



Join our team!

Grants & Trusts Manager



Glasgow
Children's
Hospital
Charity



**Glasgow
Children's
Hospital
Charity**

Job Description: Grants & Trusts Manager

Trusts & Volunteer Team

Reporting to

Head of Trusts &
Volunteering

Salary

£28,000 - £36,000 DOE

Hours

Full time, 35 hours per week

Holidays

25 days plus 10 bank
holidays

Location

Hybrid, working between our
Glasgow office, hospital
sites, the community and
from home.

*We will consider alternative
flexible arrangements where
required*

Could you help grow our income from charitable trusts and foundations and make a lasting difference to the lives of the babies, children, young people and families we support?

You will be joining one of Scotland's leading charities, developing new and effective fundraising propositions to ensure we provide the best hospital experience possible.

We fund a variety of child and family support services, innovative medical equipment, research and enhancements giving you the opportunity to seek funds for a diverse range of projects.

Responsibilities

As a key member of the team, the Grants & Trusts Manager is responsible for developing, implementing and evaluating a fundraising strategy to retain and increase income from charitable trusts and foundations against agreed targets.

Key Responsibilities

- To achieve and surpass the trusts fundraising target
- To secure income through active engagement and positive relationship management with charitable trusts and foundations and statutory funders
- To create and maintain current, accurate portfolios of all trusts and foundations ensuring regular communication and contact to sustain long term relationships
- Research and explore new opportunities to approach charitable Trusts and Foundations including time to approach, key contacts application method and areas of interest
- Collate all relevant information and produce high quality funding applications which are engaging and accurate
- Monitor financial progress against budget throughout the year, including monthly reviews and quarterly forecasts
- To work closely with the Head of Trusts and Volunteering to identify suitable projects for funding
- Identify and match potential funders with key projects
- Ensure a high standard of data capture on Raisers Edge database and that donors are thanked appropriately
- Reporting and evaluating on grants received by the organisation and ensuring the conditions of any gift is adhered to
- Any other relevant duties as may be required by the Head of Trusts and Volunteering.



**Glasgow
Children's
Hospital
Charity**

Additional Responsibilities

- Attend relevant internal and external meetings, contributing to the planning and development process
- Manage the needs of existing and potential donors and supporters and manage the development of relationships with key donors and supporters
- To be committed and adhere to Glasgow Children's Hospital Charity's vision, mission and values.
- To actively consider professional development and determine training needs.
- To maintain and develop good working relationships with volunteers working with Glasgow Children's Hospital Charity.
- To work at any of our other sites and events as required, this includes evening and weekend work.
- To maintain and develop good working relationships with other members of the wider organisation.
- To maintain and develop good relationships with wards, departments and key individuals within the Royal Hospital for Children, Glasgow and NHSGGC



**Glasgow
Children's
Hospital
Charity**

Person specification

Who we're looking for

Essential criteria

- Proven track record of securing significant income through Trusts, Foundations, Major Donors, and Individuals
- Proven skills in prospect research, strategic planning, project management and evaluation
- Ability to work under pressure, revising priorities to manage incoming workloads and tasks, while maintaining high standards
- Excellent interpersonal and communication skills, verbal, presentational and written
- Knowledge of UK grant makers and proven connections in the sector
- High level of IT literacy – knowledge of Microsoft Office, email, internet and research database skills
- High level of reporting skills
- Positive attitude and determination to succeed
- Analytical skills, including data analysis
- Full UK driving licence with access to own vehicle

Desirable criteria

- Experience of the Raiser's Edge Database
- Working with Volunteers
- Experience of working in the Charity Sector
- Familiarity of the work of Glasgow Children's Hospital Charity
- Willingness to drive a van on occasion



**Glasgow
Children's
Hospital
Charity**

Benefits

Working with us

We care about our team and have a range of financial and work-life benefits that make Glasgow Children's Hospital Charity a great place to work, including:

- Benchmarked, competitive salary
- 5% employer pension contribution
- Blue Light Card discounts
- Flexible working policy
- Enhanced maternity pay (after 2 years)
- Westfield Health membership, including 24/7 counselling support, personal accident cover, financial support for optical, dental and chiropody treatments and Bike 2 Work scheme
- 10 public/ bank holidays each year
- A bonus day off on your birthday
- Time off in lieu (TOIL) for additional hours worked at events and out-of-hours support
- Generous leave policies, including sick leave, 'other leave' and the ability to buy and sell annual leave
- Continued professional development including training, membership of professional bodies and progression opportunities