



St Joseph's
Hospice

St Joseph's Hospice, Hackney

Job description

Job title: Trust & Grants Manager

Responsible to: Head of Fundraising

Responsible for: The post holder is responsible for performing all the key responsibilities listed here with minimal supervision and for presenting themselves and their work effectively and may be required to oversee/manage volunteers.

Basic function

The purpose of this role is to secure income from local and national charitable trusts, foundations and grant givers whose philanthropic goals align with our work. Solely responsible for all funding applications, this will include identifying funders, preparing applications, making approaches to meet deadlines and overseeing the reporting and evaluation of grants.

Organisational context

St Joseph's Hospice was founded in 1905 by the Religious Sisters of Charity who retain an interest in the oversight of the Hospice. The Hospice is working to achieve Vision 2024, which has five key strands: patients, enterprise, estates, funding and fundraising, and human resources. The Hospice seeks to be an outstanding provider of palliative and end of life care. Each employee is critical to delivering and maintain those standards in accordance with the Hospice's core values.

Discretion to act

The post holder is free to act in the execution of their duties and the organisation of their workload following the assigned policies procedures and processes relating to their role and to the wider hospice. The Post holder should refer to the line manager any matters outside this remit

Scale and impact

Management responsibility for volunteers and for working co-operatively and forming positive working relationships with colleagues within the fundraising team and the wider hospice team.

Budget – the post holder will be responsible for setting income targets for Trust & Grants programme (£300K +) and any related expenditure.

Key accountabilities

1. Budget Management

Manage income and expenditure budget for Trust & Grants income stream, including;

- 1.1 Set annual income targets with focus on growing income from Trust & Grants
- 1.2 Monitor monthly income against targets and provide commentary for discrepancies and reforecast where appropriate
- 1.3 Monitor expenditure for Trust & Grant activities to ensure costs meet budget

2. Development of Funding Needs

Collate relevant information from internal stakeholders to be able to write compelling and engaging requests for funding, relevant to the funders interests. This includes;

- 2.1 Work with Finance and Project/Service Managers to identify in-budget funding requirements
- 2.2 Manage process for Project/Service Managers to request out of budget funding i.e. specific equipment, service development
- 2.3 Write project briefs for services and funding requests including key facts & figures, case for support, case studies and impact to be used as basis for funding requests and applications
- 2.4 Review and revise project briefs regularly to ensure information is up to date
- 2.5 Regularly meet with Project/Service Managers to keep up to date with funding needs of the hospice and priorities for funding
- 2.6 Keep a file of required information for applications (such as signed accounts, copies of bank statements and governance of hospice) to be regularly reviewed and revised

3. Strategic Development

Develop and deliver a trust and grants strategy that focuses on growing income from trust and grants and expanding current portfolio of funders.

- 3.1 Expand portfolio of funders and secure new gifts from prospects
 - 3.1.1 Research and identify prospective charitable trusts, funders and foundations whose philanthropic goals align with the work of the hospice
 - 3.1.2 Keep abreast of new funding programmes through online funder finders and special interest groups
 - 3.1.3 Follow up leads and deliver effective pitches/presentations to prospective funders
- 3.2 Maintain relationships with existing funders through excellent stewardship to ensure repeat funding
 - 3.2.1 Manage a pipeline of current funders, using the TQ CRM database to ensure applications match funders' criteria and meet application deadlines
 - 3.2.2 Keep record of all contacts, enquiries and applications on the TQ CRM database using the Funder module to manage the application process
 - 3.2.3 Build strong relationships with funders through regular meetings, visits, updates and impact reports
 - 3.2.4 Manage the grant reporting process to ensure all evaluation reports are delivered on time

- 3.2.5 Manage 2 mailings per year to small trust groups who do not have formal application process
- 3.2.6 Organise hospice visits/tours and meetings with Project Managers/SMT for donors and prospects where appropriate

4. Other

- 4.1 Keep up to date with the latest in philanthropic giving trends, news and legislation
- 4.2 Ensure that all fundraising complies with fundraising policy, GDPR and industry best standards
- 4.3 Manage online content for Trust & Grants on the St Joseph's Hospice website
- 4.4 Supervise volunteers as and when necessary

5. Personal Development

- 5.1 Identify your own learning and development needs in order to meet the key requirements of the post.
- 5.2 Take responsibility for linking your own development needs with the Hospice appraisal and objective setting process.
- 5.3 Take responsibility for your own continuing development by undertaking specific areas of work/projects to develop new skills.
- 5.4 Take responsibility for your own professional development, including keeping up-to-date with relevant professional and other developments in Philanthropic Giving at local and national levels
- 5.5 Engage in supervision to support your personal and professional development.

Equality, diversity and inclusion

Comply with and promote St Joseph's Hospice Equal Opportunity Policy and avoid any behaviour which discriminates against colleagues, potential employees, patients/clients or their families on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion, disability, creed, class, gender, sexual orientation.

Mission & core values

All Hospice staff are expected to work in line with St Joseph's Mission & Core Values as these precepts act as a value base which directly influence how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect, care is ultimately for the benefit of patients. The Mission and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews. (Full details attached).

