



**Southampton
Hospitals
Charity**

Charity Registration Number: 1206909

Recruitment Pack

trusts and foundations officer



Welcome from Chief Executive



Thank you for your interest in the role of Trusts and Foundations Officer. This is the first time that Southampton Hospitals Charity has recruited for this position, and it comes at an exciting time in the Charity's existence. I'm delighted that you may be considering making an application.

On the 1st of April 2024 the Charity went through a major organisational change, converting from an unincorporated charitable trust within the governance of University Hospitals Southampton NHS Foundation Trust (UHS) to an independent charitable company. In this new structure, we have moved all our people, assets, and systems outside of the NHS to be better placed to increase our impact and raise income substantially.

We are now looking to the future and the development of a new strategy to set out our vision for how we will grow our reach and impact and continue to deliver improvements to the care our local community receives. We raise funds to support our grant-making programmes which have the primary purpose of improving the care and experience patients receive when using the hospitals and services run by UHS.

We are looking to appoint a Trusts Fundraiser to work within the Philanthropy team to expand the pipeline raise restricted and unrestricted grant income and build relationships within the hospital and with funders.

We are looking for someone with outstanding communication skills, a highly organised approach to work, strong self-motivation and enjoy working in a small team.

We are on a new and exciting journey and if you think you have the passion, the experience, and the skills to help us on our way, we'd be delighted to hear from you.

Ellis Banfield
Chief Executive Officer

About the Charity

Who we are

Southampton Hospitals Charity works to improve the care and services provided by University Hospital Southampton NHS Foundation Trust. We make grants to support with improving patient care, clinical outcomes, the hospital environment, and pioneering research.

Our incredible supporters enable us to make a difference to thousands of patients every year. Our mission is to raise funds to support world class healthcare at University Hospital Southampton NHS Foundation Trust, and we work to ensure that donations have a real impact for patients, staff, and families.

Our impact

Every year we fund projects that make a difference to patients and families. Over the past 18 months we have supported with a wide range of initiatives, including:

Providing £1.5m towards refurbishing our children's trauma and orthopaedic ward

We recently funded the refurbishment of a ward within the Children's Hospital here at UHS.

The unit is one of only two trauma units in the South of England and treats around 1,200 children every year, from broken bones to providing life-changing surgery, as well as caring for children with cerebral palsy and neuromuscular disorders.

It was originally built in the 1970's, and had not been fully refurbished since then. We provided funding for the dark and outdated ward to be transformed into a modern world-class facility. The unit has been fitted with a new ventilation system, hygienic wall cladding and flooring.

In addition to the new infrastructure the unit, our funding meant the ward now features six en-suite bathrooms, larger patient bays and pull-down carer beds, allowing parents to have a comfortable overnight stay next to their child.

Parents can also now enjoy access to a new parent's room, providing a space for them to relax, connect to other parents and rest, and the ward now benefits from a purpose-built rehabilitation room, a first of its kind for the unit where previous patients had to use a shared space.



Funding our arts in hospital programme

Our arts programme has been designed to help enhance patient care and wellbeing by bringing together a creative mix of live arts programmes and workshops for patients, the refurbishment of spaces within the hospital and on-site art exhibitions to improve the hospital environment, creating less clinical settings, and reduce anxiety.

We have introduced mental health art programmes for patients of all ages right across our hospitals, including our dementia wards and teenage cancer unit. These sessions have including music therapy, as well as creative art sessions using clay, paint, and print mediums.

These art packages are for patients interested in individual art activities, our long-term patients, or those who have been in isolation for a long period of time.

Another part of our art programme in hospital is creating a more pleasant and soothing environment for patients, visitors, and staff. Our goal is to reduce the clinical atmosphere by bringing art into the wards and units, transforming these spaces into a place for comfort and healing.

One recent project has seen the introduction of artworks into the Nuclear Medicine Unit. We have been able to purchase stunning pieces of art which we have combined with new wall vinyls and furniture across the waiting areas, scanner rooms, injection rooms, and blood test stations. By surrounding patients with beautiful and engaging artworks, we aim to alleviate their fears and promote a more positive healing experience.

Having these creative spaces is crucial to enhance patient care through the transformational power of art.



Delivering our carer support service across our hospitals

Southampton Hospitals Charity delivers a Carers Support Service for unpaid carers accessing our hospitals.

As a Charity, we are committed to supporting patients, their families, and their carers, and our carers service is at the forefront of this. We aim to work closely with carers, offering emotional support and being an advocate for their involvement during the stay of their loved ones in the hospital.

We offer practical and emotional support for patients and their carers which includes assessments, signposting, a weekly carers café and meal vouchers for those needing to stay overnight with their cared for person.



Job description

Job title: Trusts and Foundations Officer

Reports to: Philanthropy and Partnerships Manager

Direct reports: This post has no line management responsibility

Role purpose

We are seeking a skilled individual to join our Fundraising Team as a Trusts and Foundations Officer. You will play a pivotal role in maximising income from grant-giving organisations.

