



TRUSTS & FOUNDATIONS FUNDRAISING OFFICER



ABOUT US

THANK YOU FOR TAKING THE TIME TO FIND OUT ABOUT OUR CURRENT VACANCY.

We're delighted that you are interested in working for the Bone Cancer Research Trust (BCRT). Included in this pack is a little background information about the organisation along with details of the job role. BCRT currently employs 33 members of staff, and we have a voluntary Trustee board of 15, based across the UK.

Our charity started in 2004, when a group of families who had lost children and young people to primary bone cancer (PBC) came together. They wanted to tackle head-on the fact that there was virtually no accessible bone cancer information, and practically no funding for research into this disease. In 2006, they registered the Bone Cancer Research Trust. Since then, we have become the leading charity dedicated to fighting primary bone cancer.

We are incredibly lucky to have a very active and highly engaged community of supporters. Through their support, we have significantly increased our income to £3 million per annum. This increase has enabled us to fund more pioneering primary bone cancer research than any other organisation in the UK. And whilst our research is finding the cures of the future, our dedicated Support & Information Service is available for all patients and their families now, offering expert advice and support through treatment and beyond. Our awareness campaigns continue to raise the profile of primary bone cancer amongst the public and healthcare professionals throughout the UK and worldwide to improve disease understanding and speed of diagnosis.

It is a truly exciting time to be joining our award-winning team, as we have recently launched our 10 year strategic plan and you will play a pivotal role in its delivery. Directly informed by our supporters and stakeholders, our future ambitions will continue to drive improvements in patient survival and ensure patients are supported to find their 'new normal' after treatment.

If you are excited about joining our team, please read through this job pack to see if you have the right skills we are looking for.

We look forward to hearing from you.



With best wishes,

Will Burchell
Chief Executive Officer

ABOUT THE ROLE

Sustainable funding is critical to achieving the strategic aims of the Bone Cancer Research Trust. This requires us to maximise our fundraising efforts, diversify our income streams and offer flexible ways for people to support us.

The Trusts & Foundations Fundraising Officer sits within the Fundraising and Communications Team, and would be perfect for someone with knowledge of the primary bone cancer community, with excellent writing skills and/or fundraising experience who is looking to move into Trust fundraising or further develop their Trusts & Foundations experience.

The successful candidate will help develop our trust fundraising programme in line with our strategic plans and objectives. The Trusts & Foundations Fundraising Officer will be responsible for researching, applying to and securing income from Trusts & Foundations, with responsibility for an agreed portfolio of funders and projects. They will also be responsible for maintaining and developing relationships, and meeting reporting requirements.

The Trusts & Foundations Fundraising Officer will work as part of the Fundraising and Communications team, led by Laura Riach, Head of Fundraising and Communications, and will collaborate with the wider charity team to identify joint income generation opportunities. The role will report to the Trusts & Foundations Fundraising Manager, Kathryn Williams.



KEY BENEFITS

- Flexible approach to working hours
- 30 days annual leave per year plus bank holidays
- An extra leave day in every 5th year of employment to celebrate your work anniversary
- Healthcare cash plan & Employee Assistance Programme
- 6% employer pension contributions
- Clear performance expectations and opportunity to increase salary banding annually
- Enhanced sickness, maternity and adoption leave
- Training and personal development opportunities
- Option to purchase up to 5 days additional annual leave
- Life Assurance of 4x annual salary
- Free onsite parking at our Horsforth office
- Access to clinical supervision with an external psychologist

We believe wholeheartedly in supporting our staff to do their very best, irrespective of working location. If needed, and following a workstation assessment, you will receive an allowance for a home-working workstation and all necessary home-working equipment will be provided.

ROLE DETAILS

| | |
|--------------------------|---|
| Job title: | Trusts & Foundations Fundraising Officer |
| Reporting to: | Trusts & Foundations Fundraising Manager |
| Line management: | N/A |
| Salary: | £24438 - £29869 per annum |
| Hours of work: | Part time - 15 hours per week |
| Contract type: | 12 month fixed term, with potential for extension |
| Location: | Flexible |
| Probation period: | 3 Months |



KEY RESPONSIBILITIES

- To generate income in support of BCRT through the acquisition, development and retention of Trusts and Foundations.
- To work with the Trusts & Foundations team to achieve annual fundraising targets for the Trusts & Foundations income stream.
- To support the Trusts & Foundations Fundraising Manager in the development and progress of the Trusts & Foundations fundraising programme.
- To work closely with the wider Fundraising and Communications team to identify additional opportunities for income generation.
- To work closely with the wider Fundraising and Communications team to promote the work of the charity.

Trusts and Foundations

- Using a range of research tools, identify potential Trusts & Foundations who may support BCRT and develop a pipeline of new and existing prospects.
- To match new and existing Trusts & Foundations to BCRT projects / activities and identify core funding opportunities.
- To write compelling, accurate and detailed proposals for BCRTs projects, services and core costs.
- To work with the Research, Information and Support team to identify appropriate projects and services for funding.
- To write tailored applications and/or generic proposals as appropriate to the funder.
- To maintain and build on relationships with existing Trusts & Foundations.
- To work with the relevant teams to collect information and ensure donors receive regular and timely progress reports including appropriate recognition of their support, taking into account any specific requirements by the funder.
- To develop positive relationships with Trust & Foundation representatives and monitor supporter feedback, sharing appropriately with the Trusts & Foundations Fundraising Manager.
- To brief relevant staff about funders prior to funder meetings as appropriate.

Finance and Administration

- To develop and maintain accurate reporting and application systems and share such information with the wider charity team as appropriate.
- To ensure the effective administration of grants received, working with the charity Finance and Database Team, including keeping the CRM system (thankQ) up to date.
- To meet targets set for trust fundraising income with the support of senior management and staff across the relevant departments.
- To provide regular progress and income reports to the Trusts & Foundations Fundraising Manager as required.

Marketing and Communications

- To identify media and PR opportunities for trust donors in collaboration with the Head of Fundraising and Communications and the Communications Manager, including ensuring appropriate acknowledgements and recognition.
- To represent BCRT, as required, at events with fundraising peers and with groups of supporters, including giving talks or presentations as necessary.
- To participate in internal/external meetings and attend training events and other functions as necessary.

Other

- To undertake training, development and appraisal activities as required by the charity's leadership team.
- To evaluate own performance critically, and strive for continual improvement.
- To select and make use of a variety of resources, including IT, to manage workload effectively.
- To support the charity's ethos and policies and demonstrate a commitment to attitude and behaviour that reflects our core values – Pioneering, Dynamic, Supporting, Knowledgeable and Trustworthy
- To carry out any other duties as may be reasonably requested that are commensurate with the level of this role.

Personal Specification

No candidate will meet every essential and desired criteria. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

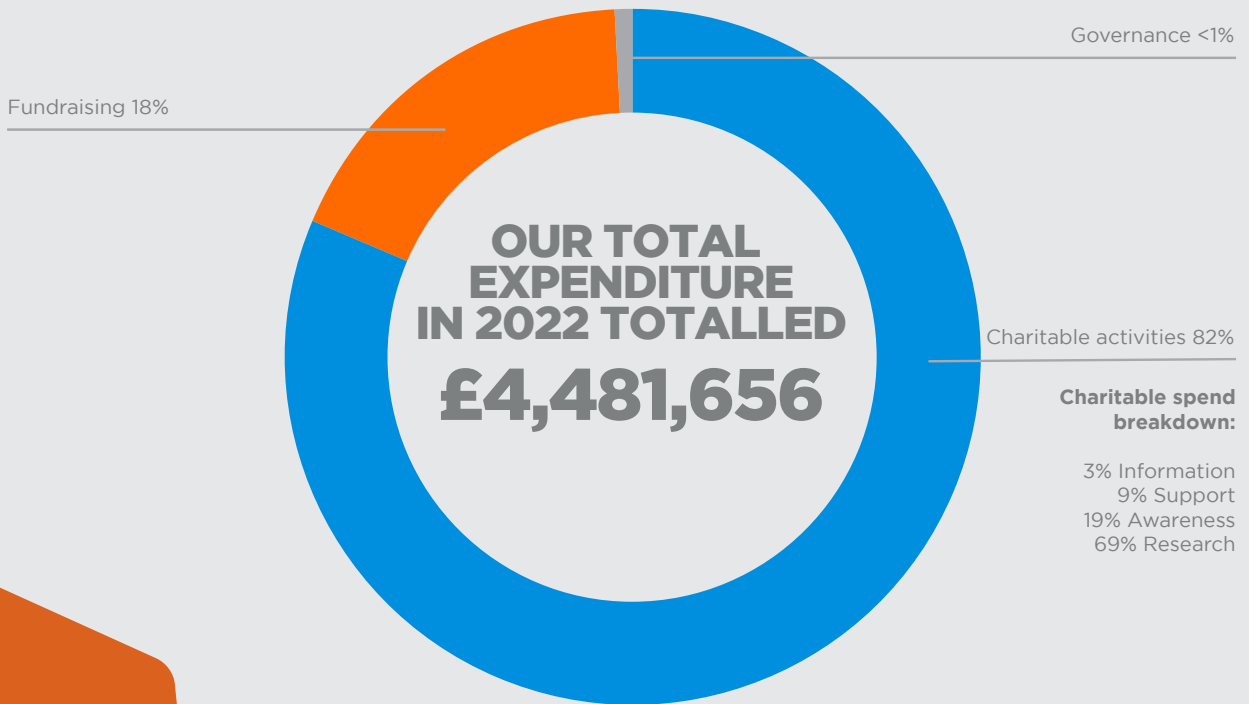
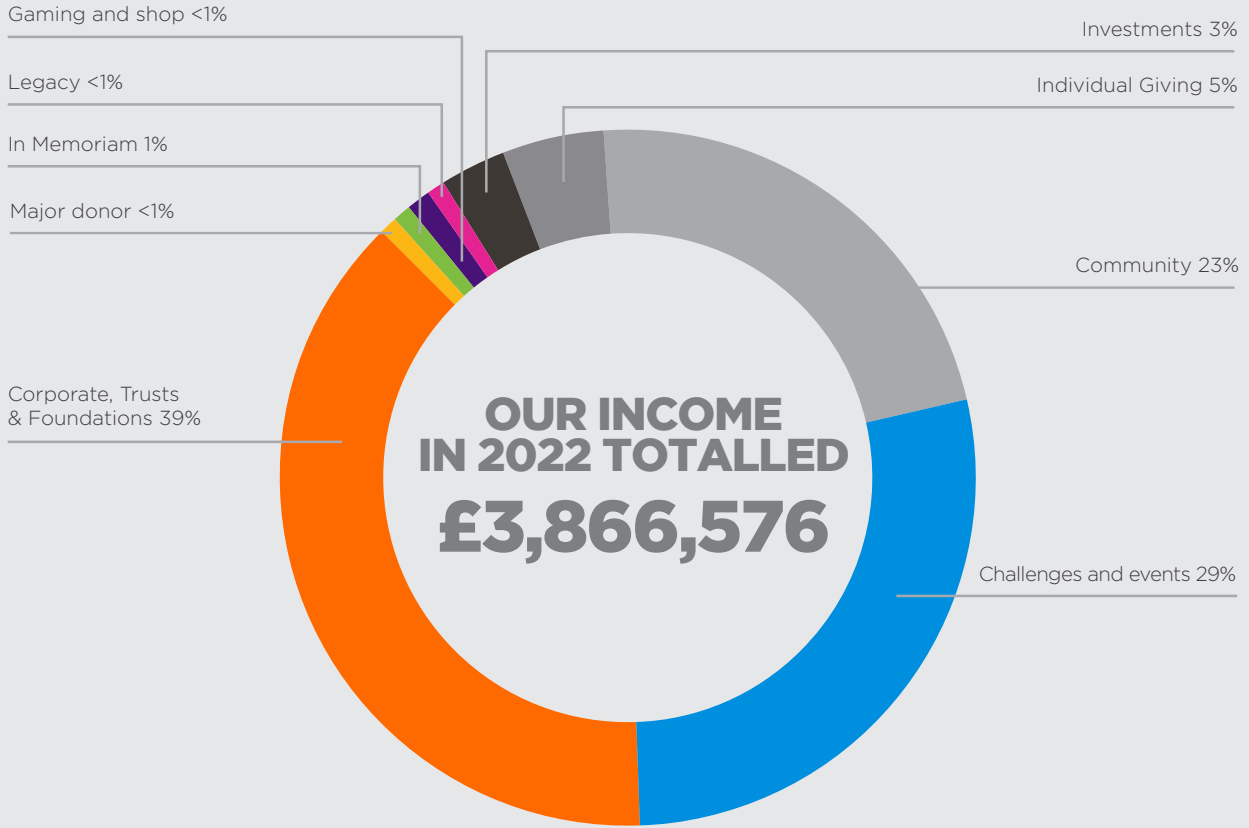
| Criteria | Essential | Desired |
|---|-----------|---------|
| Qualifications | | |
| Educated to a minimum of A level or equivalent | ✓ | |
| Experience | | |
| Experience of working in fundraising in a charity setting | | ✓ |
| A sound understanding of the challenges experienced by the primary bone cancer community. | | ✓ |
| Experience of Trust and Foundations | | ✓ |
| Experience of securing income for a medical research organisation | | ✓ |
| Proven experience of meeting targets and working to KPIs | ✓ | |
| Demonstrable experience of excellent relationship management | ✓ | |
| Experience of using a charity CRM system | | ✓ |
| Skills / Abilities | | |
| Strong organisational skills, consistently delivering to agreed deadlines | ✓ | |
| Sound understanding of fundraising principles and practices | | ✓ |
| Excellent written communications skills | ✓ | |
| Excellent relational skills; able to communicate effectively with team members, supporters and external funders via phone, email and in person, building relationships with people from a wide variety of backgrounds | ✓ | |
| Good research and analytical skills | ✓ | |
| Excellent attention to detail | ✓ | |
| Ability to use initiative and be proactive and creative, take responsibility for tasks, and organise your own priorities and time | ✓ | |
| Numerate, able to understand and interpret project budgets and forecasts | ✓ | |
| High competence in Microsoft Office and internet-based research | ✓ | |

