



TRUST FUNDRAISING MANAGER

APPLICANT INFORMATION PACK





WELCOME FROM EMMA REVIE, CHIEF EXECUTIVE

The work of our foodbank network is inspiring but we face significant challenges ahead. Between 1st April 2017 and 31st March 2018, The Trussell Trust's Foodbank Network distributed 1,332,952 three day emergency food supplies to people in crisis, a 13% increase on the previous year. 484,026 of these went to children.

I want to see the end of the need for emergency food services in our country, to work with Government to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Although the recent Budget marked a positive step forward, there is still much more to be done and we will continue to work through the foodbank network to bring further change.

Working for The Trussell Trust means making a difference in people's lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

A handwritten signature in black ink that reads "Emma Revie".

Emma Revie
Chief Executive



INTRODUCTION TO THE TRUSSELL TRUST

Thirteen million people live below the poverty line in the UK, with individuals going hungry every day for a range of reasons, from benefit delays to receiving an unexpected bill on a low income.

The Trussell Trust's mission is to bring communities together to end hunger and poverty in the UK by providing compassionate, practical help whilst challenging injustice.

The Trussell Trust supports a network of over 400 foodbanks run by local community groups and charities across the UK, giving emergency food and support to people in crisis across the UK, where thirteen million people live below the poverty line. In the last year we gave 1,332,952 three day emergency food supplies to people in crisis.

We've been supporting our Foodbank Network to develop into community hubs, providing people in need with emergency food and a range of support in one location and helping to break the cycle of poverty.

