

# gateways

because there's more  
than one way to be educated



## Fundraising Coordinator Recruitment Pack

A photograph of a young woman with long brown hair wearing a tan beanie and a light-colored jacket, and an older woman with white hair wearing a tan jacket and a brown and white plaid scarf. They are both smiling and looking at a smartphone held by the older woman. The background is a wooden bench.

*"You have changed my  
daughter's life. For the first  
time, we have some hope.  
...she now has a place where  
she can thrive within a safe,  
nurturing environment.  
Thank you"*

*"...a place of healing where every student is respected,  
recognised and accepted, so they have an equal  
opportunity to become who they deserve to be."*

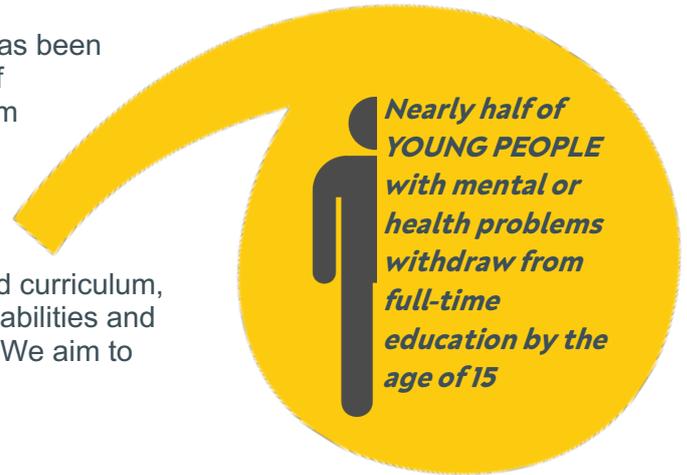


## About gateways

**gateways** is an alternative education provision that exists to support the countless young people today, between the ages of 14-25, who are or have struggled to remain in mainstream education. **gateways** students are referred to us as school refusers, struggle with severe anxiety, debilitating depression, eating disorders, trauma's of all kinds and often as a result of serious medical issues.

Over the past 2 years during and post COVID, there has been a 56% rise in enquiries to **gateways**, as the number of students suffering are unable to access the mainstream education system.

We believe that every young person should have the same opportunity to progress and thrive, regardless of the challenges they face. **gateways** delivers a broad curriculum, academic and vocational, that caters for the interests, abilities and specific needs of the each young person that attends. We aim to prepare them for a life beyond education.



## What has been achieved

The **gateways** programme launched in 2014 and is the only provision of its kind in the UK Jewish community, enhancing the lives of over 600 vulnerable, young people to date.

- Placing over 100 students into work and apprenticeships through career support sessions
- Achieving 98% pass mark for students sitting GCSE functional skills and BTEC qualifications
- Providing emotional and wellbeing support for all our students and families
- Launching successful social enterprise projects in cooking, hair and beauty
- Collaborating with over 20 referring organisations in the community and all Jewish secondary schools

## The future of gateways

To meet the rapidly increasing demand for our provision and our reputation for delivering exceptional outcomes, **gateways** is now a registered independent charity and began operating with a new strategy and a growing team in September 2023. Located in our own premises, which have been thoughtfully designed, with the needs of our students in mind.

**gateways** encompasses two separate pathways, which effectively meet the needs of our students. The current part-time provision, serving students aged 14-25 years, alongside the planned full-time, Ofsted-regulated provision for 14–16 year-olds. **gateways** also now delivers a broader curriculum, catering for the interests, abilities and specific needs of the students, preparing them for life beyond education.

**gateways** offers all students 'hope, determination and achievement' through high-quality teaching and learning within a flexible, responsive, and bespoke environment and is a stepping stone, providing students with opportunities to reinvent themselves and develop the confidence to be successful in their future.

We recognise that a truly successful provision cannot focus simply on good grades; real success is happy students who are well-equipped to cope in life and who are supported to reach their goals. The **gateways** charity is based around a foundation of mental well-being and education, focusing on each student being a valued part of the **gateways** community.



