



JOB DESCRIPTION
Senior Trusts and Grants
Fundraiser
Family Action Head Office

DEPARTMENT:	Development and External Affairs
REPORTING TO:	Assistant Head of Fundraising
SALARY:	Grade 3 Points 24 – 28
LOCATION:	Head Office, London (Islington, near Angel tube)
HOURS:	37 hours per week

This post will play a vital role in delivering Family Action's strategic aim to significantly increase voluntary income, particularly leading up to our 150th anniversary in 2019.

The post holder will work within our successful fundraising team of seven which raised a total of £3.1 million in 2016/17 across a wide range of sources.

This post will focus on primarily on Trusts, Statutory and Big Lottery grants income, which makes up a significant part of our voluntary income (£2.4 million in 2016/17 and target of £3 million in 2016/17). This role will lead on sustaining and growing income from these sources, with a particular focus on large, multi-year grants of £100k or more.

PRINCIPAL ACCOUNTABILITIES

1. Undertake grant funding from Trusts, Statutory, Big Lottery and Corporate Trusts.
2. Lead on identifying and developing applications to large grant funders, worth over £100k.
3. Submit high quality grant applications to Trusts, Statutory, Big Lottery and Corporate Trust funders. This includes working collaboratively with colleagues at all levels across the organisation to proactively identify projects and develop ideas into high quality, compelling applications
4. Assist other Fundraising and Business Development team members with funding applications, lending your expertise and direction wherever required.
5. Monitor income and expenditure from Trusts, Statutory and Lottery funders, contributing to the team's budget setting, forecasts, reports and re-forecasts.
6. Respect and reflect Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a. Being people focused

- b. Reflecting a 'can do' approach
 - c. Striving for excellence in everything we do
 - d. Having mutual respect for everyone we work with, work for and support through our services
7. To have an understanding (appropriate to your role) of, and comply with, Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
 8. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
 9. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
 10. To work flexibly as may be required by the needs of the organisation and carry out any other reasonable duties as required.

PERSON SPECIFICATION

Trusts and Grants Manager Family Action Central Office

Education, qualifications and background

1. Considerable experience of successful hands-on fundraising from Trusts, Statutory and/or Big Lottery sources, with a track record of securing £100k+ grants.
2. Experience of building proactive, long-term donor relationships with proven success
3. Experience of working with project staff to develop ideas into fundable proposals
4. Experience of working to fundraising targets, and positively contributing to a fundraising strategy
5. Line management experience (staff and/or volunteers) is desirable

Knowledge

6. Extensive knowledge of the motivations of Trusts, Statutory and Big Lottery Funders to support the work of Family Action
7. Knowledge of project innovation and experience of developing this innovation into compelling applications
8. Knowledge of the importance of accurate and timely reporting and the impact it can have

Skills and abilities

9. Excellent bid-writing skills
10. Highly motivated by challenging targets
11. A self-starter, able to work on own initiative or as part of a team with enthusiasm, knowledge, experience and ideas and to offer practical hands-on support to others
12. Ability to develop internal and external networks at all levels
13. Excellent communication and interpersonal skills, both verbal and written
14. Ability, enthusiasm and flexibility to work creatively, both independently and in partnership
15. Excellent IT skills including competency in all Microsoft Office products and fundraising databases.
16. An understanding of other fundraising streams and the interaction between trusts and statutory grants and other income generation
17. Flexibility to travel across the country, sometimes at short notice.
18. A commitment to equal opportunities.

Other

19. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
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 - c. Striving for excellence in everything we do
 - d. Having mutual respect for everyone we work with, work for and support through our services