

## **Job Description and Person Specification**

<b>Job Title:</b>	Trust & Grants Fundraiser
<b>Line Manager:</b>	Head of Fundraising
<b>Professionally Accountable to:</b>	Head of Fundraising
<b>Hours of Work:</b>	30 hours per week. Flexible working hours, which will include some working at weekends and evenings. Home working will not exceed 1 day p/w.

### **JOB PURPOSE**

Working closely with the Head of Fundraising the postholder will be responsible for writing bids up to approximately £30K, prospect research, report writing and stewardship of our portfolio of Trust supporters. The role will also support the Head of Fundraising with the preparation and submission of larger, more complex bids, as required.

### **RESPONSIBILITIES**

- Identify and research new trusts, foundations and statutory funding opportunities
- Be responsible for Trusts and Grant applications up to approximately £30k and working to support the Head of fundraising on larger bids and applications where necessary
- Developing compelling cases for support, writing tailored applications for submission to trusts and other funding bodies
- Work with the Head of Fundraising to curate new funding opportunities out of existing service delivery, and to identify funding for planned service delivery improvement and new work
- Submit timely reports to trusts and other donors to meet their monitoring and evaluation requirements
- Build and maintain long-term relationships with new and existing funding/grant making organisations
- Work closely with all service delivery teams to ensure they are capturing the necessary outcomes for reporting requirements
- Prospect potential funders in order to increase the size of the trust and grants fundraising pipeline
- Maintain and develop the Trust and Grants using the CRM tool to manage and record activity
- Create monthly income forecasts and pipeline reports
- Collate fundraising team KPIs to help inform business planning
- Compile need and impacts data to help inform and strengthen applications
- Contribute to ongoing analysis of the charity's monitoring and evaluation tools

### **General**

- Be able to work independently and on own initiative in relation to simultaneous tasks, some of which will be more complex
- Be flexible to changing demands and take on appropriate elements of new tasks, as agreed with the Director of Fundraising and Communications
- Manage inevitable work related interruptions and unplanned events as they arise
- Undertake other tasks, as required, to support the fundraising team

- Willing and able to work occasional evenings and weekends to support fundraising key work, if required
- Maintain and extend personal knowledge on software packages, data protection & GDPR, health and safety and confidentiality

### **Professional Responsibilities**

- To maintain confidentiality.
- To work within the policies, procedures and guidelines of Weston Hospicecare, in accordance with statutory requirements, and to best charity fundraising and communications practices.
- To be familiar with fire, emergency and safety regulations, ensuring compliance across all fundraising and sites/events.
- To maintain good working relationships with other members of the hospice staff and volunteers.
- Undertake any in-service training in line with Weston Hospicecare's policies.

### **Educational Responsibilities**

- To participate in the orientation and development of new staff members and volunteers.
- To keep up to date with sector best practices and legislation.
- To maintain and extend personal knowledge and expertise in all aspects of the role and to share information openly.
- To attend all statutory and mandatory training as required.

### **Health and Safety**

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

- To take reasonable care of themselves and others at work.
- To co-operate with the Hospice as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work.

### **Data Protection**

You are required to control and process data held on computer. This must be undertaken lawfully in compliance with the UK's GDPR and Data Protection Act. Breaches of confidentiality in relation to confidential, personal or sensitive data will result in disciplinary action, which may include dismissal.

### **Additional Job Facts**

- Maintain a smart, professional appearance at all times in line with Hospice policy.
- Conduct yourself in accordance with the Hospice values, and to be a good ambassador for the Hospice.
- Demonstrate a responsible attitude towards economy and care of equipment and other resources.
- There will be times when you will be required to work at weekends and in the evenings. This is recorded and redeemable as Time in Lieu.

### **Scope of Job Description**

This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

This job description is subject to periodic review and amendment.

## PERSON SPECIFICATION – TRUST & GRANTS FUNDRAISER

Criteria	Essential/ Desirable	How Evidenced & Assessed
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>▪ Educated to A level or similar or have equivalent professional experience</li> <li>▪ Educated to degree level or hold equivalent practical experience</li> <li>▪ Fundraising qualification</li> </ul>	E  D D	A/C  A/C A/C
<b>Knowledge and Experience</b>		
<ul style="list-style-type: none"> <li>▪ Minimum of two years demonstrable success in the trust &amp; foundation fundraising sector</li> <li>▪ Competent in the use of Microsoft packages, with excellent word &amp; Excel skills</li> <li>▪ Experience with using a CRM database</li> <li>▪ Familiarity and understanding of GDPR compliance and Data Protection Act in relation to Trusts and Foundations</li> <li>▪ Experience in securing 5 or 6 figures sums</li> <li>▪ Experience or understanding of hospice/social care sector</li> </ul>	E  E E E D D	A/I  A/I A/I A/I A/I A/I
<b>Communication and people skills</b>		
<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication</li> <li>▪ Able to work without direct supervision</li> <li>▪ Strong interpersonal skills</li> <li>▪ Be able to work as part of a team</li> <li>▪ Ability to advocate for the hospice by communicating its work with authority and empathy</li> </ul>	E E E E E	A/I A/I I A/I I
<b>Organisational Skills</b>		
<ul style="list-style-type: none"> <li>▪ Highly organised</li> <li>▪ Ability to meet deadlines</li> <li>▪ Ability to use initiative</li> <li>▪ Manage and prioritise own workload, with the ability to manage wide range of projects and commitments</li> <li>▪ Excellent attention to detail</li> <li>▪ Able to keep calm under pressure</li> </ul>	E E E E  E E	A/I A/I A/I A/I  I I
<b>Special Knowledge</b>		
<ul style="list-style-type: none"> <li>▪ Ability to produce insightful impact and evaluation reports for funders</li> </ul>	E	A/I

Other Requirements		
<ul style="list-style-type: none"> <li>▪ An awareness of the environment in which we work must always be maintained and appropriate positive attitude and behaviours demonstrated</li> <li>▪ Commitment and sympathy with the aims and ethos of the hospice movement</li> <li>▪ Professional approach to tasks in hand</li> <li>▪ Flexible and reliable</li> <li>▪ Cheerful disposition with good sense of humour</li> <li>▪ Smart personal presentation</li> <li>▪ Proactive and reactive</li> </ul>	E  E  E E E E E	I  I  I I I I I

Key: E = Essential  
A = Application

D = Desirable  
I = Interview

C = Certificate