



<b>Job Title</b>	Grants and Trust Fundraiser	<b>Reports to</b>	Income Generation Manager
<b>Location</b>	Warrington, London, Leeds, Birmingham, Cardiff, Belfast, or Glasgow		
<b>Department</b>	Fundraising		
<b>Job purpose</b>			
To identify and maximise opportunities to raise unrestricted and restricted funds from grant making-making bodies and charitable trusts			
<b>Jobs reporting into the job holder</b>	N/A		
<b>Key responsibilities and duties</b>			
<ul style="list-style-type: none"> <li>• Work with colleagues to write compelling cases for support in line with the organisational strategy.</li> <li>• Work those cases of support into powerful funding applications to drive the mission and growth of PAPYRUS</li> <li>• Present confidently and knowledgably face to face and online to prospective funders about PAPYRUS and funding required.</li> <li>• Develop and nurture strong relationships with current and historic funders, cultivating relationships with new or prospective funders with the view to create fruitful long-term relationships.</li> <li>• Generate new leads and drive the prospecting process through regular meetings and communication with existing and prospective funders.</li> <li>• Ensure that all grants are administered correctly, including the recording and draw-down of funds is administered correctly.</li> <li>• Work with colleagues to ensure all required reporting is delivered to the funder meeting specific deadlines with all internal information collected in good time.</li> <li>• Co-ordinate opportunities for funder representatives to come meet where appropriate with PAPYRUS staff and/or visit bases.</li> <li>• Develop and maintain excellent and proactive relationships with colleagues across the organisation throughout all regions.</li> </ul>			
<b>Health and safety</b>			
<ul style="list-style-type: none"> <li>• Fully endorse, demonstrate and carry out the health and safety policy.</li> <li>• Comply with all policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place and assist if required with the amending of risk assessments periodically.</li> <li>• Identify and resolve maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.</li> </ul>			
<b>Safeguarding</b>			
<ul style="list-style-type: none"> <li>• PAPYRUS Prevention of Young Suicide is committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse this commitment.</li> <li>• The employee must act to protect all children, young people and adults at risk that they interact with. The employee must report any misconduct or suspected misconduct to the Designated Safeguarding Lead.</li> </ul>			
<b>General</b>			
<ul style="list-style-type: none"> <li>• Cooperate fully with colleagues and be flexible when assisting them in response to business needs</li> </ul>			

- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers.
- Comply with all policies and procedures and act in the best interest of the charity at all times.

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the charity

**DBS check required**

**Person specification**

\* **Method of Assessment:** A = Application Form; I = Interview/ Assessment; C = Certification or other evidence

**Essential/  
Desirable**

**Method**

**Qualifications**

- English Language and Mathematics GCSE or equivalent qualification - grade C or above

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C

**Experience**

- Working a fundraising role in a UK registered charity
- Working for a UK registered charity
- Donor relationship management
- Project management – managing tasks from conception to completion
- Proven track record of working effectively in a team
- Proven track record of writing successful grant applications and completing tenders for statutory funding

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**Knowledge, skills and qualities**

- Understanding of grant-making charitable trust fundraising
- Understanding of statutory grants and bid-writing
- Understanding of fundraising principals and practice
- Excellent interpersonal skills
- Confident and persuasive communicator with good attention to detail
- Ability to manage a varied and complex workload prioritising competing demands
- Strong analytical skills
- Competence in the use of IT tools including Word, Excel and PowerPoint
- Experience of using social media channels professionally
- Willingness to work some unsocial hours and travel to meetings / events as required across the country
- Full UK driving licence

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I confirm that I have read and agreed to this job description outlining the main duties of my job role.

**Job holder name:**

**Signed:**

**Date:**