

<b>Organisation:</b>	<p>The Mustard Tree works with some of Reading’s most under-represented people. Our teams of volunteers provide befriending, mentoring, and outreach, creating opportunities, reducing isolation and supporting people to overcome challenges.</p> <p>Our partnerships with local communities, charities and statutory organisations enable us to innovate and develop projects that meet local need. As a charity with a Christian ethos our projects are designed to offer God’s love and hope to all within our diverse communities. Every project is developed with lived experience and co-creation at their core and are based on our mission to:</p> <ul style="list-style-type: none"> <li>• Reduce health and social inequalities,</li> <li>• Build stronger and more connected communities</li> <li>• Give a voice to the unheard.</li> </ul>
<b>Project:</b>	<b>Starting Point</b> – Providing mentoring and creating opportunities for young people (11-25yrs) who face barriers to achievement.
<b>Role:</b>	<p>Starting Point Manager and Fundraising Lead</p> <p>We are recruiting for a full-time role combining project management and fundraising responsibilities. We recognise these are distinct skill sets and welcome applications from candidates with strengths in one or both areas. We are open to exploring flexible arrangements, including job share or part-time appointments.</p>
<b>Salary:</b>	£32-37k FTE depending on experience
<b>Key Tasks:</b>	Leading the Starting Point project, delivering high-quality support which makes a lasting difference in the lives of young people. You will inspire and develop a team, build strong community and statutory partnerships, and ensure effective, values-driven programme delivery shaped by those we serve. Alongside this, you will drive fundraising and supporter engagement to sustain and grow the charity’s work, while embodying its Christian ethos.
<b>Reports to:</b>	CEO

#### Values and Vision

- Clearly demonstrate and embody the vision and ethos of the charity.
- Actively support the prayer life of the organisation and uphold the values of our Christian faith, including participation in weekly staff prayer times.

#### Programme Leadership and Impact

- Lead high-quality programmes that create meaningful, lasting impact for young people and contribute to stronger, more connected communities.
- Ensure effective monitoring and evaluation processes are in place, delivering strong, measurable outcomes that meet contract and commissioning requirements.
- Ensure our services reflect the charity’s values, objectives, and standards of excellence
- Take ownership of day-to-day operational decision-making, using initiative to respond to challenges and opportunities and identifying opportunities to strengthen impact.
- Develop, review, and improve systems and processes ensuring effective programme delivery.
- Ensure programmes are shaped by the voices and lived experiences of the people we support, embedding co-creation into delivery and development.

#### Partnerships and Community Engagement

- Develop and nurture strategic partnerships with community groups, charities, and statutory organisations to strengthen delivery and extend reach.
- Actively contribute to local networks and forums, ensuring the charity remains connected, responsive, and collaborative.

- Advocate for the needs and perspectives of the communities we serve within partnerships and networks.

### **Leading and Developing People**

- Lead, inspire, and motivate a team of staff and volunteers, fostering a positive, supportive, and purpose-driven culture.
- Model the charity's values and help shape a healthy and collaborative working environment.
- Recruit, supervise, and develop staff, ensuring they are well-supported and equipped to thrive in their roles.
- Provide clear oversight of workloads, enabling effective planning, prioritisation, and delivery across the team.
- Facilitate regular team meetings to review progress, share learning, and maintain high standards.
- Identify training needs and coordinate relevant development opportunities to strengthen the team.

### **Fundraising, Partnerships and Supporter Engagement**

- Shape communications and campaigns that raise awareness and inspire support for the charity's work.
- Manage funder reporting, ensuring high-quality, timely updates that strengthen ongoing relationships.
- Build and nurture strong relationships with funders and donors, ensuring they remain engaged and connected.
- Identify and pursue new funding opportunities aligned with organisational priorities and impact goals.
- Write compelling, high-quality funding applications that clearly articulate the charity's vision, need, and impact.
- Monitor and evaluate fundraising activity, using insight to strengthen future approaches and maximise income.
- Play an active role in shaping the future growth and sustainability of the charity's work.

### **Personal Characteristics**

These values are central to how we work and the way we serve our communities. We are looking for someone who not only demonstrates these qualities but actively lives them out in their day-to-day work.

**Integrity** – Acts with honesty, transparency, and accountability, ensuring their own behaviour and that of others reflects the ethos of The Mustard Tree.

**Compassion** – Demonstrates empathy and understanding, recognising the needs of service users, colleagues, and partners.

**Innovation** – Brings creativity and curiosity, thinking strategically to develop practical and effective solutions.

**Professionalism** – Communicates clearly and effectively, managing time and resources well, and responding positively to changing needs.

**Inclusivity** – Values and celebrates diversity, creating a collaborative environment where everyone feels respected and heard.

### **Experience and skills:**

#### **Essential:**

- A passion for the work of the charity and commitment to supporting individuals facing barriers and disadvantage.
- Proven ability to lead, motivate, and develop staff and/or volunteers.
- Able to take initiative, manage competing priorities, and work effectively in a dynamic environment.

- Experience working with young people (11–25) and a good understanding of the challenges they face, including being NEET.
- Strong understanding of safeguarding principles and practice, including the ability to assess need and risk and maintain safe environments.
- Strong relationship-building skills with partners, funders, and stakeholders.
- A track record of securing funding, including writing successful funding applications.
- Confidence in presenting, facilitating, and representing the organisation externally.
- Strong organisational and digital skills (including Microsoft Office).

**Desirable:**

- Demonstrated ability to involve service users in shaping or developing projects.
- Confidence in monitoring and evaluating projects, including producing reports for internal and external stakeholders.
- Understanding of how statutory agencies (e.g. schools, local authorities, health or social care services) operate, and the ability to work effectively alongside them.
- Experience engaging with individual, corporate, or community donors.

**Safer Recruitment and Eligibility**

This role is subject to an enhanced DBS (Disclosure and Barring Service) check as part of our safer recruitment practices. Applicants must have the legal right to work in the UK.