



Join our team!  
**Trusts &  
Foundations Lead**



**Glasgow  
Children's  
Hospital  
Charity**



**Glasgow  
Children's  
Hospital  
Charity**

# Job Description: Trusts & Foundations Lead Trusts Team

## **Reporting to**

Head of Philanthropy

## **Salary**

£31,000 - £38,000 DOE

## **Hours**

Full Time and Part Time  
hours will be considered

## **Holidays**

25 days plus 10 bank  
holidays (pro-rata)

## **Location**

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

*We will consider alternative  
flexible arrangements where  
required*

Glasgow Children's Hospital  
Charity is an organisation  
committed to our vision that all  
children and young people who  
are treated at the Royal Hospital  
for Children, Glasgow and other  
paediatric services in the West  
of Scotland have the best care  
and experience possible.

We provide world class medical  
equipment and research,  
innovative play programmes  
and enhanced family resources.

Our core values of connected,  
heartfelt, adaptable and  
together guide how each one of  
us works in our individual day to  
day job.

# Responsibilities

As a key member of the team, the post holder 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 Philanthropy 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 Philanthropy.



# 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 occasional 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 NHS GGC.



**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
- Full UK driving licence with access to own vehicle.



**Glasgow  
Children's  
Hospital  
Charity**

## Benefits **Working with us**

As a compassionate organisation we care about our staff and have a range of employee benefits that make Glasgow Children's Hospital Charity a great place to work – please see our range of [employee benefits](#), some of which are listed below:

- Benchmarked, competitive salary
- 5% employer pension contribution
- Blue Light Card discounts
- Flexible working policy
- Enhanced maternity pay (after 2 years)
- Hospital Saturday Fund Health Membership
- 10 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
- Continued professional development including training, membership of professional bodies and progression opportunities.