

Senior Trusts and Grants Officer

Salary: £32,500- 37,000 full-time dependent on skills and experience (pro rata if part time)

Contract: Permanent

Hours: 37 hours per week Mon- Fri (part time hours will be considered)

Location: Hybrid- from any one of our offices (High Wycombe, Aylesbury, Chesham, Buckingham) and home working

Travel: Between offices and ad hoc for off site internal/ external meetings.

Pension: Defined contribution pension scheme with an employer contribution of 6%

Annual Leave: 25 days plus public holidays

Reporting to: CEO

Role Outline

This is a great opportunity for an experienced Trusts and Grants officer looking to take on a new challenge. You will play a key role in the fundraising team in supporting the charity achieve its income ambitions to meet the continual need for impartial, free advice in the county of Buckinghamshire.

Working closely with the CEO, Fundraising Relationship Manager and management team , you will oversee the development of a strong pipeline across Charitable Trusts and Foundations and Grant Giving Bodies, both locally and nationally. You will work to manage and strengthen relationships with existing funders and lead on securing a range of new opportunities in line with CA Bucks strategic aims.

Key Tasks and Responsibilities



Fundraising

- Lead on the development of the Trusts and Grants income generation strategy with the support of the CEO
- Develop creative funding approaches for income generation across mid and high value opportunities.
- Lead on the relationship management, growth and retention strategies for the existing Trusts and Grants portfolio.
- Work on developing high-quality funding proposals and contract submissions, bringing in necessary expertise from across different departments.
- Develop the strength of our propositions and storytelling to increase the level of unrestricted grants received.
- Own and manage a prospect pipeline of new opportunities across these income sources and in alignment with key priority funding areas and charity goals.
- Represent the charity at funder meetings as and when required.



Communication

- Ensure grants awarded and the impact of our funders is celebrated as per their wishes.
- Ensure timely thanking of grants awarded.
- Successfully steward existing funders updating them with key achievements for the charity.
- Communicate regularly with all departments to keep grant funding front and central.
- Work with project managers to ensure suitable monitoring and evaluation of projects for funder reporting.



Planning and Organisation

- Using the fundraising database Donorfy, to effectively administer and manage grant applications, funder reporting and funder communication.
- Ensure all reporting deadlines are met with high-quality submissions that demonstrate impact and fully meet funder requirements.
- Ensure preparation and timely submission of internal reporting on progress against the fundraising objectives, expenditure budgets and income targets.
- Remain fully up to date with grant-making trends through research, networking and databases, ensuring no major opportunities are missed.



Additional Information

- This job description will be reviewed as part of the post holder's annual appraisal and is not intended to be a complete list of responsibilities.
- To meet the ever-changing needs of Citizens Advice Bucks, you may be required to perform other duties within your capacity, appropriate with your competence, professional qualifications and general level of responsibility within the charity.
- Citizens Advice Bucks believes in providing appropriate training and development for all employees and the post holder will be encouraged to attend appropriate courses (internal and external).
- Citizens Advice Bucks provides all staff access to personal help and support via our Employee Assistance Programme Health Assured.
- Citizens Advice Bucks is able to provide its high quality service thanks to the dedications and commitment of both staff and volunteers. We expect all staff to work positively alongside our volunteers and to demonstrate our values of being professional, respectful, kind, friendly and client centred at all times.
- All staff and volunteers agree to adhere to the charity's staff/volunteer handbook and all charity policies and procedures.

About Citizens Advice Bucks

Citizens Advice Bucks is a registered charity that believes everyone deserves access to free advice to help them deal with life's problems and challenges and our committed and highly trained team of staff and volunteers help us do that.

Our Vision

To build a better Bucks. We know our services can transform our clients' lives – practically, financially and emotionally.

Our Mission

Helping those who need us most. Focusing on prevention and empowerment to help our clients resolve as many issues as we can.

Find out more on our website: <https://citizensadvicebucks.org.uk/>

Person Specification

Experience of, or demonstrable capability of:	Essential	Desirable
Proven Experience of winning successful funding applications to charitable trusts and grant giving bodies.	✓	
Strong knowledge of funders and funding sources for the charity sector	✓	
Developing and creating engaging cold funder approaches		✓
Working knowledge of the Buckinghamshire landscape in terms of clients and funding		✓
Building and maintaining relationships with key stakeholders	✓	
Working effectively in a team and achieving income goals	✓	
Attention to detail and efficient record keeping/ use of a database	✓	
Knowledge and skills		
Excellent verbal and written communication skills	✓	
IT literate (eg Word, Excel, PowerPoint, Publisher, Outlook, databases, social media)	✓	
Excellent planning, organisational and implementation skills	✓	
Ability to build and maintain relationships with a diverse range of funders	✓	
Personal qualities/ other		
Understanding, empathy, and commitment to Citizens Advice aims, values and principles	✓	
A proactive approach, self motivated, enthusiastic and committed to achieving results	✓	