



Job Description

Job Title:	Trust & Grants Co-ordinator
Tenure:	Permanent
Base:	Head Office
Responsible to:	Trusts, Grants & Legacies Project Lead
Responsible for:	No direct reports
Salary:	£15,685 (£26,137 FTE)
Hours:	22.5 hours per week

JOB SUMMARY:

The Trusts & Grants Co-ordinator is based within the Marketing & Income Generation (MIG) Team. The overall purpose of the MIG Team is to raise the profile of Hospice at Home West Cumbria (HHWC) and to generate income to support all Hospice activities.

The Trusts & Grants Co-ordinator will play a key role in helping to achieve these objectives through by securing and growing income from charitable trusts and grant making bodies.

DUTIES AND RESPONSIBILITIES OF THE POST:

Key responsibilities of the job

- Develop and implement plans to maximise income from trusts, foundations, and grant-making bodies.
- Undertake thorough research to identify, assess, and prioritise opportunities that are the best fit for HHWC's aims and funding needs.
- Manage relationships with trusts and grant-makers, keeping in touch with them, communicating clearly and sending high-quality reports on how their funding has been used.
- Build, maintain, and regularly review a list of current and potential funders to help maintain a steady and varied income.

- Write and submit strong, tailored funding applications, expressions of interest, and proposals. Ensure all submissions are of the highest standard and clearly explain why funding is needed and match each funder's priorities and criteria.
- Keep up to date with trends, policy changes, and developments within the fundraising and grant-making environment.
- Work collaboratively with colleagues across the organisation to gather accurate budgets, project plans, data, and information needed for funding applications.
- Accurately record and monitor all contact on the donor database (Donorfy) and ensure it is maintained and up to date in line with the data management processes
- Ensure all fundraising activities comply with the Chartered Institute of Fundraising's Code of Practice and share updates on good practice with HHWC.
- Work closely with the Finance Team to make sure all income is recorded correctly, managed properly and supported by clear records, in line with financial policies and procedures.
- Develop a detailed understanding of HHWC's work and act as an ambassador by raising awareness, building confidence and engaging potential funders and supporters.

Personal Development:

- To be committed to personal and professional development and engage in mandatory and statutory training as required.
- Set challenging goals through the appraisal process to ensure the effective delivery of organisational, team and personal objectives.
- To keep updated with current policies and procedures.

General

- Ensure that the hospice's purpose and values are at the core of all activities.
- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- Promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- All staff have a responsibility to adhere to the Health and Safety policy and report all accidents, incidents or near misses promptly and when requested to co-operate with any investigations undertaken.
- HHWC has adopted an equal opportunities policy, and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

Person Specification

Trusts & Grants Co-ordinator

	Qualities Required	Essential (E) Desirable (D)	Method of Assessment
Practical Knowledge and Qualifications	Fundraising qualification OR qualification in a related subject OR relevant experience such as working in a customer care or sales environment	E	A/I
	Knowledge of the trusts and grant income and where to source new opportunities	D	A/I
Skills and competencies	Ability to devise creative communications that contain accurate grammar and spelling in different formats, adapting style and language for a variety of audiences, ensuring exceptional attention to detail	E	A/I/E
	Ability to work to tight deadlines and under pressure, and able to prioritise and use initiative	E	I
	Strong admin and organisational skills	E	A/I
	Skilled communicator, able to persuade, influence, enthuse and engage others	E	I/E
	Ability to see the bigger picture, grasp opportunities and find practical solutions to problems	E	I
	Able to work independently and on own initiative with minimum supervision, as well as work well with team members	E	A/I
	Confident IT skills with a good working knowledge of all Microsoft Office applications	E	A/I
	Self-motivated with a positive attitude and demonstrable strive to find practical solutions to problem; seeing what needs to be done and gets on and does it	E	A/I
	Approachable, professional and compassionate, able to engage and develop positive relationships with colleagues and other contacts	E	I
	Flexible, with a willingness to work occasional weekends/evenings to fulfil the requirement of the post, and to travel and attend meetings and training as required	E	A/I
Experience	Experience of working in a customer facing, administrative and/or finance role and engaging effectively and appropriately with customers	E	A/I
	Experience of composing high quality written communications	E	A/I
	Experience of using databases; inputting, managing and manipulating information	D	A/I

A = Application Form

I = Interview

E = Exercise