

Fundraising Support – Prospect Research and Grant Writer

Candidate Brief

January 2024

Overview

Thank you for your interest in this exciting role. We hope that this pack gives you all the information you need to make your application.

We promote the advancement of human rights and equality for Deaf people by collaborating with our members and stakeholders to influence governments to ensure that Deaf people to access services in their own language: British Sign Language (BSL) or Irish Sign Language (ISL), the first or preferred language of c.87,000 Deaf people in the UK.

The BDA was instrumental in securing the BSL Act in April 2022, meaning that BSL is legally recognised as a protected UK minority language. This was seismic, and we hope it can lead to Deaf people, marginalised for so long, participating and contributing as equal and valued citizens in wider society.

We are proud that all our Board of Trustees and 88% of our staff are Deaf and our working language is BSL/ISL. We are proud to invest in BSL/ISL training for hearing staff and our onboarding programme includes a range of workshops delivered by our experienced staff. As an organisation, we know on a personal level how much work is needed to deliver equity for Deaf people.

We are a membership organisation, advocating for our sign language rights across the UK: we are embedded in the Deaf communities of all four UK nations and have a diverse, fully representative team.

Trusted by the Deaf communities of all four nations, we have shown through our campaign successes that we have the respect of the UK's governments. Everything the BDA does goes towards ensuring that the language, culture, community, diversity and heritage of Deaf people in the UK is respected and fully protected.

About the BDA

Founded in 1890, the British Deaf Association (BDA) is the UK's only official national representative organisation of BSL and ISL and has been an Ordinary Member of the [World Federation of the Deaf](#) (a United Nations consultative organisation) since 1957 and a member of the [European Union of the Deaf](#) (a participatory member of the Council of Europe) since its foundation in 1985. Our BDA Youth committee are members of the [World Federation of the Deaf Youth Section](#) and [European Union of the Deaf Youth](#), representing young Deaf people in the UK. As a Deaf-led membership charity, led and represented by Deaf people for Deaf people, we campaign and advocate for equal rights to fully participate and contribute to society as equal and valued citizens.

The passing of the BSL (Scotland) Act 2015 and the BSL Act 2022, was the absolute pinnacle of our work and why we exist. We are entering an exciting new chapter in our history, with the launch of our 2022-2032 strategic vision setting out the BDA's aspirations for Deaf people in

the UK for the next decade and beyond, following the historic legal recognition of our language. You can read more about our strategic vision here: <https://bda.org.uk/strategic-vision/>

Within this pack you will find information about the BDA, the job description, key requirement, and details on how to apply. Please contact us if you would like an informal conversation at any point, please email recruitment@bda.org.uk

Our work

Our work is centred around 4 activities:

1. Community & Advocacy

We work with our members and the Deaf community to empower them to have their views heard and listened to. We bring Deaf people together to take action around their concerns and overcome social injustice.

Through the BSL Charter, we connect the Deaf community with public services giving them the confidence to share concerns about issues that affect them, and to ensure that Deaf people have access to clear and full information to make informed decisions when dealing with service providers.

As Deaf community organisers, we provide training and workshops with members of the Deaf community to build their collective power and to seek representation on decision-making boards and platforms. This community involvement is crucial: we are utilising our voice as a strong leader in the UK to tell decision-makers that there is no longer anything about us, without us.

2. Training & Consultancy

We conduct Human Rights and Capacity Building training with our members and the Deaf community. Additionally, we provide BSL Awareness training to provide participants with a greater understanding of BSL as a language and an insight into Deaf culture.

Additionally, we formed an independent BSL Alliance, a coalition of Deaf organisations across the UK to strengthen BSL in Britain.

The BDA produces policy papers, statements, and guidelines so that members have up to date tools to inform the BSL Alliance and our stakeholders of Deaf people's rights and how to achieve them.

