

Trusts and Foundations Officer

Job information Pack



“Hope for tomorrow - today”

Dear Applicant,

We are looking for an amazing person to join our team.

The Child Brain Injury Trust was originally set up by a group of medical professionals. The organisation has evolved over the years and is now the leading UK charity supporting families and professionals affected by childhood acquired brain injury. Working in consultation and collaboration with families and professionals, the charity aims to ensure families can access the support they need, when they need it and to ensure they have the best possible chance of reaching their potential.

Are you a passionate, highly motivated, and organised individual? Do you have brilliant application and report writing skills and are able to build effective relationships with donors? If you are, we are seeking a Trusts & Foundations Officer to be an integral part of the Trusts and Foundations team where you will be responsible for submitting applications to Trusts & Foundations for our services in the UK.

You will be working to deliver our ambitious targets for trust and foundations income for 2024/25 and beyond. The post-holder will help to research and explore new avenues for funding and build a strong pipeline of new donors who have the potential to support the charity. You will be building and maintaining strong relationships with stakeholders at trusts and foundations and preparing and delivering targeted funding applications to those organisations. You will be able to build upon and develop a compelling case for support for both the services we offer as a whole and for specific projects that reflect our work and values.

Ideally you will be looking to develop your skills with the aim of moving into a management role within the department within the next 2 – 3 years, so this role is to be viewed as a development opportunity.

I am excited to receive your application.

Lisa Turan, CEO



Background information about the Child Brain Injury Trust

An acquired brain injury is an injury to the brain that has happened after birth and is not progressive or degenerative. It is not something that families can plan for or are likely to expect, but the truth is that it may change lives forever. Acquired brain injury is likely to affect how a person thinks, feels, and responds to situations but will not always affect a person physically. For this reason, it is often referred to as a hidden disability.

Every thirty minutes in the UK a child acquires a brain injury, yet little is known about this high incidence disability. As a result, families often find themselves struggling to have their child's needs met. Leaving hospital and returning to education is often a good sign that things are better, and to some extents and purposes, this is true. The reality, however, is that children by their very nature are in a constant state of development and change, meaning that needs are likely to change and emerge over time as the young person develops. Added to this is the fact that teenage years are when most young people begin to fine tune skills such as independence and the ability to plan their life. As a result, difficulties in these areas can become much more obvious, particularly as adult support lessens.

The amount of information a parent or carer receives about their child's brain injury will depend on where they live, which hospital their child was admitted to, how much professionals knew and what parents have discovered for themselves.

The Child Brain Injury Trust has two regional offices in the UK, namely Oxfordshire (Head Office) and Belfast and currently employs a team of 42. Work is funded from a number of sources including Trusts, our Legal Support Services, Service Level Agreements with statutory services and supporter fundraising.

At the heart of our organisation are the people we exist for. Our values reflect the way we work to achieve our vision. Our values are:

Integrity

Compassion

Innovation

Reflective

Trusts and Foundations Officer

Job Purpose:

To undertake research and prospecting of grant making trusts and foundations in order for the charity to apply for funding using a compelling case for support. To secure £465,000 for 24/25 a long side a senior Trusts consultant and to report to funders to ensure a successful ongoing relationship. To provide information and report to the Head of Finance, HR and Administration.

You will need to be able to manage your own time and workload, working to tight deadlines. Understanding how to build an effective approach to networking, engagement and stewardship. You will need to be empathetic, able to engage with funders and the wider team and above all, always treat people with respect and dignity in line with the values of the Child Brain Injury Trust.

This is a fantastic opportunity for the right person to develop a career as a Trust Fundraiser. You will receive specialist coaching, mentoring and resources to support your professional development in this role.



Role Responsibilities

1. To undertake research to identify grant making trusts and foundations to support the work of the Child Brain Injury Trust.
2. To develop a workplan which provides a pipeline of grants and foundations to apply to, in order to predict and prioritise funding approaches.
3. To develop and submit applications to funders to meet set deadlines and criteria.
4. To work with the Head of Finance, HR and Administration to develop a realistic budget that meets the needs of the charity.
5. To work with the freelance Trusts and Foundation consultant to develop compelling cases for support that secures funding for our work.
6. To work in alignment with the Brain Injury Team to secure funding for regional and national projects that align to the strategic plan.
7. Oversee the administration of grants and grant expenditure, with relevant project leaders, to ensure compliance with grant terms and conditions and ensuring that projects are closely and accurately monitored and reported against.
8. Build strong, long-term relationships with Grantmakers through a regular communication, networking, written updates, and other feedback as appropriate.
9. Use the charity's database to manage all relationships (both individual and organisational), ensuring all records are kept up to date.
10. To provide timely, compelling written reports that meet funders requirements.
11. To keep up to date with new developments, legalities, codes of conduct and best practice within both this and the wider fundraising sector. To take a proactive role in your own continual professional development.
12. To provide quarterly written accountability reports and recommend new ways of working to maximize income potential.
13. Ensure all financial, administration, human resource and new technology systems are adhered to and implemented in all aspects of work. Health and safety and equal opportunities policies are adhered to and all personal responsibilities in regard to these policies are fulfilled suitably.
14. Ensure that all relevant Safeguarding procedures and commitment to children's rights are adhered to when carrying out the duties of the post and that knowledge and skills are kept up to date.
15. Carry out specific duties as and when instructed by the Chief Executive.

