

**Job Title - Trusts and Statutory Officer**

**Key focus of the role**

The postholder will secure and manage a portfolio of small-to-medium Trust and Statutory funders bringing in income of circa £200,000 for the Trusts and Statutory team. This income is made up of donations smaller than 20K and the majority of which are under 5k. The portfolio is built on high volumes of applications and requires meticulous attention to detail. The Officer will develop new relationships with funders and maintain the existing portfolio – with a view to increasing its value year on year. They will deliver excellent stewardship practices. Where applicable, they will be working alongside the Partnerships Manager to ensure that grant management processes are developed and adhered to.

**Key deliverables**

- Build and maintain the small Trust’s portfolio to maximise income generation (circa 200K)
- Develop compelling and tailored proposals accurately reflecting both funder criteria and organisational funding priorities
- Record income and donor communications accurately on our database to enable excellent knowledge management.

**Contractual information**

- Contract type: Permanent
- Band: 6
- Hours: 35 (full-time)

**Key working relationships internal**

Philanthropy and Partnerships team, Services and Operations teams, Finance team, Research team, Nations and Regions

**Key working relationships external**

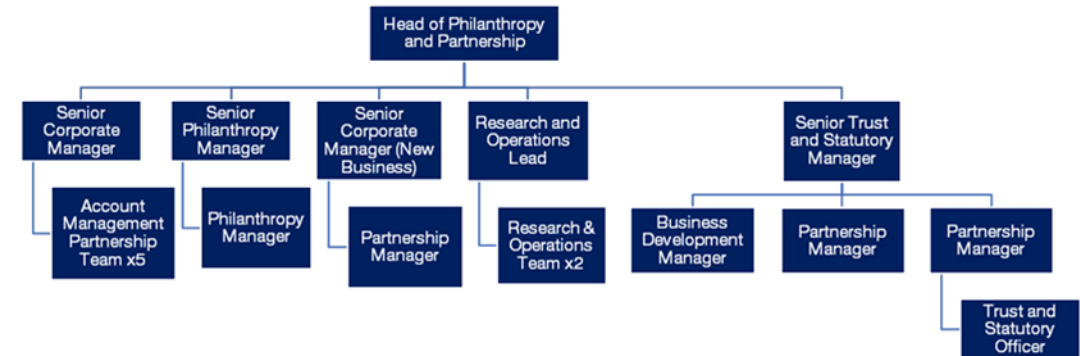
Key stakeholders are Trust and Statutory funders and sector peers

**Directorate and team**

This role sits in the [Philanthropy & Partnerships team](#) in the [Engagement and Fundraising Directorate](#).



**Job and reporting line**



All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

**Key activities – What you need to do**

Setting & Delivering Strategy & Objectives	Improving Delivery	Collaborating with Others	Building External Relationships
<ol style="list-style-type: none"> <li>1. Secure funding and where possible multi-year grants contributing to the small trust portfolio (200K) and the wider team's income target</li> <li>2. Develop and deliver compelling proposals in line with funder criteria (S)</li> <li>3. Coordinate and complete the submission of a large volume of applications to trusts and foundations (S)</li> <li>4. Complete all stewardship and reporting activities for the portfolio, including – thanking and banking</li> </ol>	<ol style="list-style-type: none"> <li>5. In partnership with services teams and our Business Development Manager, develop compelling cases for support</li> <li>6. <b>Work with colleagues across the organisation to monitor the effectiveness of funding, following grant management processes where applicable (S)</b></li> <li>7. Develop an understanding of the work of our service delivery teams to meet funder criteria</li> </ol>	<ol style="list-style-type: none"> <li>8. Support internal and external partnerships by offering advice and best practice information where appropriate</li> <li>9. Work closely with colleagues in the finance team to ensure income is appropriately logged and aligns with proposals</li> <li>10. Work with the Research team to create a strong prospect pipeline</li> </ol>	<ol style="list-style-type: none"> <li>11. <b>Develop a strong understanding of external funder expectations and build robust relationships with them (via email, phone, letter) (S)</b></li> <li>12. Develop relationships with prospective funders to agree shared ambition, goals and develop partnership objectives</li> <li>13. Be externally focused, networking on a regular basis with current and potential funders and maintaining excellent knowledge of key business sectors and industry trends</li> </ol>

**Skills, knowledge, experience and behaviours – How you need to do it**

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Setting & Delivering Strategy & Objectives	Improving Delivery	Communicating with Others	Building External Relationships
<ul style="list-style-type: none"> <li>1. Understand of the principles of managing and building a high volume trust portfolio (S)</li> <li>2. Have the ability to think strategically about funding opportunities and development</li> <li>3. Understanding of costings, reporting and planning</li> <li>4. Understanding of Trust fundraising and funding cycles</li> </ul>	<ul style="list-style-type: none"> <li>6. Spotting opportunities for partnership development</li> <li>7. Experience in project managing a portfolio with a multiple donors or stakeholders</li> <li>8. <b>Excellent database management skills (S)</b></li> <li>9. <b>Ability to work in a pressurised environment with conflicting priorities (S)</b></li> </ul>	<ul style="list-style-type: none"> <li>10. Excellent at communicating with internal and external stakeholders at all levels.</li> <li>11. Excellent at collaborating with people both internally and externally to deliver mutually beneficial goals</li> <li>12. <b>Strong communication skills – verbal and written (S)</b></li> </ul>	<ul style="list-style-type: none"> <li>13. Experience in influencing senior stakeholder internally and externally</li> <li>14. Knowledge and understanding of what drives business and how to create shared value.</li> </ul>

**Qualifications – Qualifications you need to carry out this role**

Not applicable