

Senior trusts and projects manager job pack

Title	Senior trusts and projects manager
Hours	37 hours per week
Salary	£40,000
Accountable to	Head of fundraising and communications
Responsible for	Freelance grants officer
Based	Hybrid working arrangement consisting of home-working and office-based (St Ives, Cambridgeshire) working - to include a Thursday morning in the St Ives office.

About Caring Together

Three in five of us will become a carer at some point in our life. Caring Together is an ambitious regional charity that provides emotional and practical support, information and advice to carers of all ages and their families, as well as opportunities to take a break from their caring role.

Our vision is of a world in which all carers have choices.

About the role

This new role will lead the development and delivery of the charity's trusts fundraising programme, generating income to provide vital services for carers, and enable the charity to become increasingly sustainable and financially healthy. The postholder will develop authentic and long-lasting partnerships with grant-making trusts and other bodies such as the National Lottery, working closely with colleagues across the charity. They will research potential funders; identify projects that fit with funder criteria and objectives; develop and submit high quality applications for support; and report back to funders with timely submissions.

The postholder will also project-manage organisational tenders for statutory contracts, working closely with colleagues to develop very high-quality bids that meet all requirements and have the best chance of success.

Key accountabilities of the role

1. To drive the development and delivery of Caring Together's trusts fundraising programme.

- Lead the development of the trusts pipeline through taking a strategic and targeted approach to trusts fundraising work.
- Pursue trusts fundraising activity in target areas, to secure existing services and expand Caring Together's reach and impact.
- Review and build on existing trusts fundraising activity to increase income from grant-making trusts and other grant-making bodies.
- Develop new and existing relationships with trusts through exemplary stewardship (including feedback reports, meetings and phone calls) to maximise long term income.
- Secure new sources of funding, repeat donations, multi-year funding and upgrades to existing levels of giving - prioritising funders with the potential to award multi-year funding, and those who support core organisational costs.
- Create time-bound trust fundraising plans and associated objectives, including income targets, in conjunction with annual business plan production.
- Work closely and collaboratively with colleagues across the charity, including senior colleagues, finance team staff, and service managers to develop realistic and fully costed projects for submission to funders.
- Oversee thanking and recognition of funders who wish to be publicly acknowledged through working with communications colleagues.
- Evaluate trust fundraising activities and identify learnings to enable the effective development of the trusts and foundations programme.
- Provide quarterly written reports to the head of fundraising and communications, for further submission to the Fundraising Steering Group.
- Provide supportive and collaborative supervision to the part-time grants officer (freelance).

2. To project-manage tenders - from identification through to submission

- Lead and project manage tenders and other funding grant bids including devising project plans, identifying writers and contributors, setting internal deadlines and milestones, and ensuring that all contributions are made on time to set criteria.
- To work collaboratively with senior colleagues including the chief executive and director of operations to ensure that tenders with tight deadlines are prioritised and high-quality submissions and bids are made on time.

- Through effective cross-team working, deliver high quality, winning bids and proposals, including re-tenders for existing services and proactive developments with external partners.
- Work closely with finance and people team colleagues to engage them in bid pricing and ensure that finance and HR risks are identified and mitigated against.
- Ensure that the administrative support required as part of a tender submission is in place and all required documentation and organisational details are collated and submitted.
- Support the implementation of winning bids through effective handovers of key bid information to service delivery colleagues, ensuring that key relationships are held by named staff members.
- Evaluate the development of submitted tenders and draw out learnings to enable improvements to be made in future.

3. To support fundraising and communications at Caring Together

- Ensure thorough and accurate record-keeping using the charity CRM (Salesforce).
- To adhere to the Ethical Fundraising Policy and keep abreast of changes to fundraising guidance, legislation and the Code of Practice
- To contribute as a fundraising team member and cover for colleagues as required

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

This role will be subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS).

Senior trusts and projects manager Person specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Skills, attitude and experience are more important than specific qualifications 	
Experience and knowledge	<ul style="list-style-type: none"> Experience of developing fundraising strategies, plans and approaches, and personally achieving income targets Experience of managing trusts fundraising programmes and achieving growth in grants income Knowledge of principles of trusts fundraising, from research through to writing and submitting proposals and applications Experience of project-management, and mobilising a team to achieve a project together 	<ul style="list-style-type: none"> Understanding of issues faced by carers of all ages Knowledge of the Fundraising Code of Practice and especially how this applies to trusts and foundations Experience of costing projects and developing budgets Knowledge of project-management tools (e.g. Gantt charts) and software Knowledge and experience of tender processes
Skills and abilities	<ul style="list-style-type: none"> Clear and persuasive writing skills, suitable for a wide range of audiences Ability to bring funding applications to life through case-studies, photos, quotes and story-telling Able to use databases and Microsoft packages (Word, Excel, PowerPoint) with confidence 	<ul style="list-style-type: none"> Ability to analyse data

	<ul style="list-style-type: none"> • Personable with very good relationship-building skills • Excellent attention to detail • Excellent influencing skills – clear, persuasive and determined 	
Personal attributes	<ul style="list-style-type: none"> • Integrity • Passionate about the positive impacts that fundraising can bring about • Self-motivated, well-organised, able to manage own workload and time 	

Application and recruitment process

Closing date	The closing date for this post is Wednesday 7 December
Interview	It is anticipated that interviews for this post will take place on Wednesday 14 December
Start date	The post is available immediately, on a full-time, permanent basis.
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	<p>Normal working hours are between 9.00am and 5.00pm, however Caring Together is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager.</p> <p>The successful candidate may be required to work flexibly at evenings and weekends at times.</p>
Benefits	Full details of the benefits of employment will made available to the successful candidate.