

Job title: Trust Officer

Department: Fundraising and Communications

Location: Guildford or Farnham Office with occasional travel to other sites

Reports to: Trust Manager

Pay scale: £18,000 – £26,000

Budget responsibility: Along with the Trusts team, £400,000

Line management responsibility: N/A

Liase with: Trust Manager, Senior Leadership Team and Service around projects

Main purpose:

The Trust Officer and the Trust Manager are accountable for annual income generation of circa £500,000 through trusts and grants.

The purpose of this role is to foster, facilitate and steward the growth in revenue funding for trusts, foundations and grant-giving bodies in support of Challengers. You'll be working within a team to raise funds for the charity by researching Trusts, putting together applications and reporting back on successful trust income. You will work with people across the organisation to help build applications that fund projects and ongoing, helping Challengers to meet the vision of a world where all children and young people can play together, freely.

This role liaises across all areas of Challengers, so you will be part of a wider team that embodies the Challengers values of inclusivity, playfulness, trustworthiness, ambition and accountability.

Duties and responsibilities:

1. Research and identify appropriate new Trusts, Foundations and grant-making bodies and decide the best approach to win support.
2. Develop and submit high-quality written applications and funding proposals to secure income from new and existing Trusts, Foundations and grant funding bodies to support Challengers projects.
3. Maintain a good knowledge and understanding of the aims and objectives of Trusts, Foundations and grant funding bodies to help target approaches to these organisations promptly.
4. Steward relationships with Trusts, Foundations and grant-giving bodies and ensure acknowledgements, credits and thanks are made and fully appropriate to the relationship and funding given.
5. Give tours of Challengers schemes to existing and potential donors, ensuring the image of Challengers is represented correctly and in line with current policies and vision.
6. Support the research and approaches submitted for grants from Local Councilors and councils by applying for suitable projects in their areas and monitoring, preparing and submitting evaluation and progress forms to satisfy funders' requirements.
7. Support the wider Challengers Team with the delivery of fundraising events, including some direct work on the event day which may include ad-hoc evenings and weekends for which time off in lieu will be given.

Duties and responsibilities (continued):

8. Maintain clear records of all contacts, activities and funds raised on the Challengers database (Training will be provided).
9. Monitor, prepare and submit required evaluation forms and progress reports to required deadlines and in adherence to the terms and conditions of the funding given.
10. Represent the charity at presentations, meetings and other functions promoting the work of Challengers and advocating for The Challengers Approach which is based on the Social Model of Disability.
11. Maintain a safe working environment at all times by the Challengers health & safety and related policies
12. Support the wider charity through any other duties as shall from time to time be required by the Head of Fundraising or the Chief Executive.

The purpose of this job description is to focus attention on the most important task within the role. It is not designed to be a complete list of tasks. It is expected that the day-to-day performance of the role will include additional tasks which may not be listed above.

Person Specification:

Essential:

- Experience of and passion for writing creatively and persuasively.
- Excellent written and verbal communication skills and an acute eye for detail.
- An ability to communicate to a range of people, including potential donors, children and their parents and carers, trustees and representatives of charitable trusts and the general public.
- Analytical clear thinking and the ability to priorities tasks, using initiative to work to deadlines, along with strong organisation skills.
- Strong research skills and a tenacious desire to find relevant information.
- An ability to work independently on projects as well as an enthusiasm to support the wider Fundraising team.
- Able to use Microsoft packages including Word, Excel, Publisher and Outlook amongst others.
- Great interpersonal skills and the willingness to support other staff members when required.

Desirable:

- Experience in working or volunteering in a fundraising environment.
- Knowledge of the role that grant-making organisations play in delivering social value and an understanding of the role of not-for-profit organisations in the provision of services.
- Experience in working towards or being motivated by achieving targets.
- Experience in using a database or a willingness and competence to pick up this skill quickly.
- Understanding of the wider issues being faced by disabled children and young people, their families and carers and of issues surrounding social exclusion.
- Experience in working with or supporting disabled children and young people, their families and carers.
- A clear understanding of The Challengers Approach and the Social Model of Disability and a commitment to deliver programmes to this ethos.
- Full, clean driving license with ability to use own vehicle for travel to meetings and events and therefore hold the necessary business use insurance.

Qualifications: N/A