

TRUSTS & FOUNDATIONS OFFICER JOB DESCRIPTION

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| Job Title: | Trusts & Foundations Officer |
| Reports to: | Head of Fundraising & Philanthropy |
| Location: | London (EC1V 0JR)/remote (minimum three days in the office per week) |
| Hours: | Full time (35 hours) |
| Salary: | £32,000–£35,000 per annum inc. London weighting (NJC scale 22–27) |
| Annual leave: | 25 days (rising to 30 days after 5 years) + 2 additional days + office closure between Christmas and New Year, in addition to public bank holidays. |
| Other benefits: | 7% employer pension contribution, cycle to work scheme and employee wellbeing assistance programme. |

Introduction

The Prison Reform Trust (PRT) was founded in 1981 to inform public debate and improve prison conditions and the treatment of prisoners, amidst concerns about a projected prison population of 48,000 by 1984. Fast forward to today, the prison population in England and Wales is almost 90,000 and is projected to rise to 106,300 by March 2027. We overuse prison for non-violent and persistent crime, and we choose to send people to prison for a long time, and it continues to grow.

Our mission is clear. We are working to create a just, humane and effective prison system by influencing decision-makers opinion formers and the public to 1) reduce the use of prison; 2) Improve conditions for prisoners and, 3) promote equality and human rights in the criminal justice system.

Income in 2023 was £2.06 million. We are an unusual charity in that a very large proportion of our income is derived from trusts and foundations, with whom – in many cases – we have had very long-term relationships. We have recently concluded a strategic development period, as part of which we have committed to diversifying our income. This has led to the appointment of a new Head of Fundraising and Philanthropy (a member of PRT’s Senior Management Team) whose role is to oversee all fundraising activity and, particularly, to focus on individual giving, major donors, and corporate relationships. With the promotion of the current Senior Development Manager to the role of Head of Operations, the opportunity to restructure the fundraising team has led to the recruitment of a Trusts and Foundations Officer to work with the Head of Fundraising and Philanthropy to maintain our extraordinarily successful T&F fundraising function. We are also

recruiting for a part-time departmental administrator to support the work of the Head of Fundraising and Philanthropy and the Trusts and Foundations Officer.

You will have some demonstrable experience of successful Trusts and Foundations fundraising, be highly organised and efficient, and be an excellent writer. You will be comfortable networking and engaging with funders in person as well as through written applications. If this sounds like you, you will be joining a reputable organisation with exceptional leadership and extensive networks, and your development as a fundraiser will be well-supported.

Overall aim

- To maximise and grow Prison Reform Trust's income by implementing the fundraising strategy, ensuring Trust and Foundation fundraising targets are met and exceeded and in line with evolving needs.
- With the support of the Head of Fundraising and Philanthropy, to lead on identifying, researching, proposal-writing and engaging Trusts and Foundations in a relational manner.
- To play a full part in the wider fundraising function, supporting and deputising for the Head of Fundraising and Philanthropy as appropriate.

Key responsibilities

Fundraising and Philanthropy

- Research trusts, foundations, and grant funding bodies to identify those where the application criteria match elements of the work of PRT.
- Prepare, write, and submit a portfolio of persuasive grant & trust applications.
- Research and collate information and/or data required to make applications to trusts, foundations and grant funding bodies so to provide them with compelling cases of support.
- Establish and manage long term, effective and profitable relationships with existing and prospective funders by providing excellent donor and supporter care.
- Increase pool of potential funders by using sector knowledge and scoping of the funding landscape to identify alternative funding opportunities.
- Use specialist trust & grants sector knowledge to identify new trust funders and increase opportunities for generating new income.
- Maintain and develop efficient ways of keeping trusts, foundations and grant funding bodies updated on the work of the charity and the difference their support makes, to develop and maintain relationships, to maximise short- and long-term support.
- Provide the Head of Fundraising and Philanthropy with regular updates and monthly progress reports.

- Monitor application deadlines, submissions, acceptances/refusals, income received and ensure all information is updated accurately on the database.

General

- Maintain excellent working relationships with other teams within the organisation especially service delivery, campaigns and finance.
- Assist in developing and maintaining an effective website so donors have a seamless user experience.
- Assist in developing and maintaining an effective CRM system, automating processes where possible.
- Ability to work outside normal office hours/flexibility for events and networking opportunities.

Person Specification

| | Essential | Desirable |
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| Experience and qualifications | <ul style="list-style-type: none"> • Experience in a fundraising role, with a focus on Trusts and Foundations. • Experience and a proven track record of delivering and growing income from Trusts and Foundations. • Experience of servicing and reporting on grants, including evidenced creative approaches to funder-communications. • Evidenced experience in cultivating and building relationships with donors/supporters and stewarding key funders. | |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of the voluntary sector, including market and donor trends. • Knowledge of family foundations, ESG/CSR and grant giving bodies. | <ul style="list-style-type: none"> • Understanding of criminal justice sector. |
| Skills | <ul style="list-style-type: none"> • Excellent communication skills, both verbal and written. | <ul style="list-style-type: none"> • Experience of working on or delivering fundraising events. |

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| | <ul style="list-style-type: none"> • Ability to work as a part of a team and on own initiative. • Strong planning and ability to deliver to deadlines. • Experience of using Microsoft 365. • Strong people skills for building relationships and networking with external stakeholder, team members and key contacts. • Strategic thinker with the ability to multitask. • Demonstrable experience of using fundraising databases for financial and relationship management. | |
| <p>Personality and behaviour</p> | <ul style="list-style-type: none"> • A genuine and enthusiastic commitment to the values, vision and goals of the Prison Reform Trust. • Confidence in external facing activity for example and being an active spokesperson for PRT for fundraising activity and general media for PRT. | |

Equality and diversity

PRT is an equal opportunities employer. We also have a fair and inclusive culture and seek to reflect the diversity in prisons and the people we represent. If you meet the person specification, we encourage you to apply, and particularly welcome applications from those with Black, Asian, and Minority Ethnic backgrounds, (BAME) as we believe these groups may be underrepresented in prison reform work.

We welcome applications from anyone who may have direct experience of prison.

How to apply

If you would like an informal chat about the role, please contact the Head of Fundraising & Philanthropy, Edward Smyth:

edward.smyth@prisonreformtrust.org.uk

To apply please send the below items to the email provided by 11:59pm on Sunday 6 October 2024:

- CV.
- Completed copy of the attached Monitoring form.
- Cover letter (which is no larger than two sides of A4 paper) addressing how you meet the above criteria.

Email Address:

alex.guthrie@prisonreformtrust.org.uk

Interviews will be held at our offices at 15 Northburgh Street, London EC1V 0JR in the week commencing 14 October.

Thank you for your interest in working for the Prison Reform Trust.