**Job Description**

**Job Title:** Trusts and Foundations Manager

**Responsible to:** Head of Fundraising

**Staff reporting:** 1 x Trusts and Foundations Officer

**Location:** London, SE1 4LX / Hybrid

**Department:** Income Generation and Communications

**Salary:**  £38,926 - £42,725 inclusive of ILWA

**Date updated:** April 2024

**Introduction**

Carers UK is the leading national charity for unpaid carers. Our support, advice, information and campaigning work are now needed more than ever, as unpaid carers are providing more and more care, adversely impacting on their own health and wellbeing. We exist to make life better for carers and bring about lasting change.

We have an exciting opportunity to join our dynamic and high-performing Fundraising Team, to lead and drive our trusts and foundations strategy. This is an essential and well-developed income stream for Carers UK, and one that we recognise has even further potential.

This role will suit someone who understands trust fundraising and is looking for a new challenge taking on more responsibility, including managing a small team of Trusts fundraisers.

**Job Description**

**Main Responsibilities**

**Management**

1. To advise, develop and implement a strategy to secure income, and build a sustainable income stream, from charitable trusts, National Lottery and statutory bodies as part of the overall fundraising strategy for UK and Nations.

2. To develop and implement an annual work plan to achieve set budgetary targets and other key objectives to integrate with fundraising’s overall plans and income targets.

3. Plan, coordinate and support, together with the Head of Fundraising, any additional freelance trust support commissioned for UK-wide or Nation trust and statutory fundraising.

4. Manage and support theTrust and Foundations Officers, empowering them to develop, grow and contribute to the overall strategy.

**Trust fundraising**

5. Proactively develop, facilitate or make tailored fundraising approaches to a wide range of charitable trusts, corporate foundations, National Lottery and statutory bodies within their guidelines and to set deadlines in order to meet targets and budgets.

6. Keep up to date with new statutory funding developments and drive our statutory fundraising forward to ensure that we are fully prepared to take advantage of all fundraising opportunities.

7. Proactively prospect research to identify potential charitable trusts, National Lottery and statutory bodies funding streams with a view to securing restricted and unrestricted income for core Carers UK activity and for new programmes of work; preparing funder prospect sheets for consideration by Senior Management Team, Chair and trustees and maintain a detailed prospect planning process.

8. Lead on the preparation of funding bids, planning and managing the process, working with the Director of Communications and Fundraising (Director) and/or the Head of Fundraising as appropriate. Working collaboratively with colleagues in other teams, draft relevant content; prepare outline budgets and resource needs, and preparing a professional, compelling and persuasive proposition.

9. Account management of trust, lottery and statutory grants; ensuring that reporting is on-time, compliant with grant terms and conditions, professional and of high quality.

10. Responsible for advising, leading or working with Director and Head of Fundraising to initiate and nurture positive, productive relationships with key stakeholders from charitable trusts, National Lottery and statutory bodies (current funders, past funders and prospects), including face-to-face meetings; cultivation events and office visits; and lead on initiating and fostering positive relationships with small to medium charitable trusts with the Trusts Officer.

**Monitoring/Reporting**

11. Lead on planning and delivery of grant reports for charitable trusts, National Lottery and statutory bodies, which are on-time and compliant with grant terms and conditions. Coordinate production of content and case studies from different teams, working with finance and Head of Fundraising to ensure accurate financial reporting with each grant report and ensuring significant budget variance or changes in budget lines are discussed and agreed with funders in a timely manner.

12. Ensure the database is utilised fully and maintained with regard to charitable trusts, National Lottery and statutory bodies, while ensuring compliance with GDPR requirements.

13. Provide the Head of Fundraising with regular reports on income raised (restricted and unrestricted), bids submitted and bids pending decision, reports submitted and reports due/in progress.

14. To stay informed of developments and trends within charitable trusts, National Lottery and statutory bodies by monitoring relevant information and networking with colleagues in the sector.

**General**

15. Promote equality and diversity and work at all times in accordance with Carers UK’s values, policies and procedures.

16. To attend staff meetings, Carers UK staff conferences in London, or travel to Carers UK offices in the nations which may require an overnight stay, as directed.

17. To reasonably undertake any other duties as required by the line manager that is commensurate with the level of the post.

**Review**

This job description gives an outline of the main duties of the post. It does not form part of the contract of employment and may be changed from time to time in consultation with the post holder.

