

**Queenscourt Hospice
Role Description**

Post:	Grants and Trusts Officer
Reportable to:	Individual Giving and Legacy Fundraiser
Accountable to:	Fundraising and Lottery Manager

Role Summary:

As Grants Officer you would be responsible for sourcing and securing appropriate Grants and Trusts in line with Queenscourt's Income Generation Strategy. Your role would see you cultivate strong working relationships with Grants and Trusts bodies, so that we increase our chances of receiving multiple awards.

In this post you will lead the sourcing of Grants and Trusts making bodies and individuals. Contributing to the delivery of the Grants and Trusts Strategy.

Main Duties and responsibilities:

1. To work with the Income Generation and Finance team members to develop, implement and continually evaluate the Grants and Trusts Strategy to maximise potential income from both existing and new Trusts and Foundations.
2. To ensure that Grants and Trust income plays an active role in supporting the other fundraising income streams.
3. To ensure the effective use of databases and resources to optimise application opportunities, raise Queenscourt's profile and generate income.

Strategy and Planning

4. To research relevant Trusts and Grant making bodies, preparing and writing applications and taking personal responsibility for this income stream.
5. To further develop compelling funding proposals working closely with relevant colleagues across the charity in conjunction with the Head of Income Generation and Communications.
6. Forge close working relationships with the Income Generation team and other departments to ensure that Trust fundraising is an integrated income stream that contributes to the department's overall strategy.
7. To build and maintain long term relationships with Trusts and Grant making bodies through the production of detailed regular impact reports, generating repeat donations.
8. To network externally to ensure that Trusts and Grant making bodies are kept aware of the funding requirements of Queenscourt Hospice.
9. To represent the charity at cheque presentations and other public events as necessary.
10. Liaise closely with the PR Marketing team on all relevant stories that can be utilised to enhance both fundraising and public awareness of Queenscourt's compelling case for support.

Reporting and analysis

11. To monitor and manage the Grants and Trusts budget and produce accurate reports, analysing performance against agreed key performance indicators for this income stream.
12. To monitor and manage the existing Grants and Trusts pipeline, recording all relevant fundraising activity on the fundraising Harlequin database.
13. To prepare all relevant reports required by Trusts and Grant making bodies.

14. To take part in strategy and planning meetings alongside other members of the Fundraising Team, in relation to the overall departmental and income generation planning, and input into forecasting and annual budget planning.

Database health

15. As part of the Fundraising team, play a leading role in ensuring that Queenscourt's donor database (Harlequin) is well maintained, accurate, up to date and accessible
16. To be responsible for co-ordination of own administration and correspondence
17. Ensure full compliance of data protection and best data privacy practice

Policies and Procedures

18. Understand and comply with the policies and practices of Queenscourt
19. Be aware of and adhere to IOF Guidelines, charity sector best practice and fundraising legislation
20. To participate in an annual development and review process
21. To attend statutory training in accordance with Queenscourt requirements

Health and Safety

22. The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or Queenscourt, reporting any potential risks to life or property immediately in accordance with the Queenscourt's Health and Safety policy and procedures. Staff must use all equipment provided to undertake their role safely.

Other

23. Maintain absolute confidentiality in all areas of work
24. Behave at all times with complete integrity, respect and professional dignity ensuring actions enhance the reputation of themselves and the charity
25. Any other duties commensurate with the grade and post.

NOTE:

This document does not attempt to describe all the tasks to be performed. It will be open to periodic review and as a minimum will take place annually as part of the appraisal process and as a result, alterations and additions may be made.

Person Specification – Individual Giving Fundraiser

Attributes Required (based on job requirements)	Essential	Desirable	How tested
<u>Qualifications</u>	<ul style="list-style-type: none"> • Minimum level 2 (e.g. GCSE) qualification in numeracy and literacy • IT qualification or equivalent experience e.g. ECDL, CLAIT 	<ul style="list-style-type: none"> • Certificate of Institute of Fundraising • Relevant further study 	Application Form Certificates
<u>Experience</u>	<ul style="list-style-type: none"> • Proven track record of success in Grants and Trusts fundraising • Maintaining database records • Experience of relationship management software 	<ul style="list-style-type: none"> • Have experience of trusts fundraising and a track record in securing and managing income from this source • Management experience 	Application Form Interview References
<u>Skills & knowledge</u>	<ul style="list-style-type: none"> • Demonstrable experience of producing high quality written work • Demonstrable experience of managing a diverse workload and working to deadlines under pressure • Demonstrable experience of cultivating strong and productive working relationships with third party organisations in order to raise income • Excellent attention to detail • Highly numerate with the ability to collate, analyse, understand and present financial information to a range of audiences • Awareness of and ability to effectively use relevant sources of information to conduct research • Social media skills 	<ul style="list-style-type: none"> • A demonstrable understanding of hospice philosophy • Knowledge of the local area • Understanding of statutory funding and the NHS landscape 	Application Form Interview References Test
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Ability to work effectively as part of a team • Commitment and a conscientious approach to work • Confidence in projecting oneself in all types of situations, for example meetings where you may not know anyone • Proven reliability and excellent timekeeping and attendance records • Enthusiastic and positive attitude enabling strong relationships to be built across many sectors. • Proactive approach, self-confidence and self-reliance to undertake the role 		References Interview

Disclosure and Barring Service (DBS)

This post is not subject to a disclosure and barring check