

Royal Papworth Hospital NHS Foundation Trust

Role Profile: Trusts, Foundations and Statutory Fundraiser

Job Description/Person Specification

Dear Applicant,

Thank you for considering a position at Royal Papworth Hospital NHS Foundation Trust.

Contained in this pack is a job description and person specification. We recommend that you work through the contents of this as you complete your application. We would encourage you to get in touch with the contact for the advert to learn more about the role ahead of your application.

We feel it is a great time to apply to join our incredible organisation; our world-wide reputation and opportunities to gain exceptional experience mean that this is a wonderful place to develop your career.

Royal Papworth Hospital is the UK's leading cardiothoracic hospital, treating approximately 50,000 patients each year, and is currently rated 'outstanding' in all domains by the Care Quality Commission (CQC). The Trust is one of the best NHS Trusts in the country for inpatient experience, achieving 9.7 out of 10 in the CQC inpatient experience survey, and regularly scores 97% in outpatient feedback from the friends and family test.

What we ask for from you

At Royal Papworth, we pride ourselves on our values. We expect all our staff to uphold our values of compassion, excellence and collaboration at all times. This means that we are committed to recruiting the right people to create the best working environment: people with the skills, behaviours, and competencies to achieve and support high standards of patient care in a specialist centre, pioneering interventions, and improvements. You will find more information about our values and behaviours at the end of this role profile pack.

Royal Papworth Hospital is proud to employ a diverse workforce who are encouraged to use their individuality in their work. We believe that our success as an organisation relies on our ability to foster an environment which encourages using our differences as a strength. We work to ensure that these differences are protected and that everyone is treated with respect, kindness and dignity at all times. We empower staff to promote an environment of speaking up, to understand bias and to ensure that our workplace remains free from discrimination.

What you can expect from us

We have many exciting programmes and initiatives that are ongoing, helping us to deliver our strategic objective to deliver the best staff experience in the NHS.

Our Collective and Compassionate Leadership programme was developed in collaboration with our employees to understand our eight priorities for improving our culture and leadership. Through developments like this, we are continually working to ensure we are embedding the right leadership culture across the Trust with support and empathy at the fore.

The health of our staff is our priority.

We have a comprehensive range of health and wellbeing initiatives in the form of mental, physical and financial support programme, such as the staff hardship fund which provides food vouchers, emergency financial aid for people experiencing hardship.

All employees can also enjoy 50% off food and drink in our hospital restaurant.

We have dedicated health and wellbeing facilitators working across the Trust to support staff. We are proud to run staff networks which meet regularly: Race Equality Network; LGBT+ Network; Women's Network; Disability and Difference and Carers (DAD) Network.

The benefits of working for Royal Papworth extend beyond job satisfaction.

As a member of the Royal Papworth family you will have access to the following benefits: continuous professional development ; NHS Pension Scheme; extensive retail discount scheme, access to free, confidential health service; free access to an Employee Assistance Programme; subsidised restaurant, staff recognition and appreciation scheme, membership options at Frank Lee Centre Leisure & Fitness (campus gym), salary sacrifice 'cycle to work' and 'car lease' scheme, flexible working, access to library services, on-site childcare, and a generous annual leave entitlement of 202.5 hours (27 days) plus bank holidays.

We look forward to receiving your application.

Job description

Role title	Trusts, Foundations and Statutory Fundraiser	Reporting to	Head of Philanthropy
Directorate	Finance	Appraised by	Head of Philanthropy
Department	Charity	Working hours	37.5
Band	6		

Job Summary

As Trusts, Foundations and Statutory Fundraiser, you will proactively and independently manage relationships, reporting and application cycles for Trusts, Foundations, and Statutory Funders, adhering to all deadlines to maximise income generation. You will work closely with colleagues in the programme management team to identify projects suitable for prospective funders. Using the information provided, build compelling and persuasive applications and cases for support. You will monitor the ongoing progress of programme activities, outcomes, and finances and report back to funders, highlighting any changes as soon as possible. You will also be using the database of potential donors (and grow this), write quality and compelling proposals to attract new and significant sources of funding.

The postholder will have:

- Previous experience of fundraising within a trusts, statutory or grants role, or other relationship management/business development positions.
- Personally building relationships to secure four and five figure plus grants or other key, long-term, income generating accounts.
- Experience of researching and developing proposals for funders, clients, or other stakeholders.
- Highly developed writing skills - the ability to write compelling and accessible proposals, reports and appeals.

