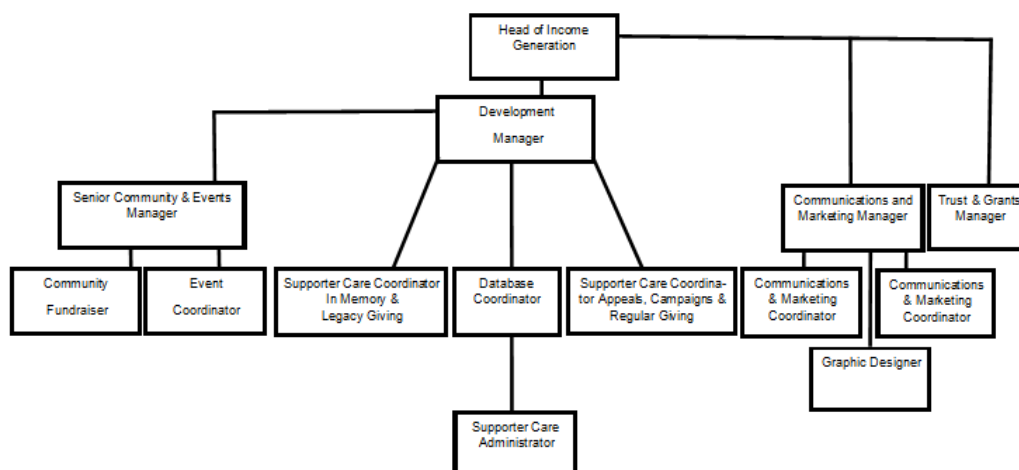




JOB DESCRIPTION

1. JOB DETAILS	
Job Title	Trusts and Grants Manager
Department	Development Team
Grade	Hospice Grade 5 (Subject to job evaluation)
Responsible to:	Head of Income Generation
2. AIM	
<ul style="list-style-type: none"> • To actively manage and grow a portfolio of prospects to deliver a robust programme of trusts and grants fundraising to achieve agreed income targets. • To lead research into public and private sector grant-making organisations, proactively identifying, profiling and prioritising new grant makers and opportunities for funding. • To develop and implement the operational plan for Trust and Grant Fundraising. • To take the lead on developing funding bids to a range of grant givers, and be able to oversee multiple bids simultaneously. • To cultivate and maintain excellent relationships with local and regional funding bodies and major donors– building relationships with senior grant makers and foundation trustees, to influence and engage with individuals at all levels and facilitate successful applications. • To act as the representative for the Income Generation Team for the effective management and monitoring of all grant contracts and agreements. • Contribute to maintaining a high positive profile and reputation for St Cuthbert's Hospice. 	

2. ORGANISATIONAL CHART



4. KEY RESPONSIBILITIES

Communication and relationships

- Reporting to the Head of Income Generation, the Trust and Grants Manager will provide day to day management of the trust fundraising – developing and successfully delivering on objectives set in the operational plan.
- Build and maintain excellent relationships (verbal and written) with local and regional funding bodies.
- Build relationships with senior grant makers and foundation trustees, using persuasion skills to influence and engage with individuals at all levels and facilitate successful applications.
- Collaborate with colleagues, budget holders and the Finance Team to develop compelling funding bids with associated budgets, using highly developed communication skills to convey and present complex information in a succinct and comprehensive manner, to minimise any barriers to understanding.
- Attend and contribute to service development meetings in order to identify funding opportunities to support service delivery through trust fundraising.
- Build and maintain excellent internal communications and relationships across all internal departments and with all levels of seniority.
- Work with the Communications Coordinator to supply case studies and stories to grant funders which evidence the impact of their funding to the Hospice.
- Work with the Communications Coordinator to ensure grant terms and conditions are met, particularly in relation to communicating grants secured or protecting the anonymity of funders.
- Working with colleagues in the Development Team support the management of any opportunities that arise where voting may be needed to secure funds.
- Communicate the performance of Trust Fundraising through weekly, monthly and quarterly reporting.
- Contact potential funders in advance of applications to gain rapport and insights into their giving motivation and funding criteria.
- Maintain relationships with current and past funders to maximise eligibility for future funding opportunities.
- Oversee the coordination of volunteers to support trust funding activities. Ensure that

volunteer role descriptions are kept updated according to team requirements and that volunteers are recruited to specific job roles depending on their preferences, skill-set, & experience.

- Ensure regular communication is made with volunteers to keep them updated on trust fundraising activities.
- Support volunteers with the development of any funding bids developed and submitted by this team.

