

Trusts & Grants Coordinator

Part-time (3-4 days/22.5 - 30 hours per week)

£25k - £27k FTE

Home-based flexible working

Purpose:

APF has grown significantly over the past five years with our support services reaching over 10,000 people affected by pulmonary fibrosis (PF) each year. We have ambitious plans for further growth across our services and to fund more groundbreaking research. As we enter a new five-year strategic period, we aim to grow our income to £3-5m which will underpin our exciting plans for growth.

We are seeking a creative, organised individual with excellent writing skills. This role will help us grow income from grant-making trusts and foundations and other statutory sources so we can support more people affected by PF and stop lives being lost to PF. This is an exciting opportunity to help us grow our portfolio of funders and increase our income so we can change thousands of lives across the pf community.

Key stakeholders:

Grant making trusts and foundation
Pharmaceutical and corporate foundations
Other funders including NHS and local authorities
Families living with pulmonary fibrosis (PF)
APF staff and freelancers

Reporting to: Senior Partnerships & Philanthropy Manager

As Trusts and Grants Coordinator you will:

1. Work collaboratively with APF teams to develop inspiring funding proposals and reports

- You will work with APF teams to gather information, case studies and data to build cases for support and funding proposals for our support services, research and other work. You will use your excellent writing skills to develop impact-driven funding proposals and applications.
- You will talk to people affected by PF to develop your understanding of the challenges of living with this disease, and to develop case studies to demonstrate need and impact of APF services and research.
- You will build packages for support, matching our work with the aims of prospective funders.
- Adhering to funder requirements, you will develop reports to demonstrate the impact and reach of our work, inspiring further support.
- You will work with managers and senior leaders to develop budgets for funding proposals.

2. Identify and research prospective funders

- Using funding databases you will research current and prospective funders whose funding aims and values align to the work and values of APF.
- You will use your research to build our trusts and grants pipeline, prioritising trusts whose aims align most closely with our work and working to funder deadlines. You will regularly review the pipeline, ensuring funder details, and application and reporting deadlines are adhered to.

3. Build sustainable relationships with grant making trusts and other funders through excellent stewardship

- You will use your excellent communication skills to steward key contacts and Trustees of grant making trusts and other funding bodies, producing inspiring written communications, and picking up the phone when appropriate to build relationships and ensure we are communicating with our funders in a way that works for them.
- Working with the Senior Partnerships & Philanthropy Manager, you will coordinate meetings with funders. You will work with relevant members of the Senior Leadership Team, briefing them ahead of funder meetings or visits to ensure they support with excellent stewardship.
- You will ensure our funders receive applications and reports in a timely manner and in line with their deadlines.

4. Work with the Senior Partnerships & Philanthropy Manager to develop new sources of statutory funding

- Supporting the development of a new income stream for APF, you will research and identify potential funding sources including local NHS and local authority funding opportunities.
- Working with wider APF teams you will develop compelling funding applications and reports for statutory funding sources. You will work with APF's regional support team to identify and steward potential funding relationships.

5. Develop internal processes to ensure gifts are acknowledged and accurately recorded

- Working with our Finance Team, you will ensure all gifts from grant making trusts and other funders are accurately recorded, and that restricted gifts are appropriately coded and reported upon.
- You will develop existing processes on our CRM (Raser's Edge) to ensure all correspondence with funders is recorded.
- You will build reports on trust activity to demonstrate progress against financial and other targets to feed in to future planning and financial reforecasting.
- You will support the Senior Partnerships & Philanthropy Manager with other work relevant to your role from time to time.

Person Specification

1. Excellent written communication skills, with the ability to produce inspiring, impact-driven copy.

2. A good communicator who will pick up the phone to actively steward funders when appropriate.
3. Person-centred approach, driven by the needs and views of people affected by pulmonary fibrosis.
4. Excellent attention to detail and proof-reading skills.
5. Experience of working collaboratively with a wide range of colleagues and external stakeholders.
6. Takes a proactive and organised approach to work, able to independently manage own workload and prioritise around competing deadlines.
7. Strong ICT skills including experience of using databases to develop and produce reporting and insight.
8. Passionate about equality and diversity and ensuring communications are inclusive.
9. An understanding of the charity sector with experience of working within an ambitious fundraising team is desirable. Comfortable with and motivated by working towards financial targets.
10. Willing to travel occasionally to attend team meetings, training courses, staff away days and funding meetings as required.

Diversity

Action for Pulmonary Fibrosis strives to be an organisation of equity and inclusion.

Pulmonary Fibrosis does not discriminate. Our team should reflect the diverse communities we exist to support. We warmly welcome applications from all candidates irrespective of age, disability, race (including colour, nationality, ethnic or national origin), sex, pregnancy or maternity, gender reassignment, sexual orientation, religion or belief, or marital or civil partnership status.

Terms of Appointment

Contract: Permanent, part time (22.5 to 30 hours per week considered) home-based, flexible working with occasional travel.

Salary Band: £25k - £27k FTE (salary will be pro rata for part-time hours) dependent on experience

Pension: Automatic enrolment to workplace pension (APF contributes 3%), unless already an active member of a qualifying workplace pension.

Holiday: 25 days per holiday year plus 3 discretionary days at Christmas plus bank holidays (all pro rata). Increases with length of service at 3 and 5 years. Salary sacrifice to buy or sell annual leave

Location: Remote (laptop and phone provided), with occasional travel.

Hours: Normal hours are 9.00am to 5.30pm with flexibility to maintain a good work/life balance.

Other benefits: Flexible hours
Option to take 'time off in lieu' for extra hours worked.
Access to free gym at our main Peterborough Office.
Free membership of our Employee Assistance Package
Individual training budget

Probationary and notice of termination periods:

You will have an initial six-month probationary period during which notice is 1 week on both sides and then extending to two months thereafter.