



APPOINTMENT OF

**Trusts Officer**



## About INF

International Nepal Fellowship (INF) is a Christian health and development charity serving the most disadvantaged people and communities in Nepal.

INF UK is entering a bold new strategic phase (2026–2031) with ambitious plans working towards our vision: life in all its fullness for disadvantaged Nepalis.

In partnership with Nepal-based organisations who share our vision and values, INF UK is passionate about supporting our Nepali partners as they work alongside marginalised Nepalis to overcome barriers relating to disability, poverty, gender or caste.

We have a small team of 7 UK staff working across programme management, fundraising, communications, and finance. We have an office in Birmingham, but the staff team lives across the UK with a mixture of remote and hybrid working arrangements.

### Our vision

Life in all its fullness for Nepal's poor and disadvantaged people and communities.

### Our mission

Supporting local Nepali communities and healthcare services, to improve health, reduce poverty, and promote social inclusion.

### Our values

- Love
- Service
- Excellence
- Integrity



Kopila, who was diagnosed with leprosy several years ago, is a patient at the Eileen and Betty Centre, INF Nepal's leprosy ward at the Green Pastures Hospital.

She lives with her family in a poor rural village, where they rely solely on agriculture for their livelihood.

*"Several years ago I had a problem with an ulcer on my foot and my village health post told me about Green Pastures. When I came to Green Pastures I was diagnosed with leprosy, so I was treated for my foot ulcer and was put on medication for two years.*

*"When I was diagnosed I was very sad and anxious about leprosy. I thought I had to be isolated from my family, but it was not like that. The team at Green Pastures explained everything and helped me and my family understand about leprosy. My family were also tested for leprosy, and they were all clear.*

*"Later on I was having difficulties because my hand became deformed, but then I also had surgery here. Now I am able to grip and squeeze so my hand is able to function again.*

*"I am now free from leprosy and am enjoying life with my family. I know that problems will happen again because when I work at home there is still a tendency to get ulcers.*

*"Whenever I have to come back to Green Pastures I am grateful that all of the treatment is free, and I am happy because everybody there care for me and loves me."*



## Role Description

**Contract:** Permanent

**Reports to:** Philanthropy and Trusts Manager

**Purpose of the role:** To deliver the highest level of stewardship, ensuring key supporters feel valued and connected with the charity. As part of the Fundraising and Communications team, you will make an important contribution towards the development of income from key supporters, with a focus on trusts and foundations.

**Based:** Home based, with the option to work from our Birmingham office up to two days a week. Occasional travel to Birmingham for team meetings, planning days and events is required.

**Hours:** Part time (0.6 FTE) these hours can be worked flexibly (minimum of 22.5 hours per week). Increased hours may also be considered.

**Salary:** £30,000 per annum (actual salary £18,000, based on 0.6 FTE)

**Key relationships:** Philanthropy and Trusts Manager, Head of Fundraising and Communications, other INF UK staff, relevant contacts with partners in Nepal, external consultants, agencies and suppliers.

**This post holds a genuine occupational requirement under Schedule 9, paragraph 1 of the Equality Act 2010 for the postholder to be a practising Christian.** This is because the role involves representing INF UK's Christian ethos and vision ('life in all its fullness') to Christian trusts, foundations and individual donors, preparing faith- and prayer-inclusive content for funder communications, and taking part in the devotional life of the organisation. The postholder will be expected to share, and be able to speak to, INF UK's Christian values in these external-facing contexts.

## KEY RESPONSIBILITIES

### 1. Applications, reporting and stewardship

- a. Write high-quality, tailored applications and funder reports, with primary ownership of low to medium-value grants.
- b. Manage stewardship of the grant portfolio: acknowledgement, timely reporting, and relationship maintenance to encourage renewal.
- c. Represent INF UK's Christian ethos and vision in communications with Christian trusts, foundations and individual donors, including preparing faith-based and prayer-inclusive impact updates where appropriate to the funder.
- d. Escalate higher-value or complex trust and major donor opportunities to senior colleagues, with supporting research and draft materials.

### 2. Prospect research and pipeline development

- a. Identify and research trust, foundation and grant-giving prospects from databases and directories, assessing fit with INF UK's mission, values and current funding priorities.
- b. Build and maintain a qualified prospect pipeline, with recommendations on approach, timing and fit.
- c. Provide concise research briefings to senior colleagues ahead of new or high-value approaches.

### 3. Trusts & Foundations administration and data management

- a. Maintain accurate, up-to-date and GDPR-compliant records of trust, foundation and grant relationships, including application deadlines, reporting schedules and grant conditions.
- b. Track and coordinate the schedule of funder reports, ensuring no deadline is missed.
- c. Support accurate coding of income and liaise with finance on trust income reconciliation.

### 4. Team support and flexibility

- a. Contribute to the devotional life of INF UK, including participating in team prayer and reflection as part of the wider staff team.
- b. Undertake other reasonable tasks to support the INF UK team's fundraising and communications work. This will include shared handling of email and phone calls from supporters.

## Person Specification

We are looking for somebody who is closely aligned with INF's values and has an empathetic approach to dealing with supporters who have faith-based motivations for their giving.

You must be organised, with the ability to prioritise a range of tasks to meet deadlines, whilst delivering work to a high standard effectively and efficiently.