You will work strategically and have responsibility for identifying and approaching trusts and foundations, building a high-quality pipeline to meet fundraising targets and provide excellent stewardship. You will collaborate with teams across the charity and University Hospital Southampton to develop compelling proposals and produce high quality reports.



Main responsibilities

- Manage a prospect pool of trusts and foundations with the aim to secure mid and high value gifts and submit a minimum of 8 applications a month.
- Proactively identify funding opportunities, identifying new prospects from our database, networks and to build a robust Trusts pipeline.
- Monitor resources such as but not limited to Databases such as FundsOnline, the charity commission website and funding newsletters.
- Ensure a consistent pipeline movement for prospects within the role's portfolio.
- Create network maps of donors and senior volunteers to ensure we can maximise the opportunities available through our highest value philanthropic relationships.
- Drive and develop high-quality and effective funding proposals to Trusts and Foundations, with a key focus on securing multi-year commitments.
- Provide stewardship reports to an excellent standard in collaboration with staff from across University Hospital Southampton. Ensure tight grant management and utilisation with clinical teams for reporting.
- Create solicitation plans for all key relationships which are regularly reviewed at portfolio review meetings. Travel and meet with funders when relevant and necessary.
- Maximise gift opportunities to deliver against agreed targets and objectives.
- Develop and maintain strong relationships with a wide range of stakeholders including Trustees, charity colleagues, donors, nurses, doctors and clinicians.
- Ensure accurate records are maintained on Southampton Hospitals Charity database (Beacon).
- Contribute to financial forecasting and income projections and develop annual action plan of application submissions.
- Assist with organising stewardship events for funders and confidently represent Southampton Hospitals Charity at external events and in conversations with funders.
- Undertake any other roles or responsibilities that may be reasonably required.



Person specification

Knowledge and experience

- Experience of working within a charity in a similar role OR the ability to demonstrate an understanding of the role and transferable skills.
- Research experience with strong skills and the ability to demonstrate a methodical approach with keen attention to detail.
- Experience of maintaining relationships with funders and providing tailored donor care and stewardship plans.
- Excellent written communication skills and the ability to produce compelling and high-quality proposals and reports.
- Excellent verbal communication skills with experience in face-to-face meetings and telephone calls with funders.
- Creativity, innovation and resourcefulness to identify opportunities to access information within data protection rules.
- Strong prospect research skills and experience of building a robust pipeline.

Skills, abilities, and behaviours

- Highly professional and organised with excellent attention to detail.
- Influencing and negotiation skills.
- Ability to organise and prioritise own workload and work to targets and deadlines.
- IT literate, including the ability to use Microsoft packages.
- Proven experience of database management, accurate and timely data entry and recording.
- Ability to work effectively and collaboratively with a wide range of stakeholders .
- Results focused.
- Experience of CRM (Beacon used).

Terms of appointment and how to apply

Reports to: Philanthropy and Partnership Manager.

Salary: £30,000 FTE pro-rata actual salary (£18,000).

Hours: 22.5 hours per week.

Contract: Permanent.

Pattern of work: We offer hybrid working to provide flexibility for our staff. As part of this approach, the required time working in the office for this role will be dependent on contractual hours. For this role at least 1 day a week would be required in the office.

Place of work: Southampton General Hospital, Tremona Road, Southampton SO16 6YD.

Benefits of working here:

- Between 5% and 10% matched pension contribution.
- 28 days paid annual leave (plus bank holidays), pro-rata according to contracted hours.
- Generous enhanced maternity, paternity, and adoption leave schemes, alongside statutory entitlements.
- Access to Occupational Health support.
- Employee benefits package via Vivup.

How to apply:

For an informal discussion about the role please contact Sally Hillyear, Director of Fundraising and Marketing - sally.hillyear@southamptonhospitalscharity.org

To apply, please send the following to Alex West, Business Manager - recruitment@southamptonhospitalscharity.org

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Interview date: As Applications received.

Interviews will be held on a rolling basis during the advertised period and Southampton Hospitals Charity reserve the right to close the vacancy early and make an appointment at any stage of the application process.

Closing date: 9.00am, Friday 6th December 2024.





University Hospital Southampton

At Southampton Hospitals Charity, we bring people together to raise life-changing funds for University Hospital Southampton.

From specialist services to pioneering research, our incredible supporters enhance care, experience and outcomes for thousands of patients each year. For more information or to make a donation, contact us on:



023 8120 8881



hello@southamptonhospitalscharity.org



southamptonhospitalscharity.org

Southampton Hospitals Charity

Mailpoint 135, Southampton General Hospital, Tremona Road, Southampton, SO16 6YD.



Southampton Hospitals Charity UK



@charity_shc