3. Human Rights & Equality

As the representative body, the BDA works to ensure Deaf people across the UK are equipped with the knowledge, tools and strategies to advocate for, achieve and defend their rights including:

- Gaining recognition and respect for BSL/ISL and Deaf culture
- Achieving their rights across all areas of life, including equal opportunity and accessibility

By promoting human rights and access to BSL/ISL, the BDA is improving the lives of thousands of Deaf people who face inequality every day. We collaborate with Deaf leaders and policymakers to implement human rights mechanisms such as the United Nations Convention on the Rights of Persons with Disabilities, the BSL (Scotland) Act 2015 and BSL Act 2022 as well as other legislations. We also take direct action by providing Equality & Rights training and representing Deaf people's interests in the UK.

4. Sign Language & Culture

We work with our members and partners to shape our world into a more equitable place through the following events to promote our language:

- BSL Conferences

Takes place every year, the BDA's BSL Conference is an official event of the BDA, designed to bring together public services and the Deaf community who seek to partake in national exchange of information and furtherance of the BDA's campaigns.

- AGM Weekends

The annual BDA AGM brings together members to further the objects of the BDA, elect candidates to our Board of Trustees and have a say on key organisational decisions. The weekend usually includes a Friday night gathering at the local Deaf club, a prestigious Gala Dinner on Saturday evening and concludes with a local BSL walking tour on the Sunday.

- Sign Language Week

Sign Language Week is BDA's flagship awareness week celebrated every year in March to commemorate the first time BSL was acknowledged as a language in its own right by the UK Government on 18 March 2003. The aim is to celebrate and educate the British public about BSL and to encourage more people to start learning our language.

- International Week of the Deaf

International Week of the Deaf is an initiative of the WFD and was first launched in 1958 in Rome, Italy. It is celebrated annually by the global Deaf Community on the last week of September each year to commemorate the same month the first World Congress of the WFD was held.

“The BDA is the Deaf community.”

– Roundtable participant, 2022

JOB DESCRIPTION

Job Title: Fundraising Support – Prospect Research and Grant Writer

Salary: £36,000 - £38,000 depending on experience

Reports to: Head of Communications and Fundraising

Manages: None

Location: Hybrid - part-home and part-office based at the designated BDA England office, ideally in London. Occasional travel across the UK.

Contract: 35 hours a week (full-time) permanent. A willingness to work evenings and at weekends as required.

Holidays: 25 days a year plus 8 Bank Holidays

Pension: BDA operates a contributory pension scheme and will auto-enrol you into the scheme in accordance with its auto-enrolment obligations

The Role:

An exciting opportunity for an experienced prospect research grant writer to join our team and help take our fundraising to the next level. This is a permanent full-time post with the offer of hybrid working, coming into the BDA office, ideally London, 2-3 times a week, and working from home. The post-holder will be part of the fundraising team working to deliver the five-year fundraising strategy for the BDA to support growing and more predictable income from a wider range of sources to fund the charity's current work, strategic priorities and core costs. We will be seen as the leading representative organisation in the field of BSL.

The post-holder will support the Fundraising team to deliver our fundraising strategy in order to ensure a sustainable future for the organisation, focusing on preparation of grant funding applications to Trusts and Foundations and government bodies.

As BSL and ISL is the language of the Deaf and signing community you will contribute towards the protection, preservation and promotion of BSL and ISL that directly impacts us.

The *Fundraising Support – Prospect Research Grant Writer* will be dynamic, innovative and confident in funder research, preparation and application. You will contribute to the BDA's purpose by applying for grant funding as part of the work of the Fundraising team to drive income growth. You will play a pivotal role in the team as well as working closely with the Communications team driving the programme forwards, maximising value and continuously improving ways of working and innovating in response to need.

You will also assist in producing funder and internal reports, collecting and compiling information needed to maintain and strengthen relationships with funding bodies.

Key accountabilities and responsibilities include:

Our ideal candidate will be an inspiring leader who can excite and motivate individuals to support the BDA in its plans to mobilise the next big civil rights movement following the recent legislation of our language, BSL. You will be responsible for raising the profile of the BDA and maximising fundraising opportunities as we take forward our 10-year strategy to influence policy reforms for our language.

