



THE COMMUNITY COUNCIL FOR SOMERSET

Recruitment Pack - Trusts & Foundations Officer

WHO WE ARE WHAT WE DO

Established in 1926, The Community Council for Somerset (CCS) is a charity working in all corners of the County. We believe everyone in Somerset should be able to live a healthy, independent and safe life and be part of a strong and thriving community.

Our work starts on the ground where our teams act as advocates using their **local expertise** to ensure that each community and its people flourish. Somerset is diverse and vibrant and we recognise that each town and village is unique. We can react to the changing needs of each community by **working in collaboration** to facilitate projects and enterprises that support positive change and **add value** throughout the County.

OUR MISSION

We enable change by listening, responding to need and building connections between people and communities.

OUR VISION

Supporting Somerset's communities to thrive together,

OUR VISION

We are kind and compassionate.
We act with honesty and integrity.
We value equality and inclusion.



Families joined us for the first Interfaith Roadshow run by our Somerset Diverse Communities Team

MESSAGE FROM THE CEO

As we embark on an exciting journey of rebranding, we are thrilled to enter the second year of our strategic plan. This year marks a significant milestone as we prepare to celebrate our 100th anniversary next year. Our commitment to evolving and refreshing our approach remains steadfast, ensuring we better understand and meet the needs of our communities in Somerset.

Our passion is seeing Somerset communities thrive, through support for the most vulnerable, for community development, for diversity and inclusion and for enterprise.

Our employees are what make this happen. We are a diverse and friendly team. We are looking for someone who shares our sense of purpose and passion. We want to benefit from your lived experience and your knowledge and skills. In return, we will support you through induction, training and providing the equipment you need to do the role.

We understand that your wellbeing is important and our flexible working arrangements, and hybrid working model mean that we can help you maintain a good work-life balance.

I really hope you will explore this pack and consider joining us.

Val Bishop





TRUSTS & FOUNDATIONS OFFICER

At a glance

SALARY

£32,000 - £35,000 depending on experience (FTE)

HOURS

28 - 35 hours per week

LOCATION

- Hybrid (occasional office based work in Taunton)
- Flexible working pattern

CONTRACT LENGTH

Permanent

MEMBERSHIP

Membership to the COIF will be provided

HOLIDAY

25 days per year plus bank holidays (pro rata)

REPORTS TO

Head of Development & Communications

ROLE DESCRIPTION

Trusts & Foundations Officer



Could you join our team?

ABOUT THE ROLE

You will be contributing to CCS's fundraising strategy and helping make a social impact by maximising income from regional and national Trusts & Foundations, with support and guidance from the Head of Development & Communications and CEO.

You will be responsible for building relationships with donors, the effective management of a prospect pipeline, meeting annual targets and ensuring that bids and evaluation reports are submitted to deadline.

The Trusts and Foundations income will support the work CCS does in enabling positive change and supporting the communities of Somerset to thrive.

KEY RESPONSIBILITIES

Include:

- Fundraising
- Research
- Relationship Building
- Monitoring & Reporting

WHAT YOU'LL BE DOING

ENABLING CHANGE

- Work with the Head of Development & Communications to develop and apply for funding bids to meet operational priorities, as expressed in CCS's Strategic Plan.
- Research and identify prospective Trusts and other grant giving bodies whose aims and objectives are aligned with CCS and prepare a calendar of relevant and timely approaches.
- Support in developing a strong trust funding and major grants pipeline, creating new Trust prospect recommendations and approaches.
- Regularly evaluate fundraising activity to ensure the pipeline is on track and take remedial action, if required.

BUILDING CONNECTIONS

- Manage communications with a portfolio of new and existing supporters with a clear objective to gain and renew support.
- Work collaboratively with the rest of the Fundraising Team to ensure fundraising income is maximised.
- Develop strong relationships with Trusts & Foundations, keeping supporters abreast of organisational priorities.
- Develop strong and effective internal relationships with colleagues in all teams, to support cross-team working.



Working with our partners across Somerset

“

**Thank you very much,
this is so very helpful,
and a much better long
term solution, you do
such a great job!
Invaluable in our
community.**

Client feedback

”

WHAT YOU'LL BE DOING (CONT.)

THRIVING TOGETHER

- Undertake prospect research, ensuring all new and known funders are captured in the pipeline.
- Develop an in-house knowledge bank on key issues, ensuring relevant sector reports, statistics, facts and case studies are captured and updated.
- As required, plan and organise opportunities for Trust supporters to visit CCS projects and experience programmes firsthand.
- Be a representative for the charity at networking events where required.
- Work with the Data & Impact Manager to prepare reports as required by funders.
- Contribute to all monitoring and evaluation, ensuring compliance with GDPR and other data protection requirements and best practice.
- Maintain effective records of key activities and contacts.
- Ensure reports and communications are delivered to deadline to keep funders up to date with progress against grants and any other relevant operational developments
- Ensure all internal records are updated on a regular basis.
- Assist with other fundraising tasks as required.

ABOUT YOU

EDUCATION, QUALIFICATIONS AND TRAINING

ESSENTIAL

- 5 GCSE's or equivalent, to include English and Maths (A*- C or 9 - 4 grade)

DESIRABLE

- Qualification in relevant field

KNOWLEDGE & EXPERIENCE

ESSENTIAL

- Good level of IT skills with experience of databases/ Fundraising CRM.
- Experience in fundraising and/or securing grants from Trusts and Foundations.
- Experience of writing engaging copy and reports. Ideally, some experience of providing reports and updates for funders.
- Experience of undertaking prospect research and pipeline management.
- Initiative to plan and achieve targets with strong motivation to succeed.
- Comfortable dealing with stakeholders at all levels.
- Good influencing and negotiation skills.
- Strong written and verbal communication skills and ability to synthesise information with good attention to detail.

DESIRABLE

- Understanding of key issues faced by communities in a rural county
- Experience of working as part of a small team in a charity
- Knowledge of fundraising best practice and industry standards

ABOUT YOU

SKILLS & PERSONAL QUALITIES

ESSENTIAL

- Use of initiative/self-motivated
- Lateral thinker, who can provide creative solutions
- Non-judgmental
- Thorough with attention to detail
- Work confidently remotely
- Problem solver, pragmatic and resilient
- Positive outlook
- Able to maintain confidentiality
- Flexible and adaptable
- Work in a team and network with partners
- Initiative to develop the role
- Willingness to participate in training and acquire new skills
- Able to effectively manage your own workload and identify priorities
- Commitment to and embodiment of CCS's vision, mission, values and strategic direction.

OTHER

- Access to a reliable broadband connection
- Full current driving license
- Access to a reliable car insured for business purposes
- Enhanced DBS check will be conducted
- Suitable home working environment



HOW TO APPLY

Thank you for your interest in this role and joining CCS. We will consider part-time / job share applications to any of our vacancies and we welcome enquiries from every part of our community.

If you would like to talk to someone about this role before you apply, please contact our HR Team via recruitment@somersetccc.org.uk

To apply for this role, you can use our online form that can be found on our website www.ccslovesomerset.org/vacancies



Our new Refugee Agents have set up numerous Welcome Centres around the county



THE COMMUNITY COUNCIL FOR SOMERSET

GET IN TOUCH

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