Environment and sustainability

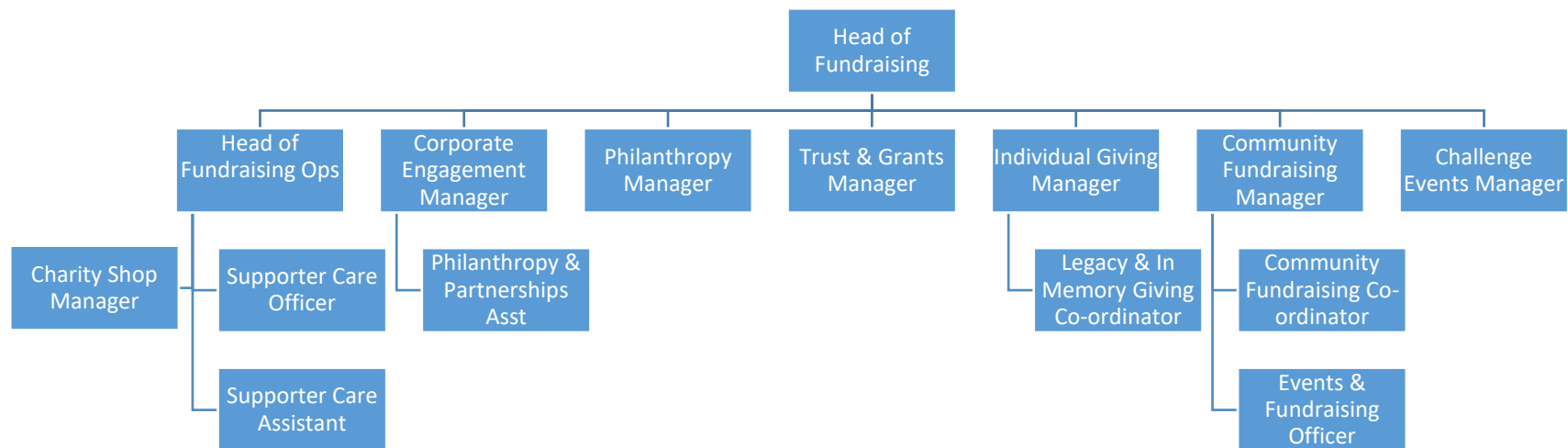
Comply with and promote the Hospice's environmental policies, which stem from our core values. Promote environmentally sustainable practice and development and avoid any behaviour, which undermines environmentally sustainable practice and development throughout the Hospice services and departments.

Health, safety and welfare

Ensure a safe working environment and be aware of responsibilities under the Health and Safety at Work Act, taking appropriate action in the event of an accident to patients, staff, self or any other person in the work area.

St Joseph's Hospice operates a no smoking policy.

Fundraising Team Structure



ST JOSEPH'S HOSPICE

PERSON SPECIFICATION – Trust & Grants Fundraising Lead

CRITERIA	ESSENTIAL	DESIRABLE	HOW TESTED Application Form/ Interview
QUALIFICATIONS AND KNOWLEDGE			
Q1. Educated to degree level or equivalent		x	Application
Q2. Knowledge of GDPR and Fundraising Best Practice Guidelines	x		Application
Q3. Computer literate with efficiencies in MS Office i.e Word and Excel	x		Application
Q4. Understanding of the trusts fundraising environment, as well as relevant fundraising tools and techniques	x		Application
TRAINING AND EXPERIENCE			
E1. Proven experience of working in a trust fundraising role for 3+ years	x		Application / Interview
E2. Experience of securing 4-6 figure grants from funders	X		Application/Interview
E3. Experience of securing multi year grants from funders	X		Application/Interview
E4. Experience of managing funder pipeline and meeting deadlines	X		Application / Interview
E5. Experience of collating information from various sources to build compelling funding request	X		Application / Interview
E6. Experience of working in hospice/healthcare environment		x	Application/Interview
COMMUNICATION AND PEOPLE SKILLS			
C1. Excellent interpersonal skills	X		Application/Interview
C2. Strong communications skills with ability to communicate effectively verbally and in writing to all levels	X		Interview
C3. Highly numerate with the ability to collate, analyse and present financial information to range of audiences	X		Interview
C4. Excellent attention to detail	X		Interview
C5. Able to use fundraising database	X		Interview

PLANNING AND ORGANISATIONAL SKILLS			
P1. Able to manage own workload and plan work to ensure that application and reporting deadlines are met	X		Interview
P2. Able to work co-operatively with colleagues	X		Interview
P3. Methodical approach to work	X		Interview
OTHER			
O1 Willing and able to conduct oneself in accordance with the Values and Behaviours Framework of St. Joseph's Hospice	✓		
O2. Understanding of and commitment to the vision values and mission of St Joseph's Hospice.	x		
O3. Must feel "comfortable" in a hospice environment.	x		

To Apply

Send a CV to and get in touch with Graham Drew at Bamboo Fundraising Recruitment.

T: 0203 750 3111

E: graham@bamboofundraising.co.uk