It is vital that you have proven experience in building relationships with new and existing supporters. As part of a small team, you must be proactive, creative and collaborative with the confidence to suggest ideas, as well as being approachable, curious and committed.

This is a fantastic opportunity to bring your skills and personality to the role, alongside your ambition to learn and develop.

INF UK welcomes applicants from diverse backgrounds and people with lived experience of disability.

| Experience and knowledge                                                                                                 | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Experience of researching, writing and presenting compelling, persuasive written content tailored to different audiences | x         |           |
| Experience of managing key stakeholder relationships                                                                     | x         |           |
| Experience of researching and writing successful applications to trusts, foundations or grant-making bodies              |           | x         |
| Experience of organising fundraising events                                                                              |           | x         |
| Knowledge of current regulations and compliance issues relating to fundraising (e.g. Code of Fundraising Practice)       |           | x         |
| Working cross-culturally                                                                                                 |           | x         |
| Experience of Nepal and/or the Nepali language                                                                           |           | x         |

| Skills and competencies                                                                                        | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Excellent, persuasive written and verbal communication and presentation skills                                 | x         |           |
| A creative mind to build innovative engagement opportunities to connect with key supporters                    | x         |           |
| Excellent administrative accuracy and attention to detail, particularly in record-keeping and funder reporting | x         |           |
| Strong research and analytical skills, with the ability to assess prospect fit and interpret funder guidelines | x         |           |

|                                                                                                                                                    |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Ability to communicate authentically about faith with Christian trusts, foundations and donors, and to prepare faith- and prayer-inclusive content | x |   |
| Experience in using databases or CRM systems                                                                                                       | x |   |
| Responsible use of AI, ideally in a work setting                                                                                                   |   | x |
| Understanding of finance and budgeting, with experience of reviewing complex spreadsheets                                                          |   | x |
| Awareness of safe storytelling and safeguarding principles when using beneficiary stories or images in donor communications                        |   | x |
| Willingness for occasional travel within the UK, and potentially internationally (including to Nepal)                                              |   | x |
| A full, valid UK driving licence                                                                                                                   |   | x |

| Personal attributes                                                                                                            | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Demonstrable commitment to INF UK's values of love, service, excellence, and integrity                                         | x         |           |
| A team player who is approachable and supportive                                                                               | x         |           |
| Able to prioritise effectively and manage competing deadlines                                                                  | x         |           |
| A practising Christian with an active faith, consistent with the Occupational Requirement for this post                        | x         |           |
| A creative and entrepreneurial mind with a can-do attitude                                                                     |           | x         |
| A bold and innovative thinker, confident to challenge convention and test new approaches to donor engagement and income growth |           | x         |

| Qualifications and memberships                                                           | Essential | Desirable |
|------------------------------------------------------------------------------------------|-----------|-----------|
| Educated to degree level or equivalent                                                   |           | x         |
| Professional qualification in fundraising                                                |           | x         |
| Member of the Chartered Institute of Fundraising or other relevant professional networks |           | x         |

## Employee Benefits

1. Agile working for all staff members which includes options for flexible working hours.
2. All full-time employees are entitled to 26 days' holiday per year in addition to UK public holidays (pro rated for part-time staff).
3. INF UK places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake fully paid study and training.
4. We offer a generous pension plan with employer contribution of 10%.
5. Option to buy extra annual leave.
6. Group Life Insurance for all employees.

## Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. INF UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

INF UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief (save where a genuine occupational requirement applies, as set out above), political opinion, social or economic status, or ex-offender status.

All roles within INF UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

INF UK is an equal opportunities organisation, and committed to achieving the highest standards of diversity, fairness and equality. Should you require any additional support or reasonable adjustments, please contact Leanne Roberts or Jen Aspinall at Charity Horizons.

## Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK and satisfactory employment screening, a basic DBS Check, and three references satisfactory to INF UK (including one reference from a church leader or someone able to speak to your Christian faith).





## How to Apply

**Closing date:** Wednesday 9<sup>th</sup> September 2026

**Interview dates:** Thursday 24<sup>th</sup> September or Friday 25<sup>th</sup> September 2026 in Birmingham

*INF UK is partnering with Charity Horizons to support us with the recruitment for this role.*

To apply for this position please email a comprehensive CV and supporting statement, including about your Christian faith, through to [jobs@charityhorizons.co.uk](mailto:jobs@charityhorizons.co.uk).

Please put the reference 'Trusts Officer INF' in the subject of your email.

In your supporting statement please identify the experience you have in relation to the key aspects of the Person Specification and summarise your interest in the role and organisation. Please ensure both CV and supporting statement are sent in a Word document format.

**Please note:** If you would like to submit an application or express your interest in an alternative format, such as audio or video upload, please contact Leanne or Jen at Charity Horizons who will be happy to advise on this. If you require any adaptations for this initial engagement, then please do also advise.

Please also be aware that Charity Horizons use anonymous recruitment methods when submitting shortlists to charity partners for all roles and only work with organisations that are happy to engage in this way.

*Charity Horizons is an equal opportunities employer and as such actively promotes equality, diversity and inclusion in the workplace. We welcome and encourage applications from all suitable candidates irrespective of age, disability, hidden disability, race or national origin, religion or belief (save where a genuine occupational requirement applies, as set out above), gender, gender expression, political view, sexual orientation, medical condition and pregnancy.*

