

## Job Description and Person Specification

<b>Job title:</b>	Trusts & Grants Fundraiser
<b>Reporting to:</b>	Fundraising Manager
<b>Hours of work:</b>	Part-time (28 hrs)
<b>Duration:</b>	Permanent
<b>Salary:</b>	£29,777 (pro-rata)
<b>Holidays:</b>	36 days (pro-rata), including public holidays
<b>Location:</b>	Hybrid Working (WFH and/or office based in Edinburgh, Glasgow or Inverness)

### About Waverley Care

At Waverley Care, we take a positive approach to HIV, hepatitis C and sexual health in Scotland. We work closely with communities, starting conversations about these issues, encouraging people to access testing and empowering them to make choices that improve their health and wellbeing.

We're also here for people living with HIV or hepatitis C, working with them to understand their needs and offering practical support that helps them to live well.

Everything we have done since 1989 is guided by the experiences of the people we work with. By sharing these experiences, along with information people can trust, we want to challenge the stigma associated with HIV, hepatitis C and sexual health, and address the broader inequalities that our communities face.

### About the post

Waverley Care is launching a new strategic plan with an ambition to transform our fundraising. We are aiming to diversify our income and increase the volume of voluntary income available to deliver our services across Scotland.

The Trusts and Grants Fundraiser is a newly created role to support this aim. The role provides an exciting opportunity for the right candidate to build a trusts and grants fundraising programme for Waverley Care, developing new systems and processes which will assist our growth.

The successful candidate will be responsible for developing a wide range of small, medium, and large grant requests to various funders. They will increase the volume at each level and establish a rolling small grants programme which is focussed on unrestricted small projects or top up funding for established/funded services. Over the next two to three years, all of our grant fundraising activity (trusts/foundations, lottery, pharmaceutical/corporate grants and statutory grants) will be brought under the coordination of this role.

The new role will be situated within our growing fundraising team and will work collaboratively with other key functions of the organisations including communications, finance/head office as well as our operational teams.

## About the person

We are looking for an organised, details-oriented storyteller to take ownership of the Trust and Grant fundraising at Waverley Care. You will enjoy the opportunity of establishing new and improved systems and processes to deliver and grow funding for our vital work across Scotland. Ideally you will have at least three years' experience of Trusts and Grants fundraising (pre-pandemic) and are experienced with the Scottish Trusts and Grants landscape.

## Responsibilities and duties

- Generate and update a live pipeline of funding prospects throughout the year, using historical data, funding directories and sector research.
- Create winning funding applications for a range of different services and projects.
- Write engaging funding reports and updates, liaising with our operational and communications teams to create documents that stand out in the eyes of funders.
- Manage relationships with funders and fund administrators.
- Work closely with the Waverley Care's leadership team to identify opportunities to develop our work across Scotland.
- Prepare cases for support for all services eligible for trust fundraising, packaged to appeal to funders' interests and guidelines.
- Maintain funder records within our CRM and establish systems and processes to take advantage of the technology.
- Liaise with our Corporate Services team and accountants to manage grant fund records.
- Work with communications colleagues to ensure that funders contributions are publicly recognised, where appropriate.
- Ensure compliance with policies – key internal policies and industry-wide regulatory requirements.
- Occasionally attend community fundraising or supporter events to represent the fundraising team.
- Maintain an up-to-date knowledge of the work of Waverley Care.
- Perform other reasonable duties as directed by your line-manager.

## Person Specification

Knowledge	Essential	Desirable
Detailed knowledge of grant funding and funder stewardship	X	
A good understanding of the funding sector in Scotland and the UK	X	
A knowledge of GDPR regulations and how they apply to fundraising	X	
A good understanding of the Scottish funding landscape	X	
Understanding and interpreting budgets	X	
Demonstrable track record of continuing professional development - formal (and/or) self-directed		X
An understanding of Blood Borne Viruses and sexual health		X
An understanding of the impact of stigma and socio-economic inequality in society		X
Member of the Chartered Institute of Fundraising		X
Skills	Essential	Desirable
Confident user of technology, including Microsoft Office programmes	X	
Excellent writing skills, e.g. applications, reports and materials	X	

Excellent record keeping skills and attention to detail, e.g. prospecting lists, donor database, donor acknowledgements	X	
Ability to prioritise workload and focus on the most impactful tasks	X	
Build and maintain strong internal relationships, e.g. with project staff, senior managers, Comms and Fundraising, and central services teams.	X	
Build and maintain strong external relationships, e.g. with funders, partners and supporters	X	
Experience of using a fundraising CRM database	X	
Ability to communicate in writing to different audiences	X	
Ability to explain complex information simply and concisely.	X	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Held a similar trust fundraiser role within a charity for at least three years pre-pandemic	X	
Demonstrable experience of successful trust fundraising	X	
Experienced in researching and prospecting funders	X	
Experience of working with minimal supervision	X	
Experience of working with service delivery teams to create new project proposals		X