

## **Trust and Programme Officer**

### **Job Details**

**Location:** Temwa Office, Portland Square, Bristol / Hybrid

**Closing Date:** Wednesday 21<sup>st</sup> August

**Start Date:** September / October 2024

**Duration of work:** Full Time - 5 days per week

**Salary:** £26k- £28k (depending on experience)

### **Job Description**

As the Trust and Programme Officer at Temwa, your time will be split across both fundraising and programmes. You will help oversee Trust and Foundation fundraising through grant proposal research, preparation and submission, as well as support project management through project development, reporting and monitoring. You will report directly to the Fundraising and Development Manager as well as being accountable to the Programme Quality Advisor.

### **About Temwa**

Temwa is a Bristol-based charity committed to empowering remote communities in Northern Malawi. Our goal is to harness the power of bringing communities together to support community-led development. We partner with hard-to-reach communities in Malawi, empowering local people to end poverty and transform their own futures. At the same time, we inspire local communities in the UK to come together to help bring about this change. We have been working in Northern Malawi for over 20 years, and our work currently includes sustainable agriculture, forestry, health and education programmes.

### **Principles of Temwa**

- Community-driven – Temwa’s decisions are made by the community
- Working towards long-term self-reliance
- Commitment to sustainable development
- Belief in inclusive communities
- Working together with integrity, openness, mutual accountability, and professionalism

We have a highly skilled team of 27 full-time employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office in Bristol comprises a small fundraising and operations team of seven staff (two team members are full-time, all other team members are part-time), 3-5 regular volunteers and interns, and a wider family of volunteers and supporters.

# **Key Roles and Responsibilities**

## **Trust and Foundation Fundraising (60%)**

- Researching and maintaining a database of trusts and foundations in the UK and overseas to which Temwa could apply for funding
- Fostering long-term relationships with current donors for repeat funding
- Creating and submitting trust and foundation proposals for Temwa's projects, growing the organisation's trusts and foundation portfolio of support
- Identifying large or institutional funding opportunities for Temwa
- Working to form strategic partnerships with relevant organisations and agencies
- Developing the organisation's case for support and proposal templates for all projects
- Ongoing management of a portfolio of charitable trusts and grant-making bodies

## **Programmes (40%)**

- Supporting with project development and budgeting
- Monitoring progress of projects against targets
- Reviewing internal reports and leading on all donor reports
- Liaising with the Malawi office on programme queries related to UK fundraising and communications
- Assisting with the implementation of agreed programme management systems, including the development of logical frameworks.

## **Other (ad-hoc)**

- Other ad hoc responsibilities to support with fundraising events when required
- Representing Temwa at events and networking meetings as required

# **Experience, Qualifications, and Requirements:**

The ideal applicant would have the following attributes:

- Educated to degree level or equivalent
- Experience of trust and grant fundraising with proven track record of securing income against set targets
- Knowledge and experience of writing compelling and persuasive fundraising applications/reports
- Experience working on any development project
- Experience of researching trusts and foundations
- Experience of building good relationships with staff, external funding bodies and supporters
- Strong written and verbal communication skills
- Highly numerate with strong attention to detail
- Ability to work with competing priorities to tight deadlines and submit information on time
- Highly proficient in the use of Google Workspace and MS Office, particularly Excel
- An understanding and empathy for development work

Further strengthening the application would be

- Experience of project management
- Experience of institutional fundraising
- Experience of working for an international development charity
- Understanding of monitoring and evaluation
- Experience of project budgeting

## **How to Apply**

**Please send a CV (2 pages maximum) and covering letter explaining how you meet the requirements of the role (2 pages maximum) to [sally@temwa.org](mailto:sally@temwa.org) by Wednesday 21st August**