



Epilepsy Society  
Recruitment Pack  
**Trusts and Foundations Lead**

# Welcome

Thank you for your interest in joining us in the Fundraising and Marketing team as a Trusts and Foundations Lead.

It is an exciting time to join us as we transform our Fundraising & Marketing team to deliver on our current plans for 2024-2025, and our future 3-year fundraising strategy, maximising income for people living with epilepsy. Epilepsy Society is an ambitious and passionate place to work. I hope you will be inspired by what we do and recognise our potential to do even more.

This is vital role - you will be joining an enthusiastic, high-performing team that likes to work hard, but have fun whilst doing so.

We hope this pack will give you a clear picture of what the role of a Trusts and Foundations Lead within Fundraising and Marketing is all about, what it is like to work at the Epilepsy Society and to assess whether you have the right skills and experience to apply.

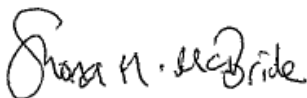
Please do feel free to contact the Recruitment Team to discuss any aspect of the role. We would be delighted to hear from you.

The Epilepsy Society is a person-centred charity and our commitment to equality, diversity and inclusion means we welcome applications from the widest possible range of people who meet the requirements of the role.

Our people are what makes us great, and we hope, once you have read this pack, you are inspired to make an application. If you still have questions my contact details are on the last page.

We look forward to hearing from you and good luck with your application.

Yours sincerely



Shona McBride  
Head of HR

# Working at Epilepsy Society

Our vision is for a world where epilepsy is irrelevant and people with epilepsy lead the lives they want to lead. We are the UK's only charity transforming the lives of people with epilepsy through world-leading research, advocacy and care. We put people at the heart of everything that we do.

We are fortunate our world-leading research centre is already transforming the lives of many people with epilepsy, and we naturally want to bring this opportunity to thousands more. We have ambitions to change the world in many ways for people with epilepsy. Ambitions that are shared by our partners at UCL and UCLH. We campaign, run a helpline service, disseminate epilepsy information and care for over 100 people with complex neurological needs.

We benefit from a valuable country estate in Chalfont St Peter where we have been located for 130 years since the Charity was founded in 1892. This is where you will have the opportunity to work alongside world-renowned research scientists.

## Benefits of working at Epilepsy Society:



27 days holiday



Pension scheme



Retailer discounts



Reward and recognition schemes

## Why we exist.

600,000 people in the UK live with epilepsy which is around 1 in 100 people. 87 people are diagnosed with epilepsy every day and 1 in 3 people can't gain seizure control through available treatments. Tragically there are 1,000 epilepsy related deaths each year. Anyone can develop epilepsy: it happens across all ages and races. Epilepsy is most commonly diagnosed in children and people over 65. There are over 40 types of seizures so just knowing that a person 'has epilepsy' does not tell you very much about their epilepsy and the type of seizures they have. Epilepsy is more common than Multiple Sclerosis and Parkinson's.

# About us

We are a great team and a wonderful organisation to work for. Our organisational values, CAIRO, are as follows:



The charity's mission is: "To enhance the quality of life of people affected by epilepsy by promoting public awareness and education, by undertaking research and by delivering specialist medical care and support services."

Epilepsy Society's Vision is a full life for everyone affected by epilepsy.

We want everyone affected by epilepsy to have the best opportunity for a full life – as free from seizures as possible.

We set out to make a difference to every person affected by epilepsy whatever their background, however seriously it affects them, and whether they have the condition themselves or are close to someone with epilepsy.



# Employee Benefits & Information

Holiday entitlement	27 days holiday + Bank Holidays. Opportunity to buy/sell annual leave and ability.
Pay date	25th of every month (or nearest Friday)
Pension	4% contribution to group pension scheme with 5% contribution by employee with the option for employees to contribute more
Death in Service benefit	2x annual salary
Employee Assistance Programme	A 24/7 free phone confidential employee assistance programme and helpline available for counselling, financial and legal advice
Purple Rewards	Access to shopping discounts and cashback with thousands of retailers such as M&S, Boots, Tesco, Superdrug
Length of Service Awards	Length of service recognition
Salary Finance	To support you with your money all year round
Big Y-es	Recognition scheme for those employees who go above and beyond by living our values
Refer a Friend Scheme	If you refer a friend, who is hired, you receive £250 (conditions apply)
Car parking	Free on-site parking
Professional Membership	You may be eligible to claim a professional body annual membership/subscription
Coffee shop	On-site coffee shop 'The Phoenix Café' which sells an array of hot and cold meals, snacks, drinks, and refreshments. Ideal for breakfast or lunch.

