

Welcome!

Welcome to the PKD Charity! I'm delighted you are interested in joining our team.

Here at the PKD Charity, our mission is to improve the lives of those affected by polycystic kidney disease (PKD) through research, education, advocacy and support. PKD is one of the most common life-threatening genetic diseases, affecting about 70,000 adults and children in the UK. It causes kidney failure, affects other organs, reduces life expectancy and there is currently no cure. We are dedicated to finding new treatments and helping everyone with PKD have the best life they can.

We value talented, enthusiastic individuals like yourself who want to be part of our mission. If you join us, you'll have the opportunity to make a real difference in the lives of PKD patients. This is an exciting time full of challenges and opportunities. If you're ready to join our team and help us accelerate research, provide compassionate support, and advocate for the PKD community, we encourage you to apply. Together, we can create a brighter future without PKD.

About the PKD Charity:

Founded in 2000, we're the first and only UK charity solely dedicated to improving the lives of an estimated 70,000 individuals and their families affected by polycystic kidney disease (PKD) in the UK.

PKD is a range of life-threatening inherited conditions that can cause kidney failure and affect other organs in the body such as the liver, brain, heart and bowels. Most people with PKD live with an uncertain prognosis, intermittent pain and infections, and then have to undergo life-saving dialysis or transplant in their 50s. A few babies have a rare form of PKD which results in death during pregnancy or shortly after birth; the surviving children often have to have either a kidney or liver transplant before the age of 10.

We provide reliable, accredited information, advice and personalised support. We raise awareness of the burden of PKD, both clinical and psychosocial. We fund research aimed at understanding more about PKD and the discovery of therapies that will improve quality and longevity of life.

We are committed to providing equal opportunities for everyone and encourage applications from all sections of the community.

Our values:

Our values provide the basis for the decisions we make, our actions and our behaviours. They underpin everything we do.

- **Support.** We give practical and emotional support and advice to patients and their families from the moment they're diagnosed, through treatment and beyond - on the phone, online and face-to-face.
- **Research.** We fund innovative research dedicated to improving understanding of polycystic kidney disease (PKD) which will lead to the development of new treatments to slow or prevent PKD progression, reduce pain, better manage other symptoms and improve quality of life.
- **Information.** We publish reliable, authoritative health information, written and reviewed by healthcare professionals, scientists and patients/carers on ADPKD and ARPKD. We also organise educational events online and in-person enabling patients and their families to hear from medical experts and, where possible, meet others with shared experiences.
- **Awareness.** Awareness of PKD is low - despite it being the most inherited kidney disease worldwide. We aim to build greater understanding amongst healthcare professionals, the government and the general public about PKD and its physical, emotional and financial burden on patients and families.

Team:

The PKD Charity is governed by a dedicated board of trustees who support a small team of employees led by our CEO. Our Research Advisory Board uses its experience and expertise to review grant applications. Our Patrons are long-standing supporters of the Charity.

TRUSTS & GRANTS OFFICER JOB DESCRIPTION:

Position:	Trusts and Grants Officer (part-time)
Responsible to:	PKD Charity CEO
Contract type:	Permanent
Salary:	£29,00-£31,000 FTE per annum pro rata (£11,600 - £12,400)
Hours:	2 days per week – (15hrs)
Location:	Home based, anywhere in UK. Occasional attendance at in-person team meetings.
Annual leave and benefits:	25 days annual leave, pro rata for hours worked (not including bank holidays) Workplace pension scheme after 3 months

JOB SUMMARY

The PKD Charity seeks a motivated and experienced fundraiser to drive our income growth from trusts, foundations, corporate partners, and other grant-making bodies. In this critical role, you will lead efforts to identify, research, and apply for grants, and will nurture ongoing relationships to ensure sustained and impactful support. With guidance from the CEO, you will play a key role in securing funding to expand the charity's programs and increase our reach.

ABOUT THE ROLE

As our Trusts and Grants Officer, you will join a dedicated team of five, working collaboratively to realise our ambitious goals. You will have the opportunity to make a meaningful difference in a flexible, friendly, and supportive environment where teamwork and adaptability are highly valued. Working closely with the CEO, you'll help PKD Charity achieve significant income growth through grants, fuelling the organisation's impact.

YOUR RESPONSIBILITIES:

Identify Funding Opportunities: Research trusts, foundations, and other funding bodies whose criteria align with PKD Charity's work. Build a robust pipeline of potential funders.

Craft Compelling Applications: Prepare, write, and submit high-quality, persuasive funding applications. Tailor proposals to meet each funder's specific guidelines and highlight the charity's unique impact.

Data-Driven Case Development: Gather and analyse relevant information to create compelling cases for support, backed by data that showcases the impact of our programs.

