



Anna Freud

Job Profile

Job title	Trust and Foundations Officer
Reporting to	Trusts and Foundations Manager
Employer	Anna Freud
Salary	£34,000 FTE per annum, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours, either at our London site (4-8 Rodney Street, London N1 9JH) or our Northern Hub (Huckletree, The Express Building, 9 Great Ancoats Street, Manchester M4 5AD).
Working hours	Full-time (35 hours per week): usual working hours are Monday to Friday, 09:00-17:00. Flexible working is possible. A minimum of 28 hours per week will be considered.
Holidays	27 days plus Bank Holidays FTE
Term of contract	Permanent

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

The Trusts and Foundations Officer plays a critical role in helping secure fundraised income at Anna Freud. The role supports the Trusts and Foundations team to meet income targets and develop and maintain relationships with donors and prospects. The role combines supporting the Trusts and Foundations Manager, Senior Trust Officer, and the Head of Fundraising with the maintenance of existing relationships as well as generating their own income from both smaller and larger trusts. The post-holder will be expected to build strong, collaborative relationships across Anna Freud to ensure excellent understanding of our activities in order to be able to explain our work to funders and supporters.

Main responsibilities of the role

Income Generation:

- Write and prepare compelling, high-quality proposals tailored to Anna Freud's priorities and guidelines of funders to secure restricted and unrestricted income;
- Support the Trusts and Foundations Manager in identifying and researching potential new trusts, including undertaking extensive prospect research;
- Support the Trusts and Foundations Manager in maintaining a trusts pipeline of sufficient value to meet annual income targets;
- Lead the Small Trust Mailing initiative;
- Independently assessing medium-to-large/complex grant funding opportunities against organisational requirements to determine fit;
- Manage grant reporting requirements, including collecting and analysing project data, preparing narrative and financial reports, and ensuring compliance with grant agreements;
- Support the development of our case for support (for Anna Freud as a whole and individual projects and areas of work);
- Support the Trusts and Foundations Manager and Head of Fundraising in the preparation of larger grant applications, including editing, proof reading and managing online application forms;
- Work with project teams and Finance team to prepare project budgets and comply with all financial reporting as required;
- Work occasionally with project teams, the Grants and Bids Officer and Finance team to develop and write proposals for other funding streams such as Statutory, Major Donors and Corporates.

Information management and record keeping:

- Ensure all funders are appropriately thanked, and grant terms and conditions acknowledged, recorded, and met;
- Maintain accurate records of all new grants and donations on our database and on the pipeline and following new grant procedures on receipt of a new grant;

- Prepare and submit accurate, informative written progress reports for funders in line with requirements and deadlines, including liaising with operational staff to collect the required information;
- Along with the Fundraising Support Officer, maintain an overview of application deadlines and informing the Head of Fundraising and Trusts and Foundations Manager of upcoming deadlines;
- Ensure that all prospect research and donor data is accurately recorded on our database;
- Ensure all donors receive thank you letters;
- Provide updates to donors at all levels;
- Lead on the securing of Gift aid from donations in a timely manner;
- Deliver monthly reporting update to Chief Operating Officer, Finance Director and Head of Fundraising as required.

Relationship management:

- Develop and manage positive and strategic relationships with funders through a combination of regular telephone contact, face-to-face meetings, motivational proposals, informative reports and cultivation events;
- Maintain up-to-date knowledge of developments in the sector and funding opportunities related to charitable trusts;
- Develop collaborative, effective, and supportive relationships with staff at all levels of seniority across the charity to develop compelling funding propositions and accurate, informative reports;
- Facilitate colleagues to make appropriate decisions about funding opportunities by providing accurate and timely information about benefits and risks;
- Keeping up to date with Anna Freud's current and future work to identify and package up the most appropriate charity work areas, translating them into relevant, professional, and compelling funding proposals to trusts and foundations;
- Communicate both internally and externally on the importance of fundraising for the organisation.

Compliance and administrative:

- Maintain accurate and up-to-date records of donor interactions, proposals, grants, and reports our CRM system;
- Manage timelines and deadlines for grant submissions, reporting, and other fundraising activities;
- Provide support for other development activities and initiatives as needed, including donor events, mailings, and campaigns;
- Ensure adherence to relevant laws, regulations, and ethical standards in fundraising and donor stewardship;
- Uphold the highest standards of integrity, transparency, and confidentiality in all interactions with donors and prospective donors.

Meetings:

- The post-holder will be required to attend and participate in Anna Freud staff and Fundraising meetings. These meetings may occur out of normal office hours. This role will also require the post-holder to work at events which may take place outside office hours e.g. evening drinks receptions.

General:

- Undertake any other ad hoc tasks as requested by the Head of Fundraising, Chief Operating Officer and the Senior Leadership Team.
- Anna Freud is a member of the Fundraising Regulator and the Fundraising Standards Board (FRSB) which is an independent self-regulatory organisation. As a member we are committed to the highest standards in fundraising. As part of your role you will need to follow the FRSB's Fundraising Promise as well as the Institute of Fundraising's Codes of Fundraising Practice. These codes set the standards for fundraising activity throughout the UK.

All employee responsibilities:

- Maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- Complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview/Task)
Experience and/or knowledge	
Proven experience in trust and foundation fundraising, preferably within the nonprofit sector or a similar environment	Application/Interview
Demonstrated success in securing grants from charitable trusts, foundations, and institutional donors	Application/Interview
Experience in grant writing, including crafting compelling proposals and grant reports	Application/Interview
Skills and/or abilities	
Effective writing skills with the ability to craft persuasive and articulate proposals and reports	Task
Good research skills for prospect research and donor identification	Interview
Effective communication and interpersonal skills for building relationships with donors and colleagues	Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to

provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.