- **Strategy and planning:** Work with the Head of Fundraising to develop a grant application plan that fits with BDA's diverse project portfolio;
- **Prospecting:** Research and identify potentially suitable grant funding bodies, track funding opportunities, and maintain a funders' database and healthy pipeline;
- **Donor engagement:** Establish and nurture effective relationships with funders including the co-ordination of initial approaches, thank you letters, updates, reports and invitations to events.
- **Collaboration with programmes:** Work with the Fundraising team to develop high quality, creative and compelling funding proposals. Provide support to the Fundraising team and Communications team as necessary;
- **Fundraising development:** Assist in the development of case-for-support documentation; develop funding and project proposals, concept notes, impact reports and case studies; ensure deadlines are planned and agreed and ensure donors feel informed and valued through stewardship;
- **Records and reporting:** Maintain accurate systems for recording and reporting against grant fundraising activities, including imputing to delivery of regular reviews of income, pipeline and reporting criteria and the delivery of reports for the SMT and trustees;
- **External trends and regulation:** Keep up to date with fundraising trends and legislation in relation to high value fundraising, and ensure compliance with the Charity Commission, fundraising regulation, and GDPR requirements;
- **Collaboration:** Work collaboratively with internal stakeholders, external partners and other charities;
- **Ownership and accountability:** Take collective responsibility for delivering the objectives of the Fundraising team in accordance with the strategy established by the Executive Management Team and approved by the Board of Trustees.

This list is not to be regarded as exclusive or exhaustive, as there may be other duties and requirements associated with the post, which BDA may call upon the post-holder to perform from time to time.

General duties

- Participate as and when required in team and one-to-one meetings, and undertake, as appropriate, courses/training/other developmental activities, relevant to the role.
- Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff and other subsidiaries etc.
- Keep up to date with developments within the BDA and other sector-wide practices that influence the day-to-day activities within the role, ensuring compliance with relevant legislation and any other relevant internal/external factor(s).

- Ensure all activities comply with appropriate legal requirements and with BDA policies and procedures.
- Demonstrate commitment to the mission, objectives and social values of the BDA.
- Support the work of volunteers and other placements as required.
- Promote the BSL Charter and training portfolio to organisations, businesses and local governments and signpost any potential business to the BDA's Equality, Rights Training Manager.
- Ensure that there are clear boundaries of working with the BDA with fundraising events, campaigns and other social events.
- To ensure the full and daily use of BDA's CRM.
- Any other duties of a related nature, which might reasonably be required and allocated by the Chief Executive.

How to apply

Process

We hope that the information provided has enabled you to make an informed decision about your application. Before you apply, please ensure you have read the role profile and person specification in detail.

A CV should be sent including details of two referees. Please also provide a supporting statement (no more than two sides of A4/BSL video no more than 10 minutes) outlining the reasons behind your application. This should respond closely to the person specification, showing how you meet the requirements of the role.

Our diversity monitoring form should also be completed and returned.

We encourage applications from D/deaf people.

All documents should be emailed to recruitment@bda.org.uk Please include your name in the subject field.

Timetable

Closing date:	9 th February 2024
Preliminary interviews:	12 th February 2024
Final panel:	15 th February 2024

Contact

If you would like to arrange an informal discussion about the role or the process, please contact Julia Esse at julia.esse@bda.org.uk to arrange a video call in BSL or email conversation.

The BDA's Vision and Mission

Our vision is Deaf people fully participating and contributing as equal and valued citizens in the wider society.

Mission

Our Mission is to ensure a world in which the language, culture, community, diversity, and heritage of Deaf people in Great Britain and Northern Ireland is respected and fully protected, ensuring that Deaf people can participate and contribute as equal and valued citizens in the wider society.

This will be achieved through:

- Improving the quality of life by empowering Deaf individuals and groups;
- Enhancing freedom, equality and diversity;
- Protecting and promoting BSL and ISL.

Our values

The BDA is the only national Deaf People's Organisation representing a diverse, vibrant, and ever-changing community of Deaf people. Our activities, promotions, and partnerships with other organisations aim to empower our community towards full participation and contribution as equal and valued citizens in the wider society. We aim to act as guardians of BSL and ISL.

1. Protecting our Deaf culture and Identity

We value Deaf peoples' sense of Deaf culture and identity derived from belonging to a cultural and linguistic group, sharing similar beliefs and experiences with a sense of belonging.

