

TRUST AND STATUTORY FUNDRAISING OFFICER JOB DESCRIPTION



ENDING YOUTH HOMELESSNESS

- **Career Family: Fundraising**
- **Reports To: Trust and Statutory Fundraising Manager**

PURPOSE OF ROLE

The Trust & Statutory Fundraising Officer plays a key role in growing income from grant-making trusts, foundations and statutory funders, managing a portfolio of existing supporters worth up to £30k while developing a pipeline of new prospects. This role sits within a Trust & Statutory Fundraising team of five, each contributing towards a team income target of £1,650,000 for 26/27.

Working alongside the other Officer and reporting to the Trust & Statutory Fundraising Manager, you will submit compelling funding proposals, provide high-quality stewardship and reporting, and co-lead our mid-value mailing programme.

This is an exciting opportunity to build your fundraising career within a supportive team, further develop your skills in prospect research, relationship management and grant writing, and in doing so, secure vital funding to support young people experiencing homelessness across the UK.

KEY RESPONSIBILITIES

- Manage a portfolio of existing trust and statutory supporters (up to £30k), providing high-quality stewardship and reporting.
- Develop a pipeline of new trust and statutory prospects through research and relationship building, securing grants up to £30k.
- Prepare compelling funding proposals, budgets, grant agreements and reports.
- Work alongside the other Trust & Statutory Fundraising Officer to manage our mid-value mailing programme.
- Collaborate with and support the wider Trust & Statutory team, including administrative tasks such as income reconciliation, and larger funding propositions as needed.
- Keep the supporter database (Raiser's Edge) up to date, ensuring accurate income processing and coding.
- Build strong working relationships across the fundraising team and wider organisation.
- Stay up to date with fundraising sector news and developments, applying insights to your portfolio.

PERSON SPECIFICATION

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The Essential Requirements indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post.

The points detailed under Desirable Requirements are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

Knowledge and Skills	Requirement
Excellent written and verbal communication skills, able to translate complex information into clear, compelling proposals and reports.	Essential
Strong relationship-building, stewardship and networking skills.	Essential
Good understanding of the fundraising environment and principles.	Essential
Ability to read and interpret donor criteria and funding guidance in relation to Centrepoin't's work.	Essential
Confident carrying out prospect research using online sources and legitimate contact channels.	Essential
Ability to plan and prioritise to meet deadlines, with high levels of accuracy and attention to detail, particularly around compliance and reporting.	Essential
Confident using Microsoft Office and databases.	Essential
Knowledge of fundraising regulations and best practice.	Desirable
Good understanding of budgets and charity financial reporting.	Desirable
Good understanding of the trust and statutory funding environments and relationship fundraising principles.	Desirable
Experience	Requirement
Demonstrable experience raising money from grant-making trusts and/or statutory funders, or transferable experience from a related area of fundraising (e.g. philanthropy or community fundraising).	Essential
Experience building positive working relationships within a team and across an organisation.	Essential

Proven success developing and maintaining effective donor relationships.	Essential
Experience within the charity sector.	Desirable
Experience using Raiser's Edge or a similar fundraising CRM.	Desirable
Experience developing and implementing donor cultivation plans.	Desirable

EQUAL OPPORTUNITIES

All employees have a legal and moral responsibility to ensure that Centrepoin's workplace is free from discrimination, harassment and bullying.

WORKING WITH CENTREPOINT

The experience of homelessness and the circumstances that lead to homelessness are often traumatic. Because of this, Centrepoin staff experience challenging behaviour and will be expected to engage positively with this behaviour and work constructively with young people in order to understand and respond to this. Centrepoin is committed to working in a psychologically informed way. In line with this, we promote and support personal resilience through regular one-to-one supervisions, team reflective practice and the Employee Assistance Programme.

CENTREPOINT VALUES

All staff at Centrepoin are expected to work according to our six values. Below are some examples of the behaviours expected under each value. These will be assessed at interview and are included here to inform your expectations of the type of person we are looking for to join our organisation.

Integrity <i>We always put the good of young people and Centrepoin first</i> • We commit to living these values in our professional lives at Centrepoin • We work hard to build trust and productive relationships • We are honest and transparent • We confront issues early in a direct and constructive way	Energy <i>Be determined to do the best you can for the young people we support</i> • We act decisively, using our energy to deliver and exceed expectations • We understand our strengths and use them to strive for excellence • We have creative optimism and we embrace change and drive it • We have the courage and stamina to make tough decisions and see them through
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Humility <i>Offer your support and be a helping hand to others</i> • We have empathy, sincerity and are servant-hearted in our approach • We are self-aware; continuously seeking to improve and we take full responsibility for our own development • We offer to help without hesitation and ask others for support when we need it	Entrepreneurship <i>Always think about how you can improve and make the work that you do better</i> • We are commercially aware and financially conscious • We communicate well and bring people with us • We know and understand our business and the impact of both internal and external forces • We always ask ourselves how it can be done better; we are more 'why not?' and have the flexibility to adapt
Accountability <i>Take personal ownership for your responsibilities</i> • We have a clear direction and are fully accountable for delivery in our area • We take personal responsibility to deliver and exceed expectations • We seek and gain the commitment of others; helping others to achieve what they need to do, by inspecting what we expect. • We celebrate success and reward the right behaviour at the right time; fully supporting the appropriate challenge of inappropriate workplace behaviours	Focus <i>Ensure you stay on top of your responsibilities whilst keeping our young people a priority</i> • We put young people at the heart of all we do • We are mindful of risk, seeking to be risk intelligent • We create a collaborative spirit where people are treated equally with respect • We focus relentlessly on results