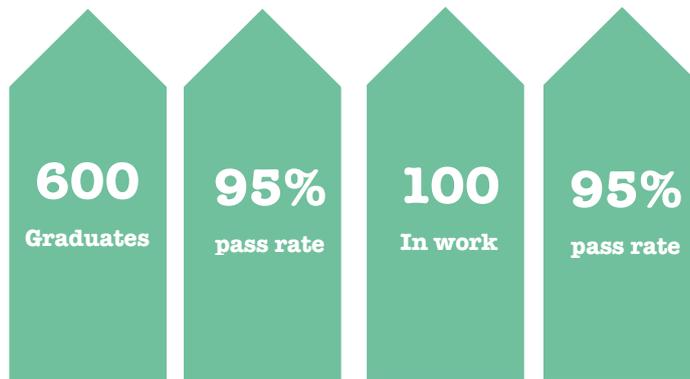
## A message from Laurence Field - Founder & CEO

When I started **gateways**, in 2014, I had no idea it would resonate with so many people. In this time, I have been inspired by young people, their parents, dedicated teachers, funders and employers who have shared their own experiences and brought so much passion and support to our cause. It is because I have seen the impact **gateways** provision can have that I am now more determined than ever, to get to a place where we can help anyone who needs us, and ensure everyone can live a fulfilling and productive life.

We have also learned so much and we go into our new chapter with an extremely strong platform for growth, based on our demonstrated performance and the strength of our partnerships.



## Over the past nine years, we have achieved:



With a 25% increase in school refusers in the last two years and the demand growing daily, we know now is the time to act. **gateways** can only grow and develop with the support and commitment of a dedicated group of staff.

Thank you for considering making an application for the role of Freelance Fundraising Coordinator Teacher.

*Laurence*



## Fundraising Coordinator Job Description

**JOB TITLE:** Fundraising Coordinator  
**SALARY:** £35,000 FTE  
**LOCATION:** Hendon NW4  
**REPORTING TO:** CEO  
**HOURS:** Part-time 2.5 days a week  
**START DATE:** 3<sup>rd</sup> January 2024

### Job Purpose

Reporting directly to the CEO, the Fundraising Coordinator is an integral member of the **gateways** team. This role plays a pivotal part in providing essential fundraising support to the CEO and the Fundraising Trustee, ensuring the smooth operation of our fundraising efforts. As a Fundraising Coordinator, you will be responsible for managing critical day-to-day administrative tasks that directly contribute to our mission's success.

### Key Responsibilities

- Research and identify potential new trusts and foundations that fit within **gateways**' remit
- Ensure applications are drafted and submitted within appropriate timelines
- Act as the first point of contact for fundraising enquiries over the phone and via email
- Support the organisation with fundraising campaigns and events
- Process donations and regular gifts to ensure they are correctly added to the CRM (Beacon)
- Keep the CRM up to date, including segmentation, and updating contact details
- Process Gift Aid claims through the HMRC portal every month, working across the team to make sure gift aid declarations are up to date and accurate and that gift aid claims are maximised
- Support CEO with stewardship of small and unsolicited donations as required
- Handle donations made by credit and debit card payments
- Send out fundraising materials and packs to prospective and current supporter

### Qualifications and Skills

- Strong organisational and administrative skills with meticulous attention to detail
- Excellent communication skills, both written and verbal
- Proficient in database management and data entry
- Able to work collaboratively with a team and independently when needed
- Understanding of fundraising principles and stewarding donors
- Proficient in office software, including Microsoft Office Suite
- Commitment to the mission and values of **gateways**

**Occasionally this role may require some evening work to attend events.**



## How to apply

Please apply for the Fundraising Coordinator role at **gateways** via the TES website.

**Closing date: 24th November 2023**

All Candidates invited to interview will be required to bring the following documentation:

- An original identification document (e.g. passport or driving license)
- If applicable, proof of eligibility to work/reside in the UK
- Documents confirming educational and professional qualifications.

**gateways** is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Any candidate wishing to seek additional information should contact:

**Laurence Field** – [laurence@gateways.org.uk](mailto:laurence@gateways.org.uk) – 020 8183 0164