit your application form, CV, and a supporting statement of no more than two pages explaining your interest in this post and how you meet the points in the person specification via our website: [Work with us - Foothold](#)

Informal Conversations: these can be arranged with Jonny Rudge, Head of Fundraising and Communications, on the 2nd and 3rd of October 2025:
jonny.rudge@myfoothold.org

Closing date: applications should be submitted by 4pm on Tuesday 7th October 2025

Interviews will be held on Wednesday 15th October 2025 on Teams.

For more information about Foothold please visit [our website](#)

Equal opportunities

Foothold values equality and diversity, and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Foothold, in compliance with the Disability Discrimination Act 1995, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments, please contact us. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Recruiting Applicants with Criminal Records: Applicants with criminal records are welcome to apply for roles at Foothold. Advice and guidance on disclosing a criminal record can be obtained from Unlock. Successful appointment is subject to DBS checks appropriate to the post and references.

Foothold is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all of Foothold staff and volunteers to be willing and able to make a positive contribution to the promotion and implementation of Foothold's Equality, Diversity, Equity and Inclusion policy.