



Changing life stories

Job description

Job title:	Head of Trusts and Statutory Funding
Salary:	£55,000 per year
Contract:	Permanent
Hours:	35 hours per week
Directorate:	Development
Reports to:	Director of Development
Direct/indirect reports:	1 direct / 2 indirect

Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people facing the biggest literacy and poverty challenges, supporting them, their parents and our partners in community settings. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories.

Purpose of role

The Head of Trusts and Statutory Funding is responsible for leading our partnerships with large grant-making organisations. Following a steep growth curve, the role is responsible for a £4m annual income budget and a healthy pipeline of new donor relationships. You will work with a diverse set of organisations that support our work, including the Department for Education, Arts Council England and The Worwin Foundation, building impactful partnerships that generate income and further our efforts to tackle poor literacy levels.

You will also lead and motivate our trusts and statutory team, which includes a Senior Fundraising Manager who you will line manage, as well as a Fundraising Manager and Fundraising Officer.

Key relationships

You will work across the organisation, including with the CEO and members of the Senior Management Team. Leading one of our major income streams, you will inform the development of our organisational strategy and guide your team to build new programmes and initiatives that further the charity's mission, in partnership with other teams. Externally, you will lead relationships with individuals across our partner base, from foundation directors to