Main duties of the job

1. Fundraising

- Lead on writing bids, tenders and applications (5 & 6 figure), establish and grow the portfolio of trusts, foundations and statutory funding
- Maintain a pipeline of all potential grant giving organisations to approach in line with the RPC's fundraising plans and operational needs.
- Prepare and write high quality applications to trusts and statutory sources. Consult with and seek input from key internal knowledge holders. Ensure that all bids meet the expectations of funders whilst accurately reflecting the strategic priorities and operational capabilities of RPC.
- As required, write and/or support the preparation of high-quality reports to funders, consulting with and seeking input from key internal knowledge holders.

- If required, supervise and guide the work of any freelance bid-writers, upholding quality and ensuring all applications and reports are issued in a timely manner.
- Make a significant contribution to the development of strategy, planning and tactics in relation to trusts and statutory fundraising.

2. Reporting and Administration

- Maintain and deliver a schedule of applications and reporting to funders, including prospecting for new support opportunities
- Regularly monitor and report on income, including preparing regular reforecasts.
- Maintain files (paper, electronic and database) of correspondence and notes of meetings with funders, as appropriate.
- Preparation and production of meeting documentation including, but not limited to, draft agendas, reports; presentations and any other relevant papers prior to meetings, utilising Microsoft Office applications fully.
- Receive and prioritise for action all actions and enquiries from the Trustee Board and Charitable Funds Committee, related to Trusts and Foundations tracking progress and drafting correspondence on incoming and outgoing e-mail traffic.
- Liaise with Finance team to ensure timely and accurate reporting.

3. Communications and Planning

- Liaise with colleagues in other fundraising teams to maximise fundraising opportunities and align messaging
- Undertake funder research and network mapping, building the donor prospect pipeline and undertaking donor cultivation
- Build and develop relationships with a portfolio of potential and strategically important grant, trust & statutory funders
- Managing difficult conversations (at all levels) in a tactful yet confident manner, understanding the importance of delivery and meeting tight deadlines.
- To receive and communicate complex, sensitive business information with internal staff, external organisations and suppliers at all levels and deal with confidential telephone calls/correspondence from within and outside the Charity.
- Understanding the short, medium and long-term priorities of the Department and the senior team and assist in supporting this.
- Be self-motivated and work on own initiative and unsupervised in own areas, prioritising workload and maintain an effective “bring forward” system to ensure that important matters do not become urgent but are dealt with in an effective and timely manner.

- Be flexible in approach and from time to time provide temporary cover for other colleagues and support with Charity wide initiatives including those outside of Trusts income stream.
- Work with the Senior Team to assist in the delivery of the annual charity plan
- Written communication must be utilised to good effect when communicating with both internal stake holders and members of the public.

4. Project Information and Office Systems

- Participate in specific project areas agreed with the Head of Philanthropy as appropriate.
- Design and produce material using Microsoft products as required.
- Plan, organise and communicate complex information and input and manipulate information on a Microsoft Excel database and Microsoft Project for specific projects including producing charts, spreadsheets etc. as required
- Ensure project objectives are clearly communicated together with actions required to achieve timely delivery and to ensure audit processes are in place to monitor, review and evaluate the project workstreams.
- To be actively engaged in all Charity programmes to provide advice and guidance on governance and compliance issues
- Play an active role in the development and implementation of work procedures that cover this role to ensure that high standards are set and maintained.
- To input data to various Trust systems and prepare reports on Trust, Foundations and Statutory issues.

5. Learning and Professional Development

- Ensure own continuing personal and professional development in liaison with the Head of Philanthropy.
- Participate in appraisals and agree a personal development plan
- Undertake necessary training to be able to provide cover during periods of absence for other members of the Charity team.

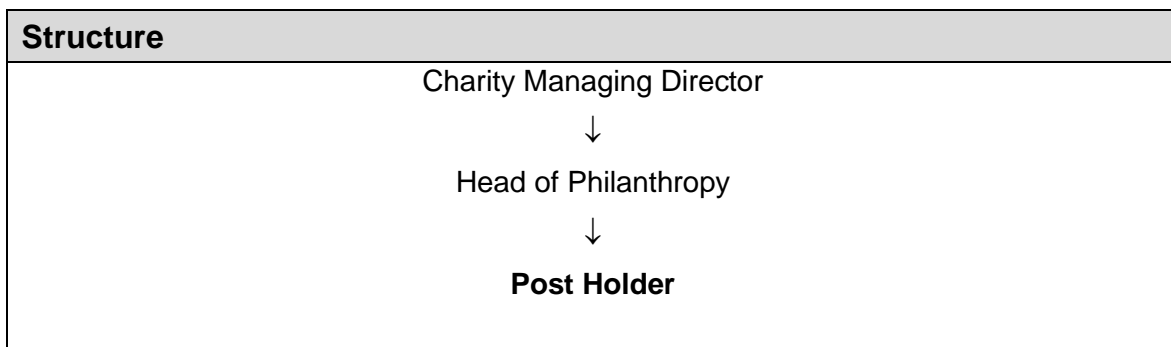
6. Health and Safety

- Within their own area of responsibility, the post holder will be responsible for assessing the risks to the health and safety of staff, patients and visitors or to the achievement of the Trust's objectives.
- The post holder must ensure that identified risks are reported so that significant clinical and non-clinical risks are included in the Charity's Risk Register and assets maintained on the information asset register