2. Asserting our linguistic rights

We value the use of BSL and ISL as a human right. As such, BSL and ISL must be preserved, protected and promoted because we also value the right of Deaf people to use their first or preferred language.

3. Fostering our community

We value Deaf people with diverse perspectives, experiences and abilities. We are committed to equality and the elimination of all forms of discrimination with a special focus on those affecting Deaf people and their language.

4. Achieving equality in legal, civil and human rights

We value universal human rights such as the right to receive education and access to information in sign language, and freedom from political restrictions on our opportunities to become full citizens.

5. Developing our alliance

We value those who support us and are our allies because they share our vision and mission and support our BSL community.



What we stand for

Deaf Equality

This means that Deaf people are able to access information, services and support in their preferred language, to have the same opportunities to achieve the same life outcomes as anyone else. Legal recognition of both BSL in the Great Britain and Northern Ireland and ISL in Northern Ireland are key step in raising recognition, awareness and respect, and achieving equality of access and opportunity for Deaf people.

Access

Every Deaf person must have access to services from Government level down to their local council in their preferred language.

Freedom of Choice

Every Deaf person should be able to use BSL and/or ISL without sanction and without obstacles.

We believe that every Deaf

- person has the right to communicate in their preferred language
- child has the right to bi-lingual education

Human Rights

Human rights are the basic rights and freedoms that belong to every person in the world, from birth until death. They apply regardless of where you are from, what you believe or how you choose to live your life. They can never be taken away, although they can sometimes be restricted – for example if a person breaks the law, or in the interests of national security.

These basic rights are based on shared values like dignity, fairness, equality, respect and independence. These values are defined and protected by law. In Britain our human rights are protected by the [Human Rights Act 1998](#).

The BDA has been an Ordinary Member of the World Federation of the Deaf (WFD) since September 1957, **and a Full (and founding) Member of the European Union of the Deaf (EUD)** since 1985.

WFD is an International Non-Governmental Organisation in official liaison with ECOSOC (Economic & Social Council), UNESCO (United Nations Educational, Scientific and Cultural Organisation), ILO (International Labour Organisation), WHO (World Health Organisation) and the Council of Europe (CoE). It also has a consultative status in the United Nations (UN) and is a founding member of the International Disability Alliance (IDA).

EUD is a supranational organisation representing Deaf people at European level and is one of the few ENGOS representing associations from all of the 27 EU Member States, in addition to Iceland, Norway, Switzerland and the United Kingdom. EUD aims to establish and maintain EU level dialogue with its relative institutions and officials, in consultation and co-operation with its member national associations of the Deaf (NADs). EUD is a full member of the European Disability Forum (EDF) and is a Regional Co-operating Member of the World Federation of the Deaf (WFD) to tackle issues of global importance. It also has participatory status with the Council of Europe (CoE).

The BDA remains a permanent member of EUD; the UK's withdrawal from the EU has had no impact on BDA's membership of the EUD, which is not limited to member states of the European Union.

BDA Youth is a committee of the BDA which represents young Deaf people across the UK is a member of the World Federation of the Deaf Youth Section ([WFDYS](#)), and European Union of the Deaf Youth ([EUDY](#)).

The Convention on the Rights of Persons with Disabilities (CRPD), adopted by the UN General Assembly in 2006 and ratified in June 2023 by 186 UN Member States, is the latest international human rights convention emanating from the UN. It is also one of the most ratified conventions in the UN legal system.

The motto of the CRPD, **“Nothing About Us Without Us”**, places persons with disabilities, including Deaf people, and their representative organisations - national associations of Deaf people - at the forefront of the decision-making processes related to them.

CRPD Article 4.3 requires national governments to actively consult and collaborate with national representative associations of Deaf people regarding any legislation, programme or policies related to Deaf people and national sign languages. The BDA is the official National Representative Organisation of the UK representing the Deaf and BSL/ISL community, and holds this status at WFD, WFDYS, EUD and EUDY.

Read more about the WFD's Guidelines for Achieving Sign Language Rights here: <https://wfdeaf.org/wp-content/uploads/2023/07/Guidelines-for-Achieving-Sign-Language-Rights.pdf>

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