



YORK  
MINSTER



**Grants & Bids Manager  
(York Minster Fund)**

# APPLICATION PACK

YORKMINSTER.ORG



Registered Charity No. 1201499



## About us - York Minster Fund

York Minster Fund is the lead fundraising partner for York Minster. We are an independent organisation, with a separate board of Trustees, who work closely with colleagues across the Cathedral to secure income for a number of much needed projects and programmes of work.

Established in 1967, as an emergency response to an urgent restoration project, we secure funds from charitable foundations, major and corporate donors, legacy donors, individuals and events.

Our funds provide much needed income for:

- the fabric and repair of the iconic Minster itself, including the largest expanse of medieval stained glass in the country
- the training of apprentices to learn traditional heritage craft skills such as stonemasonry and joinery
- strategic initiatives such as the repair of the organ, improved technology and research, the realisation of an international Centre of Excellence for Heritage Skills and Estate Management and wider precinct projects to ensure new streams of income and investment

This is an exciting time to join the Fund as we move forward on a number of major projects across our small but highly experienced team.

No two days are the same in our workplace; a typical week may find you working with our marketing team to create web content and beautiful imagery to promote a donor story, writing bespoke text for a strategic donor proposal, joining the team at a candlelit event to welcome guests or engaging with our stonemasons and technology experts to understand the donor appeal of a trailblazing new programme of work.

### Trusts and Foundations/Major Donors

York Minster Fund has a successful history of securing investment and funding from charitable Trusts and Foundations. In the last year, we have significantly increased our income from this donor stream, including closing our capital appeal for York Minster's new Centre of Excellence for Heritage Skills and Estate Management with over £1.5m of new grants secured from Trusts and Foundations and strategic gifts from major donors.

Along with a growing number of Trust and Foundation funders for multi-year craft apprenticeships we have a strong pipeline of potential grants, both those Trusts which are new to the Minster's work and those approaching renewal of their support.

### Lottery and Statutory

We are also exploring new streams of statutory support, from Mayoral funding to new Lottery streams and are mid-way through an application to the National Lottery Heritage Fund. Previous NLHF support secured £10m for the restoration of the iconic Great East Window.





<b>Job Title:</b>	<b>Grants &amp; Bids Manager (York Minster Fund)</b>
<b>Reporting to:</b>	<b>Head of Fundraising and Development</b>
<b>Core Purpose:</b>	To support with proposal and bid writing, reporting and research across our Trusts, statutory and major donor audiences. Working with the Head of Fundraising, you will help to manage, steward and further grow this area of our work.
<b>Accountabilities:</b>	<p><b>Content writing:</b></p> <ul style="list-style-type: none"><li>• Working with colleagues to understand and identify projects and programmes for funding.</li><li>• Preparing compelling and bespoke bids and reports to funders.</li><li>• Working with our Marketing team to secure images and video content for proposals.</li><li>• Creating a new set of donor materials and case for support.</li><li>• Creating and updating budgets and financial information.</li><li>• Ensuring that strong record keeping is in place and all donors stewarded and updated.</li><li>• Ensuring all content is reflected on our website and supporter pages are regularly updated.</li></ul> <p><b>Research:</b></p> <ul style="list-style-type: none"><li>• Ensuring a steady flow of well-matched prospects both regionally, nationally and internationally who can be approached for support.</li><li>• Identifying donor network opportunities to help secure introductions.</li></ul> <p><b>Stewardship and interaction with donors:</b></p> <ul style="list-style-type: none"><li>• Managing meetings as required with potential and existing donors.</li><li>• Ensuring reporting and monitoring requirements are kept fully up to date.</li><li>• With our Events Team, ensure that donors are invited to receptions and events and regularly updated.</li></ul> <p><b>Any Other Duties</b></p> <p>This Job Description gives an overview of your responsibilities. It does not form part of your contract of employment, and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.</p>
<b>Health &amp; Safety</b>	<p>Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person.</p>
<b>Safeguarding</b>	<p>All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.</p>
<b>Equity, Diversity &amp; Inclusion</b>	<p>We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. As a values led organisation, we see our legal obligations as a starting point and are on a journey to ensure all our staff can be their authentic selves at work. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours or ways of working that they witness.</p>





## **Working For Us**

### **Salary**

The salary range for this role is £30,000 - £40,000 dependent on experience, plus a contributory pension scheme.

### **Working Patterns**

The role is for 35 hours per week, usually working 5 days over 7. However, we are open to applications for those who would prefer working 28 hours across 4 days for a pro-rata salary. Hybrid working is available, but regular office attendance is required due to meetings. Some evening work for events will also be required.

### **Annual Holidays**

The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

### **Pension Scheme**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

### **Staff Discount**

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity of the Minster Precinct. A Cash Health Plan has been introduced providing lump sums towards dental, physio, optical costs, membership of the PerkBox discount platform, virtual GP access and an EAP.

### **Parking**

Free parking is available subject to availability.

### **Equality Statement**

York Minster Fund support the Chapter of York's commitment to equality. Chapter aims to provide equity and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equity and diversity.