

## **The Sheffield Royal Society for the Blind**

### **Job Description – Trust and Grants Fundraising Officer – Part Time**

**Hours:** The role is part time and offers you the opportunity to work 15 to 22½ hours flexibly across the working week. The charity is also able to offer the chance to work from home for some of the time if required, as well as within our warm and welcome environment at our Sheffield and Rotherham centres. Additional hours may be required, from time to time.

**Salary:** Negotiable subject to relevant skills and experience.

**Contract Term:**

Initially this is a one year fixed term contract but, subject to generating a good level of income, will become a permanent role.

**Background Information:**

Sheffield Royal Society for the Blind provides a range of services and facilities to support people with sight loss in Sheffield and people with sight loss and/or hearing loss in Rotherham. Our services in Rotherham are delivered under the name of Rotherham Sight & Sound. Our overarching aim is to promote people's independence through advice and subsequent referral to other services, both our own and other agencies.

This is a hugely exciting opportunity for a part-time Trust and Grants Fundraiser to join a highly successful fundraising team within a hugely reputable local charity. This is a brand new role with great scope for progression and the opportunity to take the lead on the delivery of the trust fundraising strategy for the charity. This really is an opportunity not to be missed to work in a capacity where you can make a difference every single day by being at the forefront of raising funds to directly improve lives.

As Trusts and Grants Fundraiser you will take the lead on the implementation of the trust fundraising strategy while developing and managing the trust prospect pipeline. You will be tasked with the exciting challenge of writing targeted, compelling and engaging proposals tailored to specific trusts, foundations or other grant making bodies in order to build the financial success of the charity's fundraising department. Working closely with the wider fundraising function you will input into the charity's stewardship programme managing and building relationships with key decision makers ensuring funders are appropriately thanked and informed how their support has benefited our clients and their families.

To be considered for this integral and rewarding role you must come to us with a proven track record of meeting or exceeding income targets from trust fundraising by securing one off or multi-year grants. You should possess excellent research and writing skills, with close attention to detail, high level of accuracy and ability to adapt to a variety of audiences. Additionally you should be a confident communicator known for your ability to engage and build relationships with a wide range of stakeholders. Most importantly you should be passionate, resilient and pro-active with an unrivalled commitment to the care sector and to generating funds to improve the lives of others.

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#### **Duties & Responsibilities:**

Reporting to the Fundraising Manager and working as part of a team of people dedicated to the work of the charity.

1. Develop and submit compelling and persuasive funding applications to secure income in line with targets to achieve SRSB's objectives.
2. To establish, build and maintain positive working relationships with funders to help facilitate the success of funding applications.
3. Prepare captivating and convincing, generic and tailored funding applications within deadlines for specific projects or unrestricted income streams.
4. Research and identify specific funders to secure required income, checking funding criteria closely to ensure it matches project brief.
5. Develop and maintain good working relations with funders.
6. Work with colleagues to ensure accurate application budgets are submitted and monitoring of applications and grants received.
7. Work closely with the management team to ensure a practical timetable for submissions of applications is adhered to and provide support in developing project proposals and identifying potential funders.
8. Research, identify and develop new sources of potential income, creating/maintaining a comprehensive list of both national and local funders.
9. Ensure all project and funder information is kept up to date on the CRM database.
10. Stay abreast of external developments that may impact SRSB and the sight loss sector generally in relation to its fundraising work.
11. Advise on likely fundraising or reputational risks of any proposed funder and ensure due diligence is carried out as required.
12. Undertake appropriate training as and when required.
13. Other ad-hoc duties as may be required from time to time.

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#### Person Specification

E = Essential Requirement

D = Desirable Requirement

<b>Experience and Qualifications</b>	<b>E or D</b>
Experience of grant and trust fund applications	E
Experience of establishing good relationships with both current and potential funders	E
Experience of producing written and electronic based reports	E
Have a good network of contacts in trust and grant funders	E
Experience of setting up “crowd funding” appeals	D
Experience of working in the field of sensory impairment	D
Commitment to own continuing professional development and attendance at further training	E

<b>Skills and Abilities</b>	
Ability to travel across Sheffield and Rotherham in a time efficient manner, which in practice probably means access to a car	E
Ability to communicate clearly and effectively in a structured way with a range of individuals, both verbally and in writing	E
Ability to listen and empathise whilst remaining objective	E
Ability to communicate with staff in a professional manner	E
Ability to develop and maintain appropriate positive relationships with funders	E
IT literate and competent in use of Microsoft Office software including Word, Excel and Outlook, or equivalent	E
Experience using CRM (database) software, currently Goldmine but due to be upgraded to Microsoft Dynamics during 2020.	D
Ability to research funding opportunities using the internet	E
Ability to work on own initiative and liaise with colleagues as and when required	E
Ability to prioritise and manage own workload	E

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<b>Qualities and Competencies</b>	
Self motivated	E
Personal commitment to equal opportunities and anti-discriminatory practices	E
Ability to motivate and support others	E
A commitment to empowerment	E
Conscientious and thorough in record keeping, data collection and data protection to support the fundraising and marketing team as well as service delivery and development	E
<b>Other Requirements</b>	
Ability to travel for events such as meeting funders, training, forums etc	E
This post may require some very occasional UK travel and may include occasional overnight stays	E
Appointment is subject to an Enhanced DBS check and satisfactory references, including a reference from your current/most recent employer	E

#### **All Staff are required to:**

Understand and comply with all relevant legislation and SRSB's policies and procedures, including data protection, safeguarding and health & safety. Confidentiality of information relating to clients, volunteers and staff is of paramount importance.

To bring to the attention of the General Manager any serious problems or areas of concern

Work as part of a team for the benefit of our clients. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB as an independent charity for the provision of help, support and provision of services in various forms for the benefit of our clients.

Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related.

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#### **Benefits:**

##### Life Assurance

All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

##### Pension

You will be auto enrolled in SRSB's staff pension scheme immediately and, subject to meeting the relevant criteria, contribute 5% of your gross earnings (plus employer contribution 3%). If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution. This is a 'money purchase' scheme and is contracted in to SERPS.

##### Holidays

Full Time Equivalent 23 days per annum plus 9 days statutory/customary holidays. 3 days must be reserved for the Christmas/New Year shutdown. Additional holiday entitlement starts to accrue after 3 years' service. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.