Job Description and Person Specification

Job title:	Trusts & Grants Officer
Location:	Home-based with occasional travel to London
Travel required:	Occasional travel to attend team meetings, stewardship events and funder meetings (reasonable travel expenses covered).
Contract:	Full time (35 hours per week) or part-time considered (minimum 28 hours per week)
Salary grade range	£32k-£35k (FTE) dependent on skills and experience
Reports to:	Senior Development Manager
Direct reports:	This post has no line management responsibility
Criminal Records Check:	None required

About Changing Faces

Changing Faces is here for everyone with a scar, mark or condition on their face or body. We provide life-changing mental health, wellbeing, and skin camouflage services. We work to transform understanding and acceptance of visible difference, and campaign to reduce prejudice and discrimination.

We won't stop until everyone with a visible difference or disfigurement is supported and respected.

Overall Purpose of the Role

As Trusts & Grants Officer you will build sustainable relationships with a wide range of grant making funders, securing funds to underpin organisational sustainability.

You will research and build mid-high value relationships with prospective funders as well as maintaining existing partnerships. You will collaborate with teams across the organisation to develop compelling proposals and produce high-quality reports, communicating funder needs to colleagues across services, communications and finance.

Your work will clearly articulate need; impact; lived experience; and provide accurate financial information, inspiring grant funders to support our life-changing work.

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Key Activities

Working with the Senior Development Manager, the successful candidate will:

1. Deliver against agreed annual trusts and grant application targets, monitoring progress and adapting activity as needed.
2. Proactively manage small, medium and high value relationships with grant funders, providing excellent stewardship; communicating impact; and ensuring applications and reports are submitted in a timely manner. Secure four to six figure grants including multi-year funding.
3. Work with the Senior Development Manager and Head of Fundraising & Communications to manage higher value applications and relationships.
4. Develop and manage a comprehensive pipeline, proactively researching funding opportunities that align with the work and values of Changing Faces. Drive activity that increases high value and multi-year opportunities.
5. Secure both project and unrestricted income, with a key focus on securing multi-year commitments.
6. Write high-quality, emotive proposals and reports that effectively communicate impact and future plans of the charity. Work closely with wider teams to continually evolve Changing Faces' case for support with up-to-date impact and reach data and case studies. Ensure the voice of the visible difference community is communicated in applications to clearly articulate need.
7. Seek opportunities to strengthen and proactively build on existing and lapsed funding relationships.
8. Work with service delivery colleagues to communicate funder needs, working collaboratively to develop processes that ensure impact and reach data, and case studies, are readily available to support funding applications and reports.
9. Work with colleagues in Finance and Fundraising to develop processes that ensure accurate recording of grant income and funding restrictions.
10. Produce regular, accurate reports to demonstrate trust activity and income, and communicate risk to trust income at the earliest opportunity. Share this data to feed into monthly reforecasting and annual budget setting.
11. Be a confident and engaging communicator, engaging with a wide range of stakeholders, both internally and externally. Coordinate funder meetings and updates.
12. Work with and support volunteers or freelancers from time to time to drive trust activity.
13. Stay up to date with sector trends by working with peers across the sector and/or attending conferences.
14. Be committed to personal development and share learning with the wider team.
15. Ensure accurate records are maintained on Changing Faces' database.

Other

1. Undertake any other roles or responsibilities that may be reasonably required.

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Person Specification

Criteria	Essential or Desirable
A proven track record of delivering income from Trusts and Foundations.	E
Excellent verbal and written communication skills with the ability to communicate need and impact to inspire giving.	E
Experience of producing high-quality funding applications and reports for Trusts and Foundations.	E
Experience of building a robust pipeline and thorough trust research, prioritising trusts that align best with the charity's mission and values.	E
Ability to work effectively, collaboratively and sensitively with a wide range of colleagues, service users and other stakeholders.	E
Understanding of the Fundraising Code and how this relates to trust fundraising.	D
Proven experience of database management, accurate and timely data entry and recording and an understanding of managing funding restrictions.	E
Strong organisational skills with the ability to prioritise competing deadlines and manage multiple funding application and reporting requirements.	
Strong commitment to Changing Faces values, vision and purpose and to keeping the voices of people with visible differences at the heart of all work.	E
Willingness and ability to work flexibly in response to changing organisational requirements.	E