



Trust Fundraising Officer

Job Description and Personal Specification

Line Manager	Philanthropy Manager
Location	30-32 Upper Maudlin Street, Bristol BS2 8DJ
Terms	FT Permanent
Salary	£20,000 - £24,000 Depending on experience

Summary of Role

Award-winning Wallace & Gromit's Grand Appeal, the Bristol Children's Hospital Charity, is seeking an outstanding individual for the newly created post of Trust Fundraising Officer. This will be an exceptionally rewarding role for a first-class and bright individual, who has excellent written and verbal communication skills.

Working alongside the Philanthropy Manager and the Trust Fundraising Executive, this position will be responsible for building upon the established pipeline of grant making trusts, writing compelling proposals, successfully researching, cultivating and stewarding donors, and growing The Grand Appeal's support from trusts and foundations to facilitate future support.

This role will be based at Grand Appeal HQ in the charity's newly renovated building on Upper Maudlin Street opposite the Bristol Children's Hospital, close to the beautiful Bristol Harbourside and the range of shops in Cabot Circus and Quakers Friars.

The Grand Appeal works in partnership with Aardman Animations to support Bristol Children's Hospital and the region's Neonatal Intensive Care Unit. With a multi-million pound programme of investment in the hospital, from research to family accommodation to patient, family and staff wellbeing, and a growing supporter base, The Grand Appeal is expanding fast. The Grand Appeal is the charity behind the internationally successful and multi award-winning Gromit Unleashed and Shaun in the City art trails which are now part of the fabric of the city and which have brought millions of visitors to Bristol from all over the world.

Based across 6 sites in Bristol, The Grand Appeal offers a dynamic, supportive and rewarding workplace for its approx. 50 staff. The bedrock of our organisation is its strong team culture in which all staff play an important part. Our staff are talented, creative, ambitious and The Grand Appeal's

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most important resource. If this sounds like the right workplace culture for you, you have the required skills and experience, and you are looking for a new challenge, please do get in touch.

Work for The Grand Appeal and you'll do more than just a job. The work we do really makes a difference to sick children, their families and the staff who care for them 24 hours a day, 7 days a week. Together, we help save lives.

To apply, we need your CV and a completed Application Form.

Key tasks and responsibilities

- Work with the Corporate and Philanthropy team to research, cultivate and steward grant making trusts
- Research and identify new prospects, locally, regionally and nationally and develop cultivation plans
- Create, organise and deliver inspiring copy for a range of applications to external funders
- Develop a portfolio of successful relationships with grant making trusts to help secure long-term growth in income
- Provide administration support for the Philanthropy Manager and the Trust Fundraising Executive to help steward donors
- At times assist with the organisation and management of stewardship events for our high value supporters
- Ensure all communication with Trusts and prospective donors is recorded and logged accurately on Raisers Edge
- Ensure high quality progress reports are provided to funders, are delivered within deadlines and meet their requirements
- Work collaboratively with the Communications team to source patient case studies and other engaging content for funder reports.
- Participate fully in the day-to-day work of the organisation, taking a flexible approach to fundraising and administrative tasks

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- Embrace change and innovation throughout the team and The Grand Appeal

Other tasks

- Keep abreast of charity law and abide by the Charities Act, Fundraising Regulator, Institute of Fundraising Code of Practice, Gambling Commission and General Data Protection Regulation
- Carry out other tasks and duties as required, to support colleagues across the organization
- The role may include weekend and evening work

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. Whilst they list some key tasks there will also always be tasks that arise and which can be reasonably expected of the role.

The Grand Appeal is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment. The selected candidate will be appointed subject to a DBS check.

Personal Specification

E = essential D = desirable

Experience and knowledge

Importance	Criteria	Assessment
E	2 years' experience in trust fundraising	Application
E	A track record of achieving funding targets, either alone or as part of a team	Application Interview
E	Experience of writing compelling and successful fundraising proposals	Application Interview
E	Track record of engaging new donors and establishing relationships	Application Interview

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E	Excellent database skills as well as experience using Raisers Edge or equivalent to record accurate and up-to-date information	Application Interview
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Skills and abilities

Importance	Criteria	Assessment
D	Educated to degree level or equivalent	Application
E	GCSEs (or equivalent) Maths, Science, English A-C	Application
E	Empathy with the aims, objectives and activities of the charity	Application Interview
E	Good IT skills; confident in the use of Microsoft Office, CRM databases	Application Interview
E	Excellent organisational and time-management skills with the ability to prioritise conflicting demands whilst maintaining accuracy and attention to detail	Application Interview
E	Excellent verbal and written communications skills with the ability to build and maintain relationships	Application Interview
E	Ability to work both autonomously and as part of a flexible team and to contribute towards wider objectives	Interview
E	Energetic, self-motivated and able to use initiative	Interview

Other requirements of the role

Importance	Criteria	Assessment
E	Prepared for occasional travel to events and work outside of normal working hours. TOIL will be provided in most circumstances.	Application

How to Apply

Complete the Application Form below together with a copy of your CV, send to jobs@grandappeal.org.uk

The closing date for applications is **midnight on Sunday 1 March**.

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For informal discussions please contact Sarah at hello@grandappeal.org.uk or 0117 9273888

CV COVER SHEET

Name: _____

Job applied for: _____

Relevant skills and experience: (700 words max.)

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What makes you the ideal candidate for this role? (700 words max.)

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Current employer/role/length of contract:

Current salary/notice period length:

Holiday or other commitments

Salary expectations £ _____

How did you hear about the vacancy? _____

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Do you need a work permit to work in the UK? YES/NO

You must agree to the following data protection statement and to our privacy policy in order to process your application.

Signed: _____ Date: _____

Data Protection

Your data will be held in accordance with the General Data Protection Regulation.

The information you provide will be used to progress your application during the application process, if your application is successful, to administer your personnel record.

You consent to The Grand Appeal processing data relating to you for legal, personnel and administrative purposes and in particular to the processing of any sensitive personal data (as defined in the General Data Protection Regulation) relating to you, including in order to comply with legal requirements and obligations to third parties such as regulatory bodies and criminal records checking.

The Grand Appeal may make such information available to those who provide products or services to The Grand Appeal (such as advisers and payroll administrators), regulatory authorities and as may be required by law.

You can view our privacy policy at grandappeal.org.uk/privacy-policy

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