7. Dignity at Work

Employees are individually responsible for their own behaviour and should:

- Be aware of the Trust's Anti-Harassment and Bullying Policy and conduct themselves at all times in a professional and appropriate way.
- Comply with request to attend training or similar activities in support of the Policy
- As required, comply with requests for information regarding harassment and bullying in the Trust.
- Treat all colleagues and customers in a manner which meets equal opportunities good practice.



General compliance													
1.	You must uphold the Trust's values Compassion Excellence Collaboration and associated behaviour standard and support Equality, Diversity and Inclusion.												
2.	You must perform your duties to the highest standard, with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements												
3.	<p>You must comply with all Trust Policies and Procedures (and subsequent updates thereof) and with particular regard to</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Risk Management</td> <td style="width: 33%;">Health & Safety</td> <td style="width: 33%;">Information Governance</td> </tr> <tr> <td>Confidentiality</td> <td>Data Quality</td> <td>Freedom of Information</td> </tr> <tr> <td>Dignity at Work</td> <td>Safeguarding Vulnerable People</td> <td>Smoke-free</td> </tr> <tr> <td>Equal opportunities</td> <td>Being open: a duty to be candid</td> <td></td> </tr> </table>	Risk Management	Health & Safety	Information Governance	Confidentiality	Data Quality	Freedom of Information	Dignity at Work	Safeguarding Vulnerable People	Smoke-free	Equal opportunities	Being open: a duty to be candid	
Risk Management	Health & Safety	Information Governance											
Confidentiality	Data Quality	Freedom of Information											
Dignity at Work	Safeguarding Vulnerable People	Smoke-free											
Equal opportunities	Being open: a duty to be candid												
4.	You will be responsible for compliance with infection prevention and control policies, procedures and standards and associated mandatory training. You must practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment, and other Trust premises, are clean, safe and tidy.												
5.	You must follow all Trust security policies and procedures and be vigilant to ensure a safe and secure environment for care												
6.	The Trust is committed to carefully screening all staff working with vulnerable people. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure of the appropriate level												
7.	<p>You will be required to participate in the Trust's Appraisal process and associated development review</p> <p>If your role includes line management, you must ensure your direct reports participate in an annual appraisal and development review.</p>												
8.	<p>You must remain compliant with mandatory training requirements applicable to the post.</p> <p>If your role includes line management, you must ensure your direct reports remain compliant as applicable to their roles.</p>												
9.	You will be responsible for data quality and complying with the policies, procedures and accountability arrangements relating to maintaining accuracy and probity in the recording of the Trust's activities.												
10	You will be required to perform any other duties that may reasonably be required from time to time												

The job description provides a general outline of the main duties and responsibilities of the role will be subject to review. In consultation with you, it may be amended to meet changes in the needs of the service and/or in your personal development requirements.

Person Specification

Contents set out below under Essential/Desirable will be assessed at the ‘shortlisting’ stage for applicants

Requirements	Essential criteria	Desirable criteria
Qualifications and Professional Registration	<p>Degree in relevant subject or equivalent training and experience</p> <p>Evidence of continued learning and development</p>	
Experience and Skills	<p>Experience developing high quality case for support and/or tailored proposals for funding</p> <p>Demonstrable success in building and maintaining relationships with new and existing funders</p> <p>Experience securing income from Trusts & Foundations, as well as project budget management</p> <p>Previous experience of fundraising for Trusts, Foundations and Statutory Grants</p> <p>The ability to pay close attention to detail in written and electronic communication</p> <p>The ability to maintain the quality in own work and encourage others to do the same</p> <p>Ability to translate complex medical projects into easy-to-understand applications</p> <p>Previous experience of working in a busy Charity office</p> <p>Ability to communicate across organisational boundaries</p> <p>Ability to influence and motivate staff</p> <p>Excellent oral and written skills</p>	<p>Experience in the management of financial resources and reporting against these</p> <p>Ability to analyse and interpret data</p> <p>Previous experience of using medical terminology</p>
Values and Behaviours	Evidence ability to uphold the Trust's values Compassion Excellence Collaboration.	