Relationship Management: Cultivate and maintain strong relationships with current and prospective funders, ensuring consistent communication, appreciation, and donor care to foster long-term engagement.

Expand Funding Pool: Utilize sector knowledge to identify and approach new funders, increasing the charity's income streams and securing diverse funding sources.

Progress Tracking and Reporting: Provide regular updates to the CEO on application progress, successful funding, and potential new opportunities. Develop and manage systems to monitor deadlines, submissions, income received, and application status.

Donor Communication: Ensure funders are kept informed about the charity's work, including submitting progress reports and impact updates that highlight the value of their contributions.

Cross-Functional Collaboration: Work closely with other colleagues, especially service delivery and finance, to ensure that information sharing and reporting are aligned and effective.

CRM and Website Management: Assist with maintaining an effective CRM system and updating our website to enhance donor experience and ensure seamless interactions with PKD Charity.

General Duties: Occasionally work outside regular hours for events or networking, and undertake any additional responsibilities as reasonably required within your skills and experience.

ABOUT YOU:

Proven Experience: You have a strong background in fundraising, particularly in trust and foundation grants, and are comfortable working independently in a remote setting.

Organized and Detail-Oriented: You excel at managing multiple projects, meeting deadlines, and paying close attention to detail.

Collaborative Team Player: You are flexible and ready to contribute to various aspects of the charity's work, embracing a team spirit.

Effective Communicator: You possess excellent writing skills for creating compelling grant applications and are skilled at nurturing funder relationships through clear and professional communication.

Tech-Savvy: Familiarity with CRM systems and website management is a plus, as is a proactive approach to automating processes where possible.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How Assessed
Experience	<p>Experience in a fundraising role, with a focus on Trusts and Foundations.</p> <p>Experience and a proven track record of delivering and growing income from Trusts and Foundations.</p> <p>Experience of servicing and reporting on grants, including evidenced creative approaches to funder-communications.</p> <p>Evidenced experience in cultivating and building relationships with donors/supporters and stewarding key funders.</p>	Experience of working within the health and research charity sector.	Application
Knowledge	<p>Knowledge of the voluntary sector, including market and donor trends.</p> <p>Knowledge of family foundations, ESG/CSR and grant giving bodies.</p>	Knowledge of health and research charity.	Application & Interview
Skills	<p>Excellent communication skills, both verbal and written.</p> <p>Proficient in MS Office Programs/365.</p> <p>Excellent time management and ability to prioritise tasks to meet deadlines.</p> <p>Proven ability to analyse data.</p>	Dynamics CRM system experience.	Application & Interview
Personal Attributes	<p>Ability to work with a small diverse team.</p> <p>Strong planning and ability to deliver to deadlines.</p> <p>Strong people skills for building relationships and networking with external stakeholder, team members and key contacts.</p>		Application & Interview

The PKD Charity is a registered charity in England and Wales (1160970) and Scotland (SC047730).

A company limited by guarantee. Registered company in England and Wales (9486245).

Registered address: 86-90 Paul Street, London, EC2A 4NE

	Strategic thinker with the ability to multitask. A 'can do' approach with a strong sense of personal responsibility.		
Other	Equipped for home working (PC will be provided).	Ability to work occasional evenings and weekends as required by the role.	Application & Interview

ORGANISATIONAL STANDARDS

Data Protection and Confidentiality

- All employees have a responsibility to maintain confidentiality and the principles of the UK General Data Protection Regulation (UK GDPR) are applied to patients, staff, volunteers, and business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and PKD Charity policies and procedures.

Health and Safety

- All reasonably practical steps are taken to ensure the health, safety and welfare of all colleagues, volunteers, and supporters.

Safeguarding

- All employees have a responsibility for, and are committed to, safeguarding the promoting the welfare of children and vulnerable adults and ensure they are protected from potential and actual harm.

Equal Opportunities

- We welcome all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage, or civil partnership, physical or mental disability.
- We aim to provide services in a manner that enables all members of the community to access them.
- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.

NOTES:

- This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.
- The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder.
- Flexibility in the hours worked will be essential to meet the business needs of the charity. No overtime will be paid in this post, however time off in lieu of hours worked over the contracted hours can be taken in line with current policies and processes.

HOW TO APPLY:

If you would like an informal chat about the role, please contact the Chief Executive, Alison Taylor: alison.taylor@pkdcharity.org.uk

To apply, please attach your CV, and a cover letter (which is no larger than two sides of A4 paper) addressing how you meet the above criteria on Charity Jobs by 9am on Saturday 14th December 2024.

Interviews will be held online on Monday 13th January 2025. Although we reserve the right to monitor applications on a rolling basis and may approach for interview at an earlier date. If we find the right candidate we may close the recruitment campaign at an earlier time.

Thank you for your interest in working for the PKD Charity