Analytical and judgemental skills

- Regular analysis of trust income trends to ensure delivery of the Trust Fundraising budget.
- Conduct analysis on complex financial information (for example, reviewing charity accounts or complex budgets) to interpret and make judgements on how to appropriately present this information and provide supportive narrative for inclusion in funding bids. This will involve assessing and comparing a range of options, in order to make effective decisions on trust funding applications.
- Use information gathered about funding opportunities and prioritisation skills to judge when not appropriate to bid for funding opportunities that become available. Judgments may involve assessing a number of factors such as the level of expected competition, eligibility criteria, strategic fit etc.
- Review departmental operational plans and work with budget holders to identify how trust funding could support service or strategic objectives. Use analytical and judgement skills to identify potential funders, taking into account eligibility criteria and other factors to assess the potential success of applications.
- Monitor and report on agreed key performance indicators.
- Use analysis skills to provide reports to funders following grant awards.
- Be solution driven and use own initiative to weigh up and make informed decisions.

Planning and organisational skills

- Develop and implement the Operational Plan for Trust Fundraising meeting agreed objectives and targets. As well as formulating the plan, adjustments may be required to ensure successful delivery of the plan.
- Take the lead in developing high quality grant applications, using planning and organisational skills to work directly with project teams to ensure successful delivery from development to project completion and evaluation.
- Develop appropriate and compelling cases for support, working closely with colleagues in other departments to ensure compatibility of objectives. This may involve planning complex projects involving a number of different stakeholders the outcome of which could impact across departments or services.
- Take responsibility for developing planning, stewardship, timely reporting and all other communications.
- Administer and monitor grant contracts and agreements to ensure contractual compliance, audit requirements and agreed outcomes and outputs are met.

Physical skills

- Standard keyboard skills are required.

Patient/Client Care

- Incidental contact with our patients, guests or their relatives may be required.
- Communicate effectively and sensitively with our guests and ensure confidentiality is maintained.

Policy and Service Development

- Recommendations should be made to the Head of Income Generation with regards to service or policy improvements.
- The post holder should comply with hospice policies and procedures at all times.

Financial and Physical Resources

- Responsible for contributing to the development of the Trust Fundraising budget making recommendations to the Head of Income Generation with a focus on maximising income.
- Develops project budgets for funding bids.
- Review income and expenditure at key intervals throughout the year and adjust working practices accordingly to ensure income targets are met.
- Take responsibility for handling donations (for all payment types) as and when required in line with St Cuthbert's Hospice policy.
- Exercise personal duty of care when using equipment such as computers and printers.
- Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building is met.

Human Resources

- Responsible for day to day management of Trust Fundraising activities which includes providing support and supervision for Trust Fundraising staff and volunteers.
- Ensure that volunteer role descriptions related to trust fundraising are kept updated
- Attend appropriate mandatory training and undertake other training when identified and agreed at Appraisal or 1-1 meetings.
- Ensure volunteers undertake and complete mandatory training as required.

Information Resources

- Ensure all data on trusts and grants are kept up to date on the database and managed in compliance with the Data Protection Act and internal policies.
- Keep accurate digital and paper records related to trust fundraising activities both compiled by self and others.
- Preserve the confidentiality of any information regarding patients, customers, staff, volunteers and the business of the Hospice.
- Responsible for reviewing and checking own data held on the HR system ensuring it is kept up to date and accurate and report any inaccuracies to the HR department
- Ensure that fundraising activities are undertaken in line with the Code of Fundraising Practice.

Research and Development

- Research public and private sector grant-making organisations, pro-actively identifying, profiling and prioritising new grant-makers and opportunities for funding.
- Keep abreast of new developments in trusts and grants fundraising, recommending improvements to department plans as appropriate.
- Prospect potential funders using appropriate research methods (peer review / database)
- To keep up to date with current trends in the UK fundraising market and the charity sector in general through relevant publications, websites, conferences and networking
- Seek and respond to feedback from grant funders

Freedom to Act

- Use own initiative overseen by the Head of Income Generation.
- Takes responsibility for their own area of work, being guided by occupational policies, procedures and codes of conduct.
- Manager available for reference with results / outcomes assessed at agreed intervals.
- Having a flexible approach with the ability to work on your own initiative as well as working with other team members and volunteers.

EFFORT & ENVIRONMENT**Physical**

- Able to work at a computer desk for long periods (i.e. more than half a day).
- There may be a requirement to exert light physical effort for short periods.

Mental

- Attention to detail is a vital part of the job role.
- Post holders will be expected to concentrate frequently. The work pattern is predictable.

Emotional

- Exposure to distressing or emotional working conditions is rare; however this may occur when spending time with a donor, guest or relative. Should the occasion arise support and advice will be offered.

Working Conditions

- Little or no exposure to adverse environmental conditions.

Note: This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder. Some Flexibility in the hours worked will be essential at times to meet demands placed on our service.

JOB DESCRIPTION AGREEMENT

Signature of Post holder:

Date:

Signature of Manager:

Date: