

Job description

Job title:	Trusts and Foundations Programme Lead
Organisation:	Bliss, the premature and sick baby charity
Location:	Head Office, London SE1 (one day in office per week)
Terms:	Part Time (14 hours a week, flexible), permanent
Salary:	£38,480 FTE

Role description

The Trusts and Foundations Programme Lead is a new role at Bliss. We are at an exciting time of growth for trusts and foundations fundraising and looking for an experienced part-time fundraiser to drive this area forward. The Trusts and Foundations Programme Lead will be responsible for identifying funding opportunities, managing bid writing and applications in partnership with our trusts fundraising consultants, writing and securing bids, and building an effective strategy to strengthen our relationships with trusts donors. This role would be well-suited to an experienced trusts fundraiser looking to grow their career in a small, agile, and ambitious organisation.

About the team and department

This is the sole trusts specialist role at Bliss, although you will be supported with administration by the Fundraising Officer. This role sits within the Fundraising Department alongside the Partnerships, Community & Events, Individual Giving, and Fundraising Operations teams.

Reporting structure:

This role reports to the Fundraising Director.

Key duties:

- Work with the Senior Management Team (SMT) and our Services and Policy, Research and Campaigning teams to identify projects for funding and build these into compelling cases for support.
- Manage the relationship with our external trusts fundraising consultants, including joint development and management of the trusts funding pipeline, overseeing their writing of bids, and ensuring delivery to a high standard.
- Take responsibility for writing a small number of compelling bids to funders, ensuring effective and timely input from colleagues up to CEO level.
- Ensure timely and effective reporting back to funders, overseeing input from other teams, with ultimate accountability for writing and delivering high-quality reports.
- Involvement with financial planning and reporting for trusts fundraising, including supporting the Director of Fundraising with annual budgets and reforecasts, as well as responsibility for monthly management accounts review and variance reporting.
- Build and delivery a plan to move Bliss from a transactional to a relationship-based model of fundraising from trusts and foundations. Develop an effective stewardship plan, including regular communications and events to effectively communicate the impact of Bliss' work and maximise the value of funders.
- Lead the planning and delivery of any stewardship events for trusts, foundations and other high-value donors including managing the invitation list, working with SMT to develop content, event project management, and representing Bliss on the day.

- Work with the Fundraising Officer to manage our bids to smaller warm funders, ensuring bids are targeted, effective and deliver a positive return on investment, with excellent stewardship and reporting provided.
- Ensure strong record keeping and administration of all bids and funding, including effective use of our Raiser's Edge database, trusts pipeline, and internal documentation.
- Monitor application outcomes and produce timely updates for SMT.
- Stay well-informed of Bliss' strategy and plans and maintain strong ongoing relationships with internal teams, particularly Finance, Services and Policy, Research and Campaigns.
- Contribute as a senior member of the Fundraising team, ensuring strong collaboration across the department.
- Contribute as a senior staff member at Bliss, ensuring effective cross-team working.
- To stay ahead of changes and trends in the sector.
- To carry out any other duties as may reasonably be required.

Key skills:

Essential

- A minimum of four years' experience of fundraising, with at least one year specialising in trusts and foundations.
- Proven experience of writing bids to successfully secure five- or six-figure and multi-year grants.
- Excellent relationship management skills; the ability to quickly build trusting relationships with funders, partners and colleagues of all levels.
- Exceptional writing skills with the ability to translate complex information into clear, compelling cases for support.
- Influencing skills, including demonstrable experience of effectively working with senior colleagues and/or external stakeholders.
- Strong financial planning skills with the ability to manage budgets and set and achieve stretching yet realistic financial goals.
- Excellent administrative skills with the ability to maintain accurate records.
- Excellent project management and attention to detail.
- Ability to work under pressure, effectively prioritising tasks and delivering to a high standard.
- Experience using databases to manage fundraising administration and record keeping.
- Ability to work with minimal supervision under your own direction.
- Good IT skills, with confidence using Outlook, Excel and Powerpoint.
- Ability to work a minimum of one day per week in our London Bridge office.

Desirable

- Experience of Raiser's Edge is a plus.

Special conditions

- Able to demonstrate commitment to the aims and objectives of Bliss.
- Willingness to work outside office hours and weekends on occasions.
- Willingness to undertake further training as and when required.

Health & Safety and codes of conduct

- To carry out all work in accordance with Bliss' health and safety policy.
- To adhere to Bliss' Equal Opportunities and Diversity Policies at all times.
- To adhere to Bliss' financial monitoring processes.
- To ensure compliance with GDPR and data protection regulations.

- To adhere to Bliss' User Involvement policy and practice and to work closely with a range of stakeholders and users of our services to best design, support and evaluate our activities.

About Bliss

Bliss is the UK charity for babies born premature or sick. Our vision is that every baby born premature or sick in the UK has the best chance of survival and quality of life.

We champion the rights of every baby born premature or sick to receive the best care. We achieve this by empowering families, influencing policy and practice, and enabling life changing research.

For more information about Bliss, visit bliss.org.uk

Why Work for Bliss

If you work for Bliss, you'll be part of a passionate, hardworking team who are making a real difference to the lives of babies born premature or sick.

Bliss has around 40 staff, most of whom are based in our lovely London Bridge office, with a small number of remote staff based in Scotland. All of our staff work **flexibly**, with everyone able to choose when to work their hours between 7am – 7pm Monday to Friday (working days are up to 8hrs long). This means we can provide lots of options for flexible working, such as annualised or compressed hours, as well as offering roles on a job-share basis.

We really value in-person interactions, so **hybrid working** means staff work in the office for two days per week but can choose to work wherever they like for the rest of their hours. Staff are supported to work even more flexibly over the summer and are also able to choose two weeks per year when they work fully remotely, if they would like to.

We are an equal opportunities employer and take pride in our **inclusive** work culture. We are committed to being inclusive in our recruitment practices and in our ways of working to ensure we recruit and retain a diverse workforce. Having a **diverse** workforce is important to us, to ensure we can best represent and serve all babies born premature or sick every year. We recognise that babies born into families already facing health inequalities may need more, or different, support in order to have the best chance of survival and quality of life so there is a particular focus in our **strategy** on driving for equity in neonatal care. We are determined to become even more inclusive and diverse in the future.

Our staff truly embody our **values** of being supportive, trusted and ambitious. In 2023 we asked staff what makes Bliss unique to work for, and staff said: *"the supportive culture, people care about their work and genuinely want to do their best"* and *"we seem to have a great skill in employing lovely ambitious people. I think it's rare to work somewhere with such a friendly and supportive culture where people genuinely care and go out of their way to collaborate and to support one another"*. **95% of staff said that Bliss was a good place to work and 95% said Bliss has an inclusive environment where all staff are welcomed, valued, and respected.**

Working at Bliss also means you'll leave work every day knowing that you **make a difference**. We take opportunities to share each other's successes, and we are totally focussed on understanding the needs of our beneficiaries and seeking to address them. We share our findings regularly with each other, so that we all feel **connected to the cause** and see the **direct impact** we are having.

Working for a relatively small charity, you will get a real chance to **shape the agenda** and be able to take **ownership** of a project or task. We can also provide lots of opportunity to work with different teams and on project and working groups, so **you'll never be bored!**

We understand that we all have different priorities at home and we aim to offer a mix of financial and non-financial **benefits**. Our 'better than statutory' benefits include:

- 34 days paid holiday (pro rata for part-time employees) including bank holidays which can be taken whenever desired [26 days of holiday plus 8 days of bank holiday]
- Additional one-off week holiday granted as a 5 years' service award
- Generous contributory pension scheme
- Interest-free, tax-efficient season ticket and cycle loans
- Enhanced company sick pay
- Enhanced family leave pay (after minimum service)
- Neonatal leave and pay
- Paid time off for volunteering
- Paid Emergency and Dependents leave.

We have a **relaxed** work-life and dress code, offer free access to an **employee assistance programme** and ensure a genuine focus on ongoing **learning and development** for all staff, with dedicated L&D time and paid leave for personal L&D activities. Our staff are friendly and kind, and enjoy **social activities** together in and outside of working hours.

We are proud to be a [London Living Wage employer](#), and have signed up to the [Show the Salary](#) pledge.

Accessibility Statement

Bliss is committed to recruiting employees who reflect the diverse community we serve.

We know that in order to recruit the most talented people, we need to access a wide pool of talent, and this means being as inclusive as possible in how we recruit, support and retain our staff.

Bliss recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates.

Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Bliss we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role, but your past experience doesn't align perfectly with every aspect of the job description, we encourage you to apply to tell us what you can offer our organisation. You could be just the right candidate for this or other roles.

Some examples of our accessibility provisions for the recruitment process include:

- Step free access to the building, all key meeting rooms and bathrooms, and an accessible workstation
- Application pack in large / easy read format
- Additional time for interview tasks
- Private space for additional needs (e.g. prayer / breastmilk expression)
- Pre-interview meeting to talk through the role and person specification.

If you need any adjustments to enable you to access this job information, or the application process, please let us know.