



Children's Hospices Across Scotland

JOB DESCRIPTION – TRUST FUNDRAISER

Job Details

Job Title – **Trust Fundraiser**

Location – **Initially home-based but may be office located in future**

Responsible to – **Trusts and Foundations Manager**

Salary – **Sector Band 5a, Point 11a to 13a**

Job Family – **Support Non-Hospice**

Job Purpose

Working within the culture, ethos and philosophy of CHAS, to contribute to the development of funding support for the work of the organisation, through the identification and development of new trust funding opportunities and the maintenance of existing support.

Main Tasks

- Fundraising and application writing
- Research and report writing
- Attending meetings with Trustees and other Trust representatives
- Planning and scheduling applications
- Using CapEx and Revenue budgets to plan application
- Meeting with service, finance and other internal partners to plan applications
- General duties

Job Activities

Fundraising and application writing

- Identifies appropriate trust and corporate foundations suitable for CHAS to approach for funding
- Prepares written funding applications for funders
- Provides specialist support on all aspects of trust fundraising to the Trusts and Foundations Fundraising Manager
- Responsible for an agreed set of applications to potential funders in conjunction with Trusts Manager
- To develop with Trusts Manager a work plan for the calendar year with reference to organisational needs and within the constraints and deadlines set by the funders
- Establishes contact and develops relationships with staff and/or trustees of trusts and maintains these, maximising the opportunities for income generation

- Works collaboratively within the Partnerships and Philanthropy team to help identify and develop links with corporate supporters and major donors as required
- Attends CHAS engagement events to develop relationships and advance prospect research
- Assists with planning all aspects of major donor and trust events, including co-ordinating invitation lists, preparing event itineraries and organising pre and post-event briefings, sending invitations, organising materials and displays for the event, organising catering and liaising with venues and attendees, and attendance at the event

Research and report writing

- Provides market-intelligence and research on Trusts, foundations and grant-making organisations
- Communicates regularly with key staff in CHAS to identify upcoming activities and projects suitable for funding applications and to collate information in order to prepare various cases for support
- Collates information regarding project outcomes in order to report on these to funders when required
- Sends timely and appropriate proposals and reports to size medium trusts and foundations using either agreed templates or written formal methods to a schedule agreed with the Trust Fundraising Manager
- Works closely with the Partnerships and Philanthropy Research Assistant to maximise all funding opportunities for CHAS and benefit cross team working
- Contributes to the regular reports presented to the SMT and Finance and Audit Committee on the volume range of applications made and the level of success

Administration

- In-line with organisational procedures, maintains supporter records within the Raiser's Edge Database, ensuring information is accurate and current
- Understands the processes involved in identifying items from CHAS expenditure budgets suitable for funding applications to ensure the correct allocation and restriction of funds in relation to these
- Participates in the process of follow-up and feedback to funders
- Actively participates in the development, implementation and maintenance of CHAS policies, procedures, standards and protocols for trust fundraising, identifying areas for innovation and development
- Actively participates in the planning and development of activities which raise awareness of CHAS
- Plans and organises appointments with new and existing supporters

General Duties

- Required to attend appropriate meetings and events internally and externally to CHAS
- Required to become a member of the IOF and join the Trusts and Foundation specialist interest group

Learning and Development

- Provides induction and support for new staff, volunteers and placements
- Committed to the Learning and Development of self and others

Health and Safety

- Responsible for coaching staff, adhere to and monitor the compliance with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

Information Governance

- Responsible for coaching staff, adherence to and monitoring compliance with the CHAS Information Governance Policy and associated procedures and co-operate with CHAS in complying with its legal duties

Volunteer Engagement

- Support the work of volunteers by planning their work, providing advice and information and actively involving them in team activities

Dimensions

- Responsible for developing written applications to funders
- Frequently has contact with the Trusts and Foundations Manager, Major Donor Manager, Partnerships and Philanthropy Researcher, Head of Partnerships and Philanthropy, Fundraising Administration team, Hospice Support Services and colleagues in Children and Families teams
- Regularly has contact with funders, trustees and staff and occasional contact with children and their families, the general public, and board members
- Major input into the process of developing, implementing and maintaining policies, procedures, standards and protocols for own area of work
- Will deputise for Trusts and Foundations Manager where appropriate
- Direct supervision of trust fundraising volunteers

Decisions and Communications

Decisions

- Generally works with a degree of autonomy within the clearly defined policies, protocols, procedures and codes of conduct of the organisation, the agreed management structure of CHAS, the Institute of Fundraising Codes of Practice and being directly responsible for setting own priorities and ensuring that work is completed within agreed timescales
- On a daily basis, takes decisions on, the suitability of potential funders, how best to maintain the relationships that exist between the organisation and the funders

Communications

- On a daily basis, communicates information to the Trust Fundraising Manager and Major Donor team, other fundraising staff, senior management colleagues and external supporters
- Develops and maintains relationships with funders, ensuring maximum opportunities for revenue generation
- Positively promotes CHAS through internal and external contacts, by attending sector events as appropriate



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PERSON SPECIFICATION – TRUST FUNDRAISER

Education, Qualifications, and Training

Essential

- Educated to HND level or equivalent

Desirable

- None

Method of Assessment – Application Form

Skills, Abilities, and Knowledge

Essential

- Excellent level of communication and presentation skills required, having to convey complex information in a variety of formats, for a variety of audiences
- Demonstrable, working knowledge of Microsoft Office applications
- Demonstrable, working knowledge of Raiser's Edge or similar fundraising database
- Demonstrable, working knowledge of desk based research
- Highly developed inter-personal skills

Desirable

- None

Method of Assessment – Application Form and Interview

Experience

Essential

- Knowledge of Trust and Grant providers and demonstrable experience of effectively securing funds from a range of trusts and grant-making organisations
- Demonstrable experience of sustaining support and developing new contacts and networks

Desirable

- None

Method of Assessment – Application Form and Interview

Personal Qualities

Essential

- Acts with integrity
- Works co-operatively with colleagues to improve service
- Forms meaningful relationships with others
- Demonstrates initiative and acts with effectiveness
- Accountable for own actions and decisions
- Commitment to ongoing learning and development
- Commitment to CHAS core value, vision and purpose
- Commitment to working with/supporting volunteers
- Professional attitude to work
- Views change as a natural, positive and a continuing process

Desirable

- None

Method of Assessment – Interview

Other Requirements

Essential

- Willingness to travel between CHAS sites
- Clean, current driving licence

Desirable

- None

Method of Assessment – Application Form and Interview