

**GRIEF ENCOUNTER TRUSTS AND GRANTS MANAGER (JOB SHARE)
JOB DESCRIPTION**

Grief Encounter was set up in December 2003 to ensure that bereaved children and their families receive the best possible support following the death of a loved one. Grief Encounter is a leading UK bereavement charity, providing free, professional services and support to more than 3,000 bereaved children, young people and their families a year. We predominantly work in London, but also in Bristol and Essex, and provide a national reach through our helpline 'grieffalk' and through the distribution of Grief Relief Kits. Please see our Website for further information – www.griefencounter.org.uk

JOB TITLE:	Trusts and Grants Manager (Job Share)
SALARY:	£33,000 pro rata
LOCATION/BASE:	Home based initially then once office reopens, 16 hours a week (some flexibility with days) working from the office in Mill Hill, NW7 4SD
CONTRACTED HOURS:	16 hours a week
RESPONSIBLE TO:	Head of Fundraising
ACCOUNTABLE TO:	Board of Trustees

JOB SUMMARY:

The Trusts and Grants Manager will job share with our existing Trusts and Grants Manager who works 4 full days a week. The Trusts and Grants team is responsible for researching, applying and reporting back to grant making bodies to exceed our 2020/21 budget of £335,000. This role requires someone with experience of working in a fast paced Trust and Foundations team, with a track record of securing 5 figure donations from local, regional and national funding bodies. This role requires an outstanding level of persuasive, clear communication and writing skills as well as a thorough understanding of how to write and present detailed reports to illustrate the impact, outcomes and outputs of one of the UK's leading national bereavement charities.

MAIN DUTIES & RESPONSIBILITIES:

- Contribute to the charity's sustainable future with a robust and successful trust and grants strategy to meet the overall fundraising strategy
- Identify and research prospective trusts, foundations and grant-making bodies
- and coordinate a Workplan with clear deadlines and income opportunities
- Produce compelling, persuasive and professional grant applications to secure and renew funding. You will be required to develop an inspirational insight into the details of how our work is implemented and what it is seeking to achieve
- Develop and write concise and captivating grant reports to encourage the renewal and cultivation of potential and existing donations
- Review and develop trust fundraising strategies as part of the annual planning and budgeting cycle and present recommendations to line manager

To achieve these Objectives, the Trusts and Grants Manager will be expected to:

- Strive to continuously deliver exceptional, high quality applications and reports and exceed targets. Develop robust plans detailing ways to maximise income via Trusts and Grants with clear processes to deepen and strengthen relationships with donors.
- Ensure donors are professionally thanked and their support acknowledged as appropriate.
- Work closely with all Grief Encounter Clinical team members to develop an in depth knowledge and understanding of the services we deliver, and our plans to develop and grow these services.
- Work closely with all Grief Encounter Senior Management team and other fundraising team members to develop an in depth knowledge and understanding of the organisational structure, policies and procedures, accounts and other areas to ensure all due diligence checks can be completed accurately for donors.
Continuously monitor and evaluate the progress of services we deliver to be able to report on, and illustrate, the impact of donations.
- Be able to Job Share with our existing Trusts and Grants Manager which means consistent, outstanding levels of communication and efficient ways of working and respect for each other's skills and experiences to ensure an effective working relationship.
- At monthly one-to-ones, feed in accurate forecasting and pipeline figures for each Trust, supporting the Head of Fundraising with accurate budgeting, phasing and reforecasting of income.
- Manage and organise production of current, accurate and compelling templates for applications and reports, ensuring they are on brand.
- Use ETapestry (CRM) system to accurately and regularly record comms, meetings and actions/agreements, and ensure income is accurately recorded.
- Stay abreast of developments in Trusts and Foundations and the wider area of fundraising and charity sector.
- Uphold, safeguard and promote the organisation's values and philosophy relating
- particularly to ethics, integrity, corporate and social responsibility and
- environmentally sound policies and procedures.
- Other roles as requested which may include, but not be limited to, drafting other
- communications, assisting in researching major donors and corporate charity of the year applications and helping ensure the smooth running of events

Experience. The candidate must:

- Have a proven track record and at least 2 years' experience within a Trusts and Foundations team, writing applications and reporting on projects for funding for 5 figure sums of money
- be able to identify potential new funding opportunities and have experience of writing detailed reports and delivering pitches on the telephone and/or in person
- have strong communication and interpersonal skills with the ability to present orally and in writing
- be proactive and able to prioritise your workload in order to deliver multiple projects at the same high standard
- have the ability to set clear direction and forward thinking realistic plans
- have the ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others
- have the ability to influence, negotiate and persuade others to gain acceptance or agreement of ideas and approaches
- have a competent level of computer literacy, including use of Microsoft Outlook, Word, Powerpoint, Excel and the Internet
- have excellent communication, interpersonal, organisational and team working skills

- be self-motivated, be able to work from home and be able to travel to London and other areas as required
- have the ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others
- be respectful, non-judgemental and empathic towards clients/colleagues
- show a sense of responsibility and commitment to organisational excellence with integrity, honesty and professionalism

REVIEW:

There will be a 6-month probationary period, following which there will be a 1-month notice period. This job description will be reviewed as necessary to meet the needs of the service on no less than an annual basis in consultation with the post holder.

This post is subject to an enhanced search with the Criminal Records Bureau

**To apply for this role, please send your CV & a covering letter to :
Lou Scott – Head of Fundraising
lou@griefencounter.org.uk**