



Job Description and Person Specification

Trusts Fundraising Officer

RESPONSIBLE TO: Head of Development

HOURS: Full Time

JOB LOCATION: Hybrid working, home and office based – Amersham, Buckinghamshire

OVERALL JOB PURPOSE

Roald Dahl's Marvellous Children's Charity provides specialist nurses and support for seriously ill children. Our vision is that every seriously ill child deserves a Roald Dahl Specialist Nurse and fundraising core to achieving this.

We are looking for a tenacious, methodical and organised person who can deliver sustainable income growth from trusts. We want someone who shares our core values of being child focussed, sparky, empowering, resourceful and kind and who can live by the ethos of who Roald Dahl was and what he is delivering through his legacy. We also need someone who is flexible and can react positively to a post-Coronavirus fundraising world.

The role's main task is to maximise income from trusts by the creation of high-quality applications and reports to funders, and by providing excellent account management and cross-team collaboration.

KEY RESPONSIBILITIES

Supported by the Head of Development and the rest of the team:

- **Trusts research** - you will proactively identify trusts and research them for suitability.
- **Trust applications** – you will be able to gather project information, curate it, and write it up into informative, engaging, high quality applications, giving trusts the opportunity to fund our work.
- **Trust relationships** – you will communicate and will build relationships with our funders through emails, letters, telephone calls, service visits and face to face engagements. Provide high quality account management - maximising income generation and relationship longevity.
- **Reporting** – you will gather the necessary information to compile reports that give funders real insight into what they have achieved.
- **Support the rest of the team** – in order to gain experience and maximise fundraising opportunities, you will support other members of the fundraising and communications

team in their work - whether that is gathering information for an application, administration, proof-reading a report, or helping with an event.

- **Building and maintaining team processes** – we all help with this, whether it is maintaining files (paper, electronic and database) of correspondence or taking notes of meetings with funders.
- **Additional areas** - With the support of more senior staff, participate in the development of strategy, planning and tactics in relation to trusts fundraising.

These responsibilities are subject to review and may be varied in emphasis depending on operational requirements.

PERSON SPECIFICATION

- Minimum one year experience working or volunteering for a charity
- Experience in writing successful bids and securing income, ideally from trusts
- The ability to take complex information and translate this into persuasive written communication which leads to action.
- Solid research skills, which can be applied to identification of suitable new prospects for our funding pipeline.
- Ability to operate in a highly cohesive, high performing team based on the principles of trust, mutual respect and empowerment.
- Effective time management skills and the ability to prioritise conflicting workloads successfully.
- A high level of competence in using Microsoft Office software notably Excel, Word and generic databases

OTHER INFORMATION

This job description helps the post holder to understand their main duties. It is not exhaustive, and the role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility appropriate to the grade of the post.

- The post holder could be required to travel within the UK, for example to visit with partners or to attend meetings in other parts of the country. This may occasionally require overnight stays. The post holder may also be required to undertake occasional evening and weekend work when, for example, we hold fundraising events or need to meet with partners.
- Roald Dahl's Marvellous Children's Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Confirmation of appointment will be subject to a satisfactory standard Disclosure and Barring Service check.
- The appointment is subject to the satisfactory completion of a three-month probation period.
- Roald Dahl's Marvellous Children's Charity is committed to achieving the highest standards of service and employment practice. We give equal opportunity to everyone, regardless of background. While our offices are not currently accessible for people with significant mobility difficulties, we will make all reasonable adjustments to allow the most suitable candidate to perform their role effectively.
- The post holder will have the right to work in the UK.

TERMS AND CONDITIONS OF EMPLOYMENT

Position: Trusts Fundraising Officer

Reporting to: Head of Development

Location: Hybrid, office based (Amersham) or homebased but regular face to face monthly meetings in either Amersham and/or London

Salary: Circa £24,000

Hours: Full Time – 35 hours a week

Holidays: 28 days

Pension: 7% non contributory

HOW TO APPLY

To apply for this role please submit a detailed CV and supporting statement that addresses the criteria set out in the job description person specification.

Please ensure that your supporting statement provides specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out.

When submitting your application please ensure that you have included a contact number and an email address.

The closing date for applications is 29th July 2022.

Interviews will take place during the week commencing 8th August 2022 and will be via Microsoft Teams

Submit your CV and supporting statement to recruitment@roalddahlcharity.org