

Job Description



Job Title: Trusts & Grants Fundraising Officer

Department: Fundraising

Responsible to: Senior Trusts Officer

Primary Work Base: Home with the occasional office day in Warwick, Rugby or Coventry (this is open to further discussion)

(NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.)

Role Purpose

The role will be to research and apply to grant making trusts and foundations and identify where the work of The Myton Hospices meets their application criteria. It will be to write / complete applications and to build relationships with existing and potential funders.

Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Main Duties & Responsibilities

1. To research trusts, foundations and grant funding bodies (voluntary & statutory) to identify those where the application criteria matches elements of the work of The Myton Hospices
2. Prepare, write and send effective funding proposals to trusts, foundations and grant funding bodies, tailoring the 'ask' to the specific criteria.
3. To research and collate information and/or data required to make applications to trusts, foundations and grant funding bodies so to provide them with compelling cases of support.
4. To establish and manage long term, effective and profitable relationships with existing and prospective funders by providing excellent donor and supporter care.
5. To work closely with colleagues across areas of the organisation and external stakeholders relevant to a particular project or case for support from concept to project delivery and in order to maximise the potential for fundraising income.
6. Maintain and develop efficient ways of keeping trusts, foundations and grant funding bodies updated on the work of Myton and the difference their support makes, to develop and maintain relationships, to maximise short and long term support.
7. Work to financial targets and undertake research as directed/agreed by the Director of Income Generation (DOIG) & Senior Trusts Officer
8. Work effectively with the Senior Trust Officer, Trust Volunteer & Partnerships Manager in order to meet shared goals and income target.
9. To provide the Senior Trust Officer / DOIG with regular updates and written monthly progress reports.
10. To keep abreast of developments and new opportunities with trusts, foundations and grant funding bodies.
11. To monitor application deadlines, submissions, acceptances/refusals, income received and ensure all information is updated accurately on the database.
12. Build effective links with the following internal stakeholders:
 - a. Clinical staff
 - b. Members of the fundraising team
 - c. Heads of department
 - d. Personnel
 - e. Volunteers
13. To attend Fundraising events and meetings as and when required

14. To participate in the hospice appraisal programme

15. Any other duties commensurate with the post

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role

and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Last reviewed March 2021