



Job Title:	Trust & Statutory Officer	Job Band:	5
Reporting to:	Trust & Statutory Manager	Size of Team:	4
Direct Reports:	0		

This role sits within the Philanthropy and Partnerships Team (P&P), comprising of trusts and statutory, philanthropy and corporate fundraising. Focussing on funders with the potential to give upwards of £10,000 per annum, the post-holder will develop and maintain relationships with, and secure funds from, existing and new trust and statutory funders to support St John's key strategic priorities, such as our inspiring programmes with young people and our community first aid response work. This will include prospect research as well sustaining and building existing partnerships, and developing, drafting, and submitting applications to prospective funders.

Key Responsibilities

- Secure income to meet agreed personal and team fundraising targets in line with the organisation's operational priorities to meet the needs of the communities and individuals we serve, predominantly focusing on £10K+ opportunities from trust and statutory funders
- Undertake research to identify suitable trust and statutory opportunities
- Manage a portfolio of trust donors, stewarding relationships to ensure donor satisfaction and long-term engagement, including detailed and timely reporting
- Prepare and submit compelling funding applications to new and existing trusts in individual portfolio
- Support the Trust & Statutory Executive and Trust and Statutory Manager with the preparation of larger bids
- Provide informative, focused, and accurate reports to the Trust and Statutory Manager on trust fundraising activity
- Record all proposal submission and stewardship on Raiser's Edge
- Contribute positively to the work of the fundraising team e.g. working collaboratively on the development of robust cases for support that will effectively engage with trusts and foundations
- Adhere to the highest standards of fundraising best practice and ensure that all activities comply fully with the relevant Data Protection and any other legislation
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Have willingness to learn and adapt new skills



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent, inc Maths & English	✓	
Experience		
Proven experience of trust fundraising, successfully securing grants and maintaining excellent relationships with donors	✓	
Proven ability to proactively seek and identify new trust prospects	✓	
Experience of developing bespoke fundraising proposals for trusts and foundations	✓	
Skills, knowledge and abilities		
Excellent interpersonal skills with the proven ability to form good working relationship, internally and externally, with people at all levels	✓	
Excellent written and verbal communication skills with the ability to write persuasively and engagingly	✓	
Highly numerate with strong attention to detail	✓	
A self-starter with initiative, strong time management and prioritisation skills	✓	
Excellent IT skills with a good working knowledge of MS Office programmes	✓	
Working knowledge of Raiser's Edge		✓
Proven ability to positively contribute to the work of a team	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: VI

Date of preparation: 20/05/2021