Trust values and behaviour standard on next page

Our Values and Behaviours

Operational definition	Behaviours	What we expect to see	What we don't want to see
Compassion			
Recognises and responds to the needs of patients and colleagues 	Listen	Pays attention to others and evaluates their inputs fairly. Allows adequate time to actively listen and reflect. Responds appropriately in a compassionate, professional manner by having due regard for others. Listens to others with good attention and an open mind.	Dismissive of others or talks over them. Prejudges others. Shows lack of respect while others are talking. Unapproachable and rude towards others.
	Care	Speaks politely and demonstrates genuine interest in people and their situation. Shows concern for self and others' safety and wellbeing. Proactively looks for each others' wellbeing. Treats team members equitably. Sensitive explores patients and colleagues concerns; enables an environment in which concerns can be raised.	Indifferent to others' needs and feelings. Blames others instead of doing anything helpful. Achieves personal goals without consideration for the needs/interests of colleagues or the wider organisation. Insensitive and judgemental towards patients and colleagues.
	Support	Works in an inclusive and approachable way. Treats people inclusively with kindness, courtesy and politeness; values individual differences. Respects the needs of people and supports in an active manner. Promotes a collective culture by cooperating with patients and colleagues within and across teams and between different organisations; looks for solutions.	Disrespectful and treats people inequitably. Excludes others and works in isolation; resists others' attempts at collaboration. Behaves in a biased and insensitive manner towards others. Actively disregards, unsupportive or unresponsive to patients, colleagues or other teams. Criticises colleagues in front of others.
Excellence			
Makes a difference with each small improvement and by being open to new ways of working 	Innovate	Seeks new ideas/ solutions and shares them with colleagues. Encourages and builds on new ideas and celebrates every small improvement. Welcomes inquisitive questioning and creativity. Encourages debate. Enables and empowers people to apply new approaches from inside and outside the team.	Unreceptive to new ideas or change. Sees opportunities for improvement but does not raise them. Resists new ideas or sharing of good practices with others. Does not celebrate small gains. Discourages others from sharing ideas/solutions. Does not encourage debates around new ideas.
	Learn	Shows willingness to develop skills and abilities and seeks continual feedback. Shares and implements learnings with others in the team and beyond. Proactively encourages and supports varied and inclusive training opportunities. Considers long-term development of staff.	Makes no attempt to be up to date with knowledge. Has a disengaged, disinterested attitude and disregards feedback. Does not share lessons learnt with colleagues and beyond. Creates barriers to others developing their knowledge and skills.
	Deliver	Prioritises and organises work to deliver high standards of performance according to team and Trust priorities. Promotes Trust and team goals; highlights issues, challenges and risks to delivery. Supports colleagues, helps find solutions and reduces risks to enable delivery. Competently defines and manages tasks and takes accountability for updating on the progress of delivery. Identifies risks and early signs of potential problems and opportunities.	Delays tasks needlessly and does not deliver on agreed outcomes without good reason. Disregards Trust and team goals and policies and does not follow through on commitments. Unwilling to take accountability, review progress or update others.
Collaboration			
We achieve more together 	Communicate	Ensures message are open, honest, inclusive and there is clarity of expectations. Proactively shares knowledge and information and keeps others informed in a timely fashion. Encourages, listens and values all perspectives to enhance team approach. Shares information and keeps others informed as appropriate. Includes others in decision-making and engages with others across the Trust and in the wider health system as appropriate.	Inappropriately withholds information or uses inappropriate and unprofessional language. Does not listen and give people the information they need or disregards the information. Does not consider and integrate all perspectives. Avoids seeking input. Disregards others' expertise.
	Respect	Treats people equitably, with respect and with dignity within the team and across the wider organisation. Actively supports others in the way they would like to be supported or signposts to appropriate help. Enables a culture where colleagues are comfortable to express their views. Provides encouragement, praise and recognition among colleagues.	Puts people or their ideas down or demonstrates incivility. Shows a lack of regard for consequences of their actions on others. Indifferent to others' needs and ignores people in distress or in need of help. Does not acknowledge or value others or their achievements.
	Courage	Actively encourages good practices, positive attitudes and behaviours; challenges discrimination. Dares to challenge assumptions and engage constructively in difficult conversations. Responds to problems and willingness to solve issues. Takes ownership and accountability for tackling problems. Provides a safe environment for patients and colleagues to speak up or to escalate concerns. Recognises and acknowledges limitations in situations.	Passive or shows poor practices, negative attitudes and discriminatory behaviours. Keeps concerns to themselves and rejects feedback about others or their own behaviour. Does not voice concerns or discourages others from escalating concerns; does not follow through on concerns raised.