# Job Description & Person Specification

Job title:	Trusts and Foundations Lead
Department:	Fundraising and Marketing
Reports to:	Partnerships Manager
Job purpose:	<p>The Trusts and Foundations Lead will support increasing income from trusts &amp; foundations in line with the Fundraising Strategy and the Strategic Plans of the Epilepsy Society. The postholder will be responsible for raising funds from grant- making trusts and foundations, company foundations, public sector funders and lottery bodies.</p>

A key aspect of the role will be establishing and maintaining positive relationships with smaller funders (£10k-£100k), ensuring all obligations under grant agreements are fulfilled in a timely manner. The postholder will report to the Partnerships Manager in the new Development team within the Fundraising and Marketing team. With support from the Partnerships Manager, the postholder will liaise with healthcare professionals such as clinicians, researchers, and other key stakeholders to develop compelling cases for support and funding.

The post holder should demonstrate our people values of CAIRO (Caring, Accountable, Improving, Respectful and Open.)

## Key accountabilities:

### **Fundraising**

- To take responsibility for the rolling trusts and foundation program aimed at delivering £400,000 + per annum from trusts and foundations
- Achieve income targets that support the delivery of fundraising goals
- Identify and cultivate potential trusts and foundations aligned with the charity's mission and values
- Develop and implement trust fundraising strategies to secure financial support for our charity
- Conduct prospect research and write compelling proposals and presentations to secure and receive funds from trusts and foundations
- Work with the Partnerships Manager to manage a portfolio of existing and prospective partners including new trusts and foundations
- Liaise with the teams around the Epilepsy Society to identify new opportunities and submit applications to grant makers
- Seek advice and guidance from grant makers when preparing applications
- Manage relationships with existing funders, ensuring regular communication and recognition to secure both short- and long-term funding support

# Job Description & Person Specification

- Organise and coordinate trust fundraising events and campaigns
- Collaborate with marketing and communications team members to promote trust fundraising
- Keep accurate, relevant, timely records on our CRM (Raiser's Edge) and maintain regular communication with relevant teams including marketing, finance, external affairs
- Stay updated on developments in the grant-making world and establish good working relationships with grant makers
- Stay updated on industry trends and best practices in trust fundraising

## **Administration & Compliance**

- Ensure compliance with all relevant legal and ethical standards in fundraising activities
- Ensure accurate records of all applications and relevant correspondence
- Create inspiring reports and updates for funders that demonstrate the impact of their support and demonstrate first class stewardship
- Work closely with relevant teams to embed monitoring and evaluation in the fundraising initiatives, preparing regular reports for the Partnerships Manager and senior management
- Communicate grant-making plans and initiatives to relevant committees and senior stakeholders of the Charity
- Contribute to the operational direction of the fundraising team, work with the partnerships manager for analysing trends to support the fundraising strategy
- Maintain and develop positive relationships with internal and external stakeholders
- Attend events to meet funders and/or promote Epilepsy Society, where appropriate
- Any other non-recurring duties as required

## Skills, expertise & qualifications

### Essential

- Qualification or experience in marketing, media, event management or business
- Highly developed influencing and interpersonal skills
- Excellent written and oral communication skills, with keen attention to detail and the ability to present complex information to high- value supporters and partners
- Ability to manage conflicting situations and priorities with tight deadlines
- Good networking skills and confidence in promoting the Epilepsy Society's work to funders, both by phone and in person
- Excellent numeracy, literacy, and IT skills, including the use of databases, word processing, and excel spreadsheets
- Excellent organisational skills, including prioritisation and working to deadlines
- Enthusiastic and committed team player
- Passion for the mission of the charity and a commitment to improving healthcare and patient outcomes through world leading research
- A self-starter, able to work on own initiative
- Manages workloads in context of competing demands and changing priorities

### Desirable

- Demonstrable experience of grant fundraising in the charity or statutory sector with demonstrable results from your own portfolio of work
- Experience working in a medical charity or healthcare-related organisation
- Fundraising qualification or equivalent experience
- Membership of Chartered Institute of Fundraising
- Experience of using Raiser's Edge or other relevant CRM

**\*The above is not an exhaustive list of every task a post holder may need to perform.**

Salary:

**£38,000 - £40,000 per annum**

How to apply:

We hope you will consider making an application. Please click apply within the job advert, uploading your CV.





Good luck with your application. We look forward to hearing from you.