Who are you?

We are looking for someone who has:

- An understanding of the grantmaking process
- Experience of working in a similar role/transferable skills and looking to progress
- A proven track record of meeting targets
- Excellent research and writing skills
- Experience of working collaboratively
- Experience of reporting to grant makers and monitoring outcomes
- Excellent negotiating skills with an ability to influence verbally and in writing
- Ability to effectively manage relationships internally and externally
- Degree or equivalent in a related subject (desirable not essential)





Attributes

- Commitment to ensuring the Child Brain Injury Trust is the organisation to which people turn to regarding childhood acquired brain injury
- Multi-tasker - faster-than-average pace to meet deadlines
- Quick learner with a positive response to pressure and challenge
- Motivating and persuasive communicator
- High level of attention to detail
- Professional and empathetic
- Natural problem solver and creative thinker
- Team player - willingness to pitch in and work as part of a team
- Committed to the Child Brain Injury Trust's values and mission.
- Approachable, professional, and friendly disposition
- Committed to own continuous professional development and improving own knowledge and skills
- Strong work ethic

What do we offer?

Position:	Trusts and Foundations Officer
Contract type:	Permanent
Report to:	Head of Finance, HR and Administration
Salary:	£27,000 - £29,000
Location:	Hybrid working with time at Head Office when required
Hours:	Full time 35hrs per week (5 days)

The Child Brain Injury Trust celebrates the diversity of the communities in which we work and is fully committed to inclusion and equality of opportunity. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender identity, disability or who are part of other groups that are disadvantaged and/or marginalised.

The Child Brain Injury Trust, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments please contact the Child Brain Injury Trust on 01869 341075. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Recruiting Applicants with Criminal Records: Applicants with criminal records are welcome to apply for roles at The Child Brain Injury Trust. Advice and guidance on disclosing a criminal record can be obtained from Unlock. Successful appointment is subject to DBS checks and references.

How to apply:

Please send a covering one page supporting statement explaining your suitability for the role along with your CV.

We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

Please email your supporting statement and CV to office@cbituk.org quoting the job role.

If you would like to have an informal chat with someone from the Child Brain Injury Trust about this role, please email office@cbituk.org

Key dates:

Application deadline: 5pm on Friday 26th April 2024

Online interviews: Friday 10th May 2024



Additional Information

Hours of Work	The role is full time – 35 hours per week. Due to the nature of our work, members of the team are sometimes required to be flexible in terms of when these hours are worked, and there will be occasions when the team may work additional hours or weekends in fulfilment of their roles.
Induction	All members of the team will undergo a period of induction once employment commences of a minimum of 2 weeks
Probation	All new team members are required to complete a satisfactory 6-month probation period. During this time, progress against objectives defined by the person specification and milestones will be measured and new team members will be expected to demonstrate their performance and competency within these areas.
Annual Leave	Annual leave is currently provided at 25 days a year (pro rata for part-time posts). Leave runs April to March. In addition to this, team members are entitled to full pay for all public and bank holidays and given additional time off on your birthday and between Christmas and New Year when the office is closed.
Sickness/Absenteeism	During a new member of the team's probationary period, sickness and absence, other than any authorised leave will be paid as SSP (statutory sick pay), and not provided until the fourth consecutive day of absence. After probation, 10 days sickness is paid over a rolling 12 month period.
Pension	New team members are enrolled on Auto Enrolment pension scheme and full details will be provided upon appointment.
Mileage Allowance	Team members are reimbursed when required to use their own vehicles for official business. Team members are required to be insured for business use if using their own car. If appointed, you will be required to produce your driving licence and evidence of appropriate insurance. All information will be provided within the travel and expenses policy.
Relocation Expenses	The Child Brain Injury Trust regrets that it cannot provide relocation expenses to team members.
Maternity Leave	All female members of the team are entitled to basic maternity leave of 26 weeks, subject to 26 weeks of continuous service at the expected week of confinement (EWC).
Paternity Leave	The Child Brain Injury Trust pays one week at full pay, followed by one week at SPP (Statutory Paternity Pay), subject to 26 weeks continuous service at the expected week of confinement (EWC).
Employee Assistance Programme	Health and wellbeing advice and much more