

We're looking for a Trusts and Foundations Officer to join our team

Salary: Circa £30k

Base: Central Edinburgh/hybrid

Hours: Full time and permanent. 35 hours a week over core working hours of 10am - 3pm, Monday to Friday, with a one-hour lunch break. The office is open 8am – 6pm daily and our hybrid working policy requires all full-time employees to work at least two days a week in the Edinburgh office.

Benefits: 10% employer pension contribution; employee assistance programme and counselling service; enhanced maternity/paternity/adoption pay; enhanced sick pay; 31 days' paid holiday/year plus four paid winter public holidays; 2-weeks fully remote working/year; three paid carer days/year; death in service benefit; cycle to work and travel season ticket schemes.

To support the Team's work-life balance, we work a nine-day fortnight where the charity is closed every second Friday.

Who are we?

At Worldwide Cancer Research, we start new cures. Cancer is still one of the leading causes of death worldwide, but cutting-edge science can give us hope. Discovery research seeks to uncover new knowledge that could change the way we think about cancer. It reveals new ways to prevent, diagnose, and treat cancer that can save lives.

We actively seek unconventional and imaginative ideas from scientists at all stages of their career, across the globe. In some cases, we are the only organisation that will fund a scientist's idea. We take an unbiased approach to research funding by focusing on supporting only the best ideas for new cures. By having a diverse research portfolio, we increase our chances of finding breakthroughs.

Our vision is of a day when no life is cut short by cancer, and we believe we can achieve this by starting the life-saving advances of the future by sowing the seeds of discoveries. Anyone that helps bring forward breakthroughs – including our staff, our supporters, and the researchers we fund – is a Curestarter.

As a charity, we are committed to opportunity without barriers, and we are striving to seek, value and learn from different perspectives and experiences. We want Worldwide Cancer Research to be an inclusive organisation – where everyone can be themselves and feel valued – as diverse as the scientific community we fund and the families whose lives we impact.

We are committed to ensuring that we provide equal opportunities to every applicant regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We aim to ensure that our recruitment process is unbiased and that everyone is treated equitably. In support of this, we have pledged to ‘Show the Salary’ for our roles and we are a registered Disability Confident Committed Employer, because our team members are at the heart of everything we do.

To help start new cancer cures around the and fund discovery cancer research, we are looking for a Trusts and Foundations Officer to join our busy Philanthropy team.

About the Trusts and Foundations Officer role and why we need you

By joining our friendly, committed charity you’ll be making an impact every day. Working within the Fundraising & Philanthropy team, you will have the opportunity to shape and deliver our Trusts and Foundations Strategy by seeking out new funding opportunities, building lasting relationships and writing compelling applications. These three priorities will need you to be proactive in organising and planning your workload. You will be comfortable communicating with people at all levels, both your internal colleagues and external organisations. The role also gives you the chance to show why discovery research is vital to starting new cancer cures, and as a highly collaborative charity, your colleagues will be eager to share their expertise with you.

The charity’s values are Curious, United, Real, Entrepreneurial and Spirited, which you can readily demonstrate day to day. You will be an advocate for our vision and act as a role model for the charity when in touch with prospects.

How do I apply?

- **Please email your CV with your cover letter** to: recruitment@worldwidecancerresearch.org
- You will find the full **job profile** and our **benefits** on [Worldwide Cancer Research careers](#)
- **Closing date is midnight 16 April 2024.**

- **Interviews will be held in person on 29 April 2024** - we will contact all applicants as soon as possible after shortlisting for interview.
- We are a disability confident committed employer - please contact Paula Cahill, our HR Manager, if you have any questions about our recruitment process, accessibility and adjustments to support you: paulac@worldwidecancerresearch.org
- Please note your cover letter will be key to the success of your application and applications without cover letters may not be considered.
- Please tell us where you first saw this job advertised.



Additional information

Award Worldwide Cancer Research is a team of around 50 and we run an annual Employee Engagement Survey; in 2023 we achieved a 98% positive response to 'I would recommend Worldwide Cancer Research as a good place to work'.



Privacy We will hold your application data on file for six months after the end of the recruitment round, after which your data is deleted or destroyed. Please view our [Recruitment Privacy notice](#) .

