



Job Title: Trust and Statutory Officer  
 Reporting to: Partnerships Manager  
 Direct Reports: 0

Job Band: Band 4  
 Size of Team: 21

This role will be working with trusts, foundations, and institutional bodies to maximise support to generate substantial income for St John Ambulance. To assist in maintaining a rolling programme of prospect research, as well as sustaining and building existing partnerships, and developing, drafting, and submitting applications to prospective funders.

## Key Responsibilities

- To assist in developing a comprehensive rolling programme of targeted and specific trust applications in order to raise funds, in the form of grants, from charitable trusts, foundations and institutional bodies
- Undertake research e.g. identifying suitable opportunities, researching trusts and foundations, to produce comprehensive trust profiles (recorded on Raiser's Edge), producing information from a variety of sources in order to write compelling funding bids etc.
- To identify suitable projects for funding and (in liaison with colleagues and the Trusts and Statutory Officer to maximise income streams, identify potential fundraising priorities and develop them into viable, and strategically aligned projects.
- To build and maintain strong relationships with a portfolio of current and prospective funding bodies, including meetings with senior staff and volunteers, stewardship events and recognition opportunities; providing regular updates and project reports etc. and ensuring all contact with trusts and foundations are accurately recorded on Raiser's Edge.
- To develop application templates and guidance notes that can be used by others for effective, lower level trust applications
- To provide timely, informative, focused, and accurate reports to the Fundraising Partnerships Manager on trust fundraising activity
- To 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
- To 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
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent, inc Maths & English	✓	
<b>Experience</b>		
At least one year's experience in trust fundraising and a track record of success soliciting grants and gifts from trusts and foundations	✓	
Experience and evidence of hitting income targets	✓	
Experience of stewarding and cultivating productive relationships with funding bodies, senior level contacts both internally and externally and with a diverse range of colleagues within a large and complex organisation	✓	
<b>Skills, knowledge and abilities</b>		
Excellent networking and interpersonal skills with ability to communicate effectively at all levels; engaging and persuasive	✓	
Ability to use Microsoft <sup>®</sup> applications at intermediate level and ideally Raiser's Edge	✓	
Excellent written communication skills, particularly in relation to writing clear, tailored, accurate and compelling proposals, applications, reports, presentations, and materials etc., to appeal to specific audiences	✓	
Highly numerate with strong attention to detail	✓	
A self-starter with initiative, strong time management and prioritisation skills	✓	
Proven ability to positively contribute to the work of the 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: MK

Date of preparation: 20/09/2017