



## Trusts & Grants Officer Job Description

<b>Job Title:</b>	Trusts & Grants Officer
<b>Reporting to:</b>	Senior Trusts & Grants Manager
<b>Direct Reports:</b>	N/A
<b>Salary:</b>	£31,000
<b>Location:</b>	175 St John Street at least two days per week and the remainder working remotely
<b>Hours &amp; Basis:</b>	Full time i.e. 35 hours per week

### About this role:

The purpose of the Trusts and Grants Officer position is to secure funding from charitable trusts as well as occasionally some government funding for Place2Be's projects and services. Excellent writing skills, attention to detail, confidence in managing relationships and the ability to manage multiple priorities and work to tight deadlines are all essential to excel in this role. Experience of producing comprehensive applications and reports for a range of funders is also vital.

The overall team target for financial year 2024/25 is £4.2m and each member of the team is instrumental in enabling us to achieve this jointly.

### Key Responsibilities:

- Supporting the development and implementation of the trusts and grants team strategy.
- Generating funding toward the team income target of £4.2m with an approximate contribution of £200,000 annually through management of existing trust relationships and the trusts mailing.
- Managing your own portfolio of 20+ existing funders, providing them with excellent stewardship.
- Developing effective relationships with trusts via telephone, email, Zoom and face to face contact – at meetings and events.
- Maintaining relationships with new and existing funders and then submitting excellent quality funding reports/applications.
- Maximising on charitable trust relationships to secure the maximum amount of funding.
- Using your creativity and new ideas to lead on the growth of the income of the Trusts Mailing growing this from just under £60,000 in 2023/24 to £80,000 in 2024/25, with the goal of £100,000 by 2025/26.
- Demonstrating perseverance and determination in order to develop new funding relationships.

As well as the above requirements, if the person taking on this role demonstrates they have the capability and capacity, they can take on responsibility for larger donors up to the value of £50,000.



### What you will need:

- Passion to support children and young people, preventing mental health issues from becoming established
- One year or more experience in a Charitable Trusts Fundraising environment
- A positive 'can-do' approach and a flexible team player who will contribute to the overall success of the team
- A proactive self-starter who can manage their own workload in a self-directed environment
- Strong interpersonal and communication skills; the ability to communicate and influence others verbally
- Excellent writing skills and the ability to produce work to a high professional standard
- Demonstrable experience of working to and achieving deadlines, effectively planning out your time
- Ideally experience in personally securing fundraising income
- The ability to produce project budgets and the attention to detail, checking budgets for accuracy
- Experience using Microsoft Office and database systems
- A personal commitment to Place2Be's Equity, Diversity and Inclusion policy
- A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>.