Thank you for your interest in our work.

Job Description and Person Specification:

Post: Trusts and Foundations Officer

Responsible to: Philanthropy Manager

Key contacts/relationships:

Internal – all Team Worldwide, particularly Brand & Communications, Research, CRM & Analytics

External - local, national and international Trusts and Foundations, solicitors, agency partners, corporate partners and third-party contacts

Purpose:

To deliver an agreed income target from charitable Trusts and Foundations to secure new and on-going support for Worldwide Cancer Research. With responsibility for executing the Charity's Trusts and

Foundations strategy by identifying and researching funding opportunities; developing and maintaining relationships; and writing compelling applications.

Key responsibilities:

- Execute the Trusts and Foundations strategy to maximise income from a portfolio of key warm and cold charitable Trusts of all sizes who are aligned to our charitable purpose.
- Plan and organise the existing application pipeline, from identifying opportunities to proposal submission.
- Seek out new prospects and integrate them into the pipeline via research, networking and exploring Senior Management Team (SMT) and Board Trustees' networks.
- Write compelling and creative proposals to attract and maintain multi-year grants from funders of all sizes, with a focus on grants of £10k+.
- Cultivate meaningful relationships with existing and new funders, through written, telephone or face to face communications.
- Provide outstanding stewardship to existing funders, producing timely project updates and further information as necessary.
- Record all activity, correspondence and information gathered on Salesforce.
- Provide accurate dashboards and reports for SMT when required.
- Keep up to date with current funding trends and legislation and adapt approach when required.
- Ensure all activity is compliant with relevant data protection legislation and in line with organisational information governance policies.
- Undertake any other duties as required.

Generic information for all roles

- The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of the role.
- It is expected that every job description will be subject to a regular review. In addition, posts may be reviewed where there is a change in the requirements of the charity.
- Every member of staff is expected to be a role model to others within the charity and those they encounter in the course of their duties, upholding the charity's values.

Person specification:

Requirements	Essential	Desirable
Educational attainment	Good level of literacy and numeracy. English and Maths National 5 or equivalent. Or relevant professional qualification or demonstrable evidence of relevant experience.	
Experience	<p>Writing high quality proposals, detailed budgets and reports.</p> <p>Developing and stewarding relationships with key stakeholders.</p> <p>Functions and procedures of charitable Trust and Foundation fundraising.</p> <p>Self-driven organisation and time management, including planning and prioritising deadlines.</p> <p>Networking at all levels.</p>	<p>Securing income from Trusts and Foundations for charity projects.</p> <p>Pipeline management; taking prospects through research, cultivate, ask, steward cycle.</p> <p>Project management.</p> <p>Writing funding applications for medical/research projects.</p> <p>Familiarity with major UK and Scottish Trusts.</p> <p>Member of Institute of Fundraising or hold a Certificate in fundraising.</p> <p>Data protection legislation.</p>
IT experience	<p>Computer literate.</p> <p>MS Office software e.g. Word, Outlook and Excel.</p> <p>Familiarity with CRM systems.</p>	Salesforce CRM.
Skills and aptitudes	<p>Excellent communication skills - both oral and written – to be able to relate effectively with prospects, supporters, colleagues, and external agencies.</p> <p>Exceptional attention to detail and organisational skills with a methodical approach to planning and prioritising deadlines.</p> <p>Aptitude for writing inspiring and creative proposals to excite funders and align with their philanthropic goals.</p>	

	<p>Skills to translate complex ideas into understandable, clear concepts.</p> <p>Ability to work collaboratively with all colleagues to develop outstanding proposals.</p> <p>Empathy and integrity while acting as a role model for the charity.</p>	
Interests	<p>Charity work.</p> <p>Professional learning and development.</p>	<p>Appreciation of discovery cancer research.</p> <p>Knowledge of Worldwide Cancer Research.</p> <p>Third sector networking.</p>
Other requirements	<p>Willingness to understand the vision, mission and strategy of Worldwide Cancer Research.</p> <p>Commitment to attend training courses to update knowledge and skills.</p> <p>Commitment to diversity and inclusion.</p> <p>Willingness to demonstrate the charity's values.</p> <p>Occasional travel throughout the UK if required for meetings/key events.</p>	