

gateways

because there's more
than one way to be educated



Recruitment pack

Trusts & Foundations Officer & Fundraising Administrator



...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 provider 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 due to social, emotional, mental health challenges.

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 each young person that attends. We aim to prepare them for a life beyond education.

1.7m

young people persistently missed school in 2024... an alarming

800,000

increase since pre-pandemic



What has been achieved over the last year

The Gateways programme launched in 2014 and is the only provider of its kind in the UK Jewish community, enhancing the lives of over 700 vulnerable, young people to date.

125 admission enquiries

were received last year from distressed parents, carers and refereeing organisations.



23 partnerships with referring organisations, schools, local authorities and other charities too.



76 students

all of whom had previously been persistently absent from school, have attended weekly lessons in our new purpose built home in Hendon.



636 therapy hours were delivered in, including art therapy, set in purposefully designed rooms



12 subjects

on offer, including Maths, English, Science, Life Skills, Hair and Beauty, Cooking, Gym Instruction, Art and IT.



91% average attendance rate compared to a prior mainstream schools average of 34%



15 students graduated from Gateways in July 2024, starting careers, apprenticeships and moving onto further education.

100% pass-rate seen in August 2024 for all vocational qualifications taken

91% pass-rate seen in August 2024 for GCSEs and Functional Skill Certificates



A message from Laurence Field

Founder & CEO

When I founded Gateways in 2014, I never anticipated the profound impact it would have on so many lives. Over the years, I have been continually inspired by the resilience and determination of our students as they overcome challenges to receive the education they truly deserve.

It is this powerful impact that drives me to expand Gateways further. I am more committed than ever to ensuring that we can reach and support anyone in need, helping them lead fulfilling and productive lives. With the increasing demand for our services, we are keen to continue to grow and develop our service to help even more young people.

For Gateways to continue to thrive and flourish, we need the support of a dedicated and passionate team. That's why we are seeking someone special for the role of Senior Administrator/Receptionist. Your contribution will be pivotal in shaping the future of Gateways.

Thank you for considering making an application for the role of Trusts and Foundations Officer & Fundraising Administrator.

Laurence

Laurence

CEO, Gateways



Trusts & Foundations Officer & Fundraising Administrator

Job description



JOB TITLE:	Trusts & Foundations Officer & Fundraising Administrator
CONTRACT TYPE:	1-year fixed term - with potential to extend if targets achieved
HOURS:	15 hours per week
DAY RATE:	£235 per day (7.5 hours)
LOCATION:	Primarily based in NW4, with flexible home working available
REPORTING TO:	CEO

About the role

As Gateways moves into an exciting new phase of growth –we are creating a brand-new role for a Trusts and Foundations Fundraising Officer.

We are seeking an experienced and proactive fundraiser who can not only manage and build on our current trusts and foundations relationships, but also research, identify, and secure new funding opportunities both within and beyond the Jewish community. This is a fantastic opportunity to shape and grow a new fundraising stream at a pivotal time for Gateways.

KEY RESPONSIBILITIES

Applications

- Research, identify, and prioritise potential funding opportunities from charitable trusts, corporate foundations, local and national government grants, and public bodies
- Work collaboratively across Gateways to understand project needs and match them to relevant funding opportunities
- Liaise with programme leads and the finance team to gather accurate data, budgets, and impact evidence for applications and reports
- Write compelling funding applications, grant proposals, and tailored submissions that align with Gateways' values, programmes, and growth priorities
- Maintain and develop relationships with Trust and Foundation administrators, Trustees, and key decision-makers
- Support the Chief Executive and leadership team with research and preparation for meetings with major donors, trusts, and foundations

Stewardship & reporting

- Support the planning and delivery of effective stewardship, including thank-you communications, regular updates, and invitations to events or site visits
- Manage the grant reporting process, ensuring timely, accurate updates to funders in line with agreed requirements
- Working with the Marketing and Communications team, coordinate and deliver three annual funder/supporter mail-outs (physical or digital), ensuring clarity, accuracy, and consistency

Administration & compliance

- Record, monitor, and report on all funding applications and income using our CRM system (Beacon) and internal reporting processes
- Ensure all donor and grant documentation is accurately recorded, organised, and maintained to support transparency, audit readiness, and compliance

PERSON SPECIFICATION

Knowledge & experience

Essential:

- Strong understanding of the UK charitable and grant-making sector
- Proven experience researching, applying for, and securing grants from trusts and foundations
- Excellent fundraising research and writing skills
- Ability to manage multiple funding applications and deadlines

Desirable:

- Knowledge of public sector and governmental grant opportunities
- Familiarity with Jewish communal organisations and philanthropic networks
- Experience working in the Jewish community or in alternative provision education settings

Skills

- Excellent written and verbal communication skills, with the ability to write persuasive proposals and reports
- Strong organisational skills and attention to detail
- Ability to work independently, manage workload, and meet deadlines
- Strong IT skills, including Microsoft Office (Word, Excel, PowerPoint); experience with CRM systems (e.g., Beacon) is an advantage

Attributes

- A proactive self-starter who is happy to "spin many plates" and get stuck in wherever needed.
- Confident, professional, and positive, with a can-do attitude
- Able to maintain confidentiality and exercise discretion at all times
- A genuine commitment to the mission and values of Gateways

How to apply

If you're interested in joining **Gateways** as our Trusts & Foundations Officer & Fundraising Administrator, you can apply by sending the following to: laurence@gateways.org.uk

- A **[download and completed Gateways Application Form](#)**
- Your CV
- A covering letter (no more than two pages) outlining your relevant experience and why you are excited to join the Gateways team
- Should you wish, a **[downloaded and completed Equalities Monitoring Form](#)** (EQF)

Deadline for applications: Friday 5th September 2025.

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

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

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CEO & Founder: Laurence Field **Head Teacher:** Sasha Sharpe

Trustees: Ruth Green (Chair), Julia Alberga, Nicki Cohen, Dr. Andrew Hope, Mark Hurst, Sam Sanders, Aviva Steinberg

Honorary President: Prof. David S Latchman CBE

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