

DIABETES UK
KNOW DIABETES. FIGHT DIABETES.



TRUSTS AND STATUTORY OFFICER

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Trusts and Statutory Officer

Contract type: Permanent

Hours: 35 (full-time)

Band: 6

Key relationships (internal and external): Philanthropy and Partnerships team, Services and Operations teams, Research Team, Nations and Regions

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.

Directorate and team

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



Main responsibilities

Setting & Delivering Strategy & Objectives

1. Develop and delivery compelling proposals in line with funder criteria.
2. Coordinate and complete the submission of a large volume of applications to trusts and foundations.
3. Secure funding, and where possible, multiyear grants contributing to the small trust portfolio (£200k) and the wider team's income target.
4. Complete all stewardship activities for the portfolio, including reporting, thanking and banking.

Improving delivery

1. In partnership with services teams and our Partnerships and Proposals Manager, develop compelling cases for support.
2. Work with colleagues across the organisation to monitor the effectiveness of funding, following grant management processes where applicable.
3. Develop an understanding of the work of our service delivery teams to meet funder criteria.

Collaborating with others

1. Support internal and external partnerships by offering advice and best practice information where appropriate.
2. Work closely with colleagues in the finance team to ensure income is appropriately logged and aligns with proposals.
3. Work with the prospect research team to create a strong prospect pipeline.

Building external relationships

1. Develop a strong understanding of external funder expectations and build robust relationships with them (via email, phone, letter)
2. Develop relationships with prospective funders to agree shared ambition, goals and develop partnership objectives.
3. Be externally focussed, networking on a regular basis with current and potential funders and maintaining excellent knowledge of key business sectors and industry trends.

Person specification

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)

You will be able to:

Setting & Delivering Strategy & Objectives

1. Understand the principles of managing and delivering a high-volume trust portfolio
2. Think strategically about funding opportunities and development
3. Understand costings, reporting and planning
4. Understand trust fundraising and funding cycles

Improving delivery

1. Spot opportunities for partnership development
2. Prioritise workload and manage time effectively

Communicating with others

1. Communicate with internal and external stakeholders at all levels
2. Collaborate with people both internally and externally to deliver mutually beneficial goals

Building external relationships

1. Understand what drives business and how to create shared value

You will have experience in:

1. Project managing a portfolio with multiple donors or stakeholders
2. Database management

Diabetes UK is committed to fundraise in a way that is legal, open, honest and respectful and expects all staff and volunteers to share this commitment. We are registered with the Fundraising Regulator and you will be expected to adhere to the Code of Fundraising Practice.

You will have skills in:

- Influencing senior stakeholders internally and externally
- Planning and time management, with the ability to manage a high volume of bids and reports
- Written and verbal communication, with the ability to convey complex information clearly and in a compelling manner

You will have knowledge:

- Of fundraising cycles, especially in relation to restricted and unrestricted funding

The best person for this job will be (behaviours):

- Collaborative and generous in working with their immediate team and more widely across the charity
- Detailed oriented and highly organised
- A great communicator, both written and verbal

Qualifications/professional membership (if applicable):

N/A

BENEFITS

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with the benefits we offer you.



Annual Leave

We want to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected Working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



Pension

We enrol everyone into our pension, and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and Development

We help you to continually develop and achieve your careers goals, including offering a wide range of training, which happens throughout the year.



Gym membership

We have a gym membership discount through our cash healthcare provider. You can use this at a wide variety of gyms around the UK.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