Personal Qualities

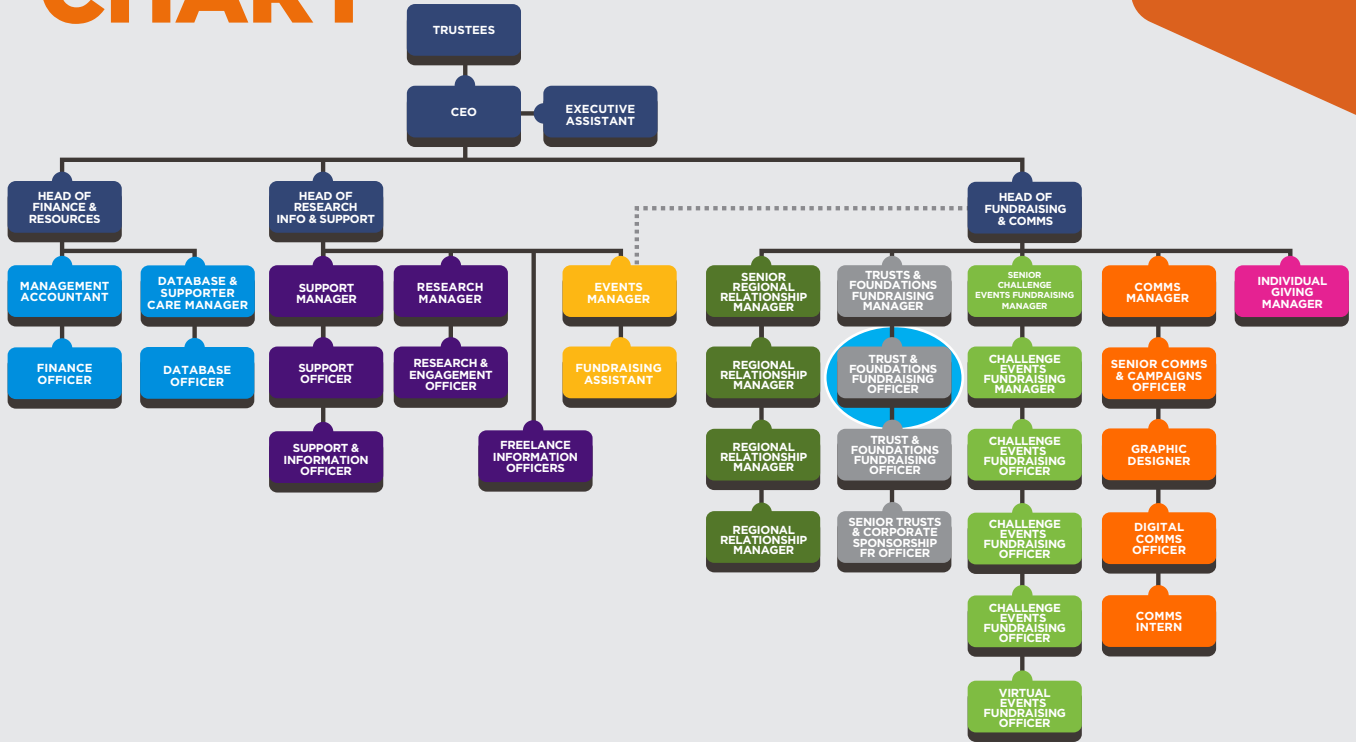
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| A shared passion for the work of the Bone Cancer Research Trust | ✓ | |
| An enthusiastic, imaginative, energetic and creative approach with a 'can do' attitude | ✓ | |
| Willing to receive feedback and respond well to constructive criticism | ✓ | |
| A keen team player able to work collaboratively and alone | ✓ | |
| Willing and able to travel within the UK and work occasional evenings and weekends as required | ✓ | |



INCOME & EXPENDITURE 2022



ORGANISATION CHART



HOW TO APPLY

Please apply by submitting your CV, together with a letter highlighting your suitability for the position a why you are interested by email to: **sarah.yates@bcrt.org.uk** by 5pm on 14th August 2024.

All applications will be treated in the strictest confidence.

Should you require an informal conversation prior to applying to this role, please email **kathryn.williams@bcrt.org.uk**

10 Feast Field, Horsforth, Leeds LS18 4TJ

Visit: bcrt.org.uk

Call: 0113 258 5934

Email: info@bcrt.org.uk

X @BCRT

f /BoneCancerResearchTrust

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Bone Cancer Research Trust is a Charitable Incorporated Organisation (CIO), registered at the Charity Commission with Charity Registration Number 1159590.