**Person Specification**

Skills and Experience

* Proven experience of writing successful and compelling proposals and applications to Trusts and Foundations and securing multi year funding
* Experience of working across an organisation to develop fundraising bids and reports
* Demonstrable experience in strategic planning and budgeting
* People management skills and be able to proactively develop relationships built on trust; provide staff with clear guidance and direction; use coaching techniques to support personal ambition and professional development.
* Ability to undertake high quality research to identify potential trusts and foundation prospects
* A good knowledge of fundraising and awareness of Carers UK in the context of wider charity sector
* Strong interpersonal and influencing skills; confident and personable with the ability to manage and build strong relationships with key individual donors and organisations.
* Strong organisation and time management skills. Able to plan/prioritise own work and meet agreed timetables and deadlines.
* Excellent attention to detail and methodical approach to tasks
* Ability to think creatively and develop innovative solutions

**Our Values**

Carers are at the heart of everything we do. We are:

**Attentive**

* we welcome everyone and are always supportive and ready to help
* we listen carefully and respond with expertise and understanding.
* **Ambitious**
* we’re courageous and innovative, aiming high and seeking out new ideas and opportunities that take us forward
* we are always learning and improving, pushing boundaries to increase our impact.
* **Achievers**
* we are passionate about what we do and tenacious in our pursuit of change
* we adapt to new challenges and are always striving for excellence
* we love to collaborate and enjoy working with others to reach our goals.

**Diversity and inclusion**

Carers UK is committed to becoming a diverse and truly inclusive organisation. We strive to create a workplace where our colleagues and volunteers can truly be themselves and feel like they belong and constantly seek to ensure all voices are heard.

To embrace this culture of diversity, our employee and volunteer recruitment should reflect our stakeholders and the society that we serve and support, regardless of age, race, gender, sexual orientation, physical abilities, disabilities or religious practices. We value individual diversity and are actively building diverse teams here at Carers UK and value our colleagues from a wide range of backgrounds.

As a membership charity for carers, we particularly seek employees and volunteers with a real understanding of the issues faced by carers. Reasonable adjustments can be made to the process and role dependent on the needs of the applicant.

**Terms of Appointment**

Salary: £38,926 inclusive of ILWA

Contract: Permanent – Full time

Location: 20, Great Dover Street, London SE1 4LX (hybrid working)

Hours: 35 hours a week

**Benefits**

We understand what you need from us as an organisation and recognising that, offer you a rewarding role in a truly flexible and supportive working environment with many attractive benefits. We’ve developed inclusive policies, flexible working arrangements with your wellbeing at the heart of Carers UK.

* A work life balance commitment with flexible working arrangements available in a truly flexible working culture
* 25 days holiday (excluding bank holidays) rising to 28 days with long service
* An additional 3 days leave over Christmas and New Year when the office is closed
* Up to 10 days paid carers leave
* Recognition scheme including a values winner of the month
* 6% contribution to stakeholder pension scheme
* Loans for bikes when you have been with us for 6 months
* Interest free season ticket loans
* Free access to round the clock employee assistance programme for advice and support, plus access to a wellbeing app.
* Family friendly policies
* Free life insurance cover 2 times your annual salary
* Central London location with excellent transport links, beautiful views of London and close to Borough Market
* Eye care voucher scheme
* Socials such as weekly quizzes and ad hoc events
* A commitment to staff learning and development including access to a learning management system
* Induction and buddy scheme
* A commitment to staff wellbeing including Wellbeing Wednesdays and training
* Equality, diversity and inclusion staff networking groups
* Two paid volunteer days per year

We are proud to be an Employers for Carers and Carer Positive member and a Living Wage Employer. We have signed the ‘Happy to Talk Flexible Working’ initiative and are committed to building the best possible environment to help carers in the workforce. Carers UK have signed the Menopause Workplace Pledge, and have achieved the Disability Confident Commitment.

As a responsible organisation, we have taken a proactive approach to managing our impact by conducting an external eco-audit of the organisation. We already have an environmental and energy policy and together with the audit recommendations which we will be working to implement we will continue to work to manage our impact. We expect all employees to help us achieve our aim of being an environmentally responsible charity.

**How to Apply**

For an application pack please visit <https://www.carersuk.org/about-us/working-for-carers-uk>

Please also ensure you have also completed and submitted the personal details form and the diversity monitoring form provided on this site. The information on the form will be treated as confidential and used for statistical purposes only. These forms will not be treated as part of your application.

CV, personal statement and completed monitoring forms should be emailed to recruitment@carersuk.org. Please send in your application as soon as possible.

Carers UK anonymises all applications prior to shortlisting.

Carers UK are actively interviewing for this role as we receive applications.

Carers UK reserves the right to appoint at any stage, should an outstanding candidate emerge.

Carers UK may carry out online and social media checks before a formal offer is made.