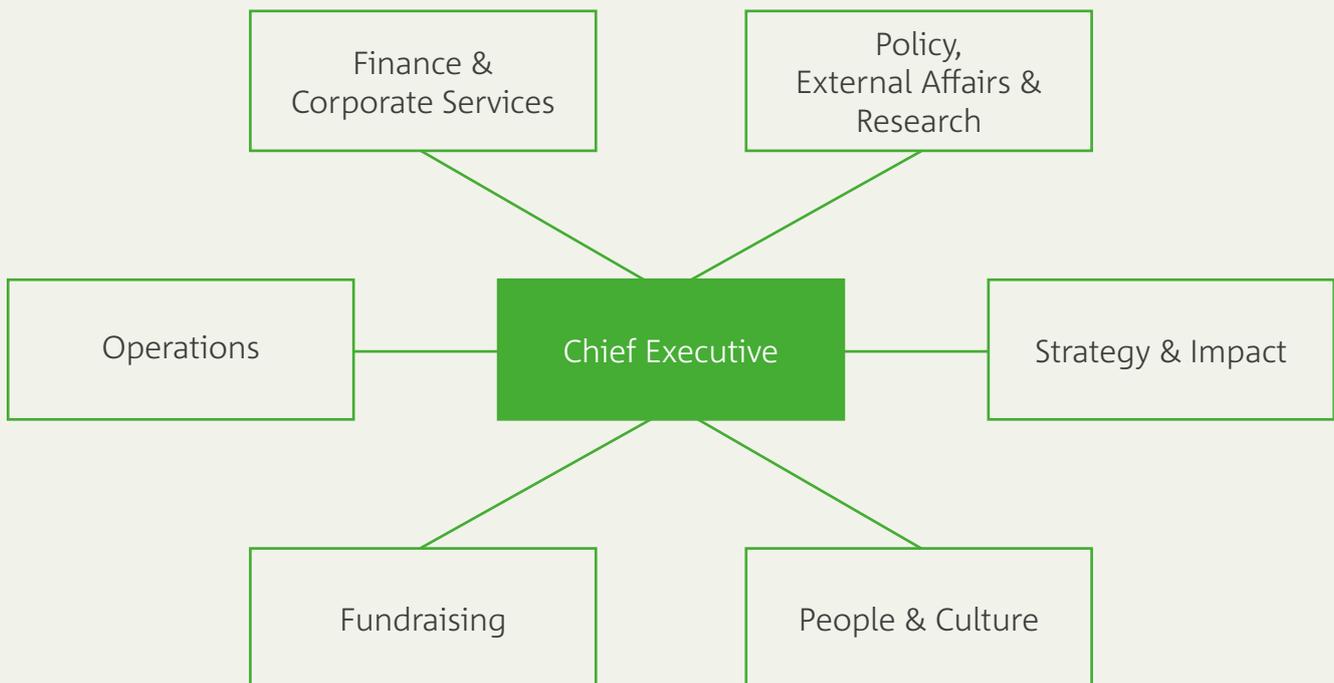




HOW WE WORK

Our head office is based in Salisbury, Wiltshire, with satellite offices in London and Coventry and team members based across the UK.

Our support for over 420 foodbanks across our network is delivered through six directorates reporting into our Chief Executive;





VISION, MISSION AND VALUES

OUR VISION:

To end hunger and poverty in the UK.

OUR MISSION:

Bringing communities together to end hunger and poverty in the UK by providing compassionate, practical help with dignity whilst challenging injustice.

OUR VALUES:

The Trussell Trust is committed to **community** built on **diversity, tolerance, cooperation,** and **mutual respect**; we want to contribute to society and demonstrate social responsibility. Our values are important to us, and we aim to live them out in all areas of our work.

We are **passionate** about what we do and the difference it makes in the lives of others

We are **compassionate**; we give selflessly and put others before ourselves

We hold ourselves **accountable**: we acknowledge and assume responsibility for actions, decisions, and consequences – as individuals and as an organisation.

We are **innovative**, with the ambition to pursue new and creative ideas that have the potential to change lives for the better.

We **empower** and **encourage** staff, volunteers and clients to take the initiative and achieve their best, in a safe environment where mistakes are viewed as learning opportunities.



THE ROLE

Directorate: Fundraising

Responsible to: Head of Corporate & Major Partnerships

Responsible for: Two part-time trust fundraisers

Hours: Full-time (37.5 hours per week)

Based: Salisbury or London (with two days in Salisbury)

ROLE OUTLINE

A key position within a dynamic and inspiring fundraising directorate that is driving organisational growth and continuous improvement. Responsible for leading an experienced and productive trust fundraising team to secure gifts from trusts, foundations and funders to achieve personal and team grant income targets in support of The Trussell Trust's wider fundraising strategy.

RESPONSIBILITIES

- Identify and seek new funding streams from charitable trusts and foundations to support the work of The Trussell Trust
- Research and target charitable trusts and foundations whose criteria match the The Trussell Trust's aims and activities
- Build and manage a pipeline of bids to secure a sustainable mix of multi-year grants of varying size
- Work collaboratively with department heads and directors, cultivating a strong working knowledge of operational priorities to produce a compelling fundraising case for support
- Build relationships with charitable trusts, foundations and other institutional funders
- Represent The Trussell Trust externally to funders, potential funders and at network events
- Implement and manage the fundraising income plan, achieving income targets to ensure the sustainability of the income stream
- Manage a portfolio of existing charitable trust, foundation and Lottery grants to fulfil The Trussell Trust's obligations to funding partners
- Lead the trust fundraising team, providing direction to support the achievement of team objectives
- Write or approve funding applications to charitable trusts and foundations
- Implement policies to standardise acceptance of funding, agreement review, monitoring and evaluation of projects, and impact reporting processes
- Provide leadership, direction, support and line management to the team, including regular 1:1s and annual reviews to ensure objectives and targets are met.
- Develop a culture of innovation, resourcefulness and best practice to make the best use of time and skills in the team.
- Promote collaborative working across the team and with other teams across The Trussell Trust.

Any other reasonable duties as specified by the line manager to support the work of the Trust.



THE PERSON

Requirement	Measures of success (Key Performance Indicators)
Significant experience of successfully meeting targets in a trust fundraising role	Evidence of targets met through key metrics Demonstrates an innovative and effective approach towards delivery
Significant experience of the principles of charity fundraising and legislation	Demonstrates a good understanding of the Code of Fundraising Practice, Charity Commission regulations, GDPR, applicable legislation and best practice; able to identify where risk of non-compliance/adherence may arise.
Specialist knowledge of the charity trust fundraising environment	Maintains awareness of key trends and issues in charity trust/Lottery fundraising and changes in regulation.
Strong line management experience	Demonstrates a good understanding of principles of managing work and staff. Demonstrates strong emotional intelligence
Strong project management skills	Able to influence colleagues to keep projects on schedule. Keeps all internal and external stakeholders well-informed. Able to take corrective action when needed.
Strong project planning and budgeting skills. Numerate and financially literate.	Shows ability to construct a project plan and budget with the information a major funder will expect. Demonstrates ability to understand organisational and project budgets and the principles of full cost recovery.
An effective communicator, verbally and in writing. Diplomatic and with strong interpersonal skills	Approachable; engaging presentation style; clear and succinct written communication; confident and persuasive negotiator



Requirement	Measures of success (Key Performance Indicators)
<p>High level of IT literacy and competence.</p> <p>Good working knowledge of a CRM system.</p>	<p>Able to use data and analytical tools to inform decisions and monitor and share progress.</p> <p>Experience of using Salesforce or similar CRM system for fundraising.</p>
<p>Ability to manage multiple projects, identifying conflicting demands and establishing priorities to meet objectives.</p>	<p>Has a clear idea of priorities and manages own and team's time appropriately. Delivers outputs and responds to requests in a timely manner.</p>
<p>Is able to work through challenges in positive and effective ways.</p>	<p>Demonstrates resilience, resourcefulness, flexibility and perseverance.</p>
<p>Passionate about the work of the Trussell Trust and is sympathetic to its values and ethos.</p>	<p>Demonstrates personal integrity and commitment to the values of the Trust.</p> <p>Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds.</p> <p>Able to represent the Trust and its values effectively.</p>
<p>Commitment to occasional need to work outside of normal working hours and travel throughout the UK.</p>	<p>Willing to be available for work related travel and to work outside of normal hours when required.</p>



BENEFITS OF WORKING WITH US

£35,000 - £40,000 P.A. PLUS BENEFITS

People are the most important thing The Trussell Trust has – without our people we could not achieve any of our goals.

Our people are passionate about our cause and the difference it makes in the lives of others. The benefits package we offer employees to support them in delivering their crucial role includes the following:

Personal development programme

Continuous Personal Development is actively encouraged and training opportunities explored

Pension

Matched contributions up to 8%

Health scheme

Allows employees to claim money off healthcare bills.

Enhanced sick pay

Four weeks of contractual hours on full pay and four weeks of contractual hours on half pay after completion of probationary period, remainder at statutory rate

Enhanced contractual leave

Five additional days above statutory entitlement (33 days in total including bank holidays) [pro rata for part-time hours]

Potential to buy/sell contractual leave

Up to five days (pro rata)

Enhanced maternity/paternity/adoption/shared parental leave pay

To support sustainable living while having a family we offer enhanced pay while on leave. Please do contact us if you would like further information

Flexible working

Core hours 10am – 4pm where role allows & in agreement with line manager

Group life [death in service] scheme

Three times annual salary to nominated beneficiaries

Plus

Three paid days of compassionate leave.



HOW TO APPLY

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to www.trusselltrust.org/jobs and click on 'Apply for this job' by the role details. This will take you through to our online Applicant Tracking System (ATS). You need to complete the ATS process in one go so it may help you to prepare the following before you start:

- Current employer
- Position in organisation
- Length of notice
- Give a brief outline of the responsibilities associated with your current role (no more than 150 words)
- Explain your interest in the position and give details of any relevant experience you have (no more than 150 words)
- Then separately upload your CV and a letter outlining why you are just who we are looking for.

If you have questions about this position please call 01722 580 209 or email people@trusselltrust.org.

www.trusselltrust.org/jobs

The Trussell Trust is Reg. Charity in England & Wales (1110522) and Scotland (SC044246). Reg. Ltd. Co. in England & Wales (5434524)