

Hamelin Trust

Trusts and Foundations Manager - Job Description

Accountable to:	Director of Income Generation and Communications
Location:	Hybrid with a base at Billericay (and occasional travel around Essex and beyond)
Hours:	22.5 hours per week (potentially flexible for the right candidate)
Salary:	£31,500 (FTE), Actual £18,900

The role of the Trusts and Foundations Manager (T+F Manager) at Hamelin Trust is to generate income through grant applications, enabling the charity to have the resources to create compassionate communities for disabled people and their families.

Hamelin Trust is committed to re-imagining social care and finding better ways of helping autistic adults and people with learning disabilities to achieve their life goals. We want to forge valuable relationships with a wide variety of community partners so that we can generate more impact for a greater number of people.

You will build relationships with grant giving bodies including family foundations and corporate supporters and produce high quality written asks that secure funding; to continue delivery of our core activities and new pilot programmes.

We are a small team, willing to be flexible in our working patterns to help each other out. From time to time, you will need to support the other functions of the Income Generation and Comms team, which may include representing the charity at events, supporting bids for contracts, and meeting potential corporate and individual supporters. Sometimes this will mean working at events on evenings, weekends or on your non-working days. We'll give you notice of when this is required and you'll be able to claim your time back.

In return for your flexibility and team working approach, Hamelin will reciprocate. This role can be office based or predominantly remote to suit you (albeit there will be times when you need to be in Billericay or elsewhere in Essex). The working hours and days are also able to be negotiated, whilst still meeting the needs of the charity.

Other Duties:

The post holder will be working in a dynamic, developing and changing environment thus will be expected to undertake other appropriate duties as required for the effective operation of the Hamelin Trust.

The post holder must be able and willing to get to and work across each of the service/project locations in Essex (and potentially in future, in neighbouring counties). This role will require the post holder to have a driver's license and access to a vehicle.

The post holder will be required to apply for an enhanced Disclosure and Barring Service (DBS) check.

Mandatory Criteria

1. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role.

2. Health and Safety

The post holder will be responsible for health and safety in the area under their control and ensure that they are familiar with Hamelin Trust's policies on health and safety at work.

3. Mandatory Training

The post holder will attend all mandatory training relevant to their role.

4. Our Values

- We Care
- Be Curious
- Show Leadership
- Embrace Change
- Seek Collaboration
- Have Fun

Person Specification

You may be currently working in trust and grant fundraising, but this is not an essential criterion. You will be an excellent writer though, with the ability to craft persuasive pitches for a variety of audiences, using data and case studies to empower your proposal.

You'll be able to work at a good pace and manage a workload with competing deadlines. You'll be passionate about making a material difference for families that need our support and you'll be constantly learning about the needs of our people.

Qualifications

- Full driving license. Able to drive HT vehicles as well as use of own car (E)
- Formal qualification or training in bid writing, marketing, grant applications or other fundraising disciplines (D)

Experience

- Experience of writing professionally and persuasively. (E)
- Experience of working across teams and influencing other managers (E)
- Experience of presenting complex information for a variety of audiences (E)
- Experience of building relationships with grant giving bodies (D)
- Experience of working with individuals with a learning disability or neurodiversity (D)
- Experience of change management and service growth (D)

Knowledge and Skills

- Great communicator with the ability to build strong relationships and credibility (E)
- Have a hands-on approach (E)
- The ability to drive change (E)
- Bravery to challenge the status quo and embrace a continuous improvement approach (E)
- The ability to understand complex information and analyse data (E)
- Excellent written communication skills (E)

- ICT skills such as MS Office suite (E)

Key = E, Essential D, Desirable

Hamelin Trust has a duty to safeguard and promote the wellbeing of the people it supports and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding and recruitment clearances

Signed & Agreed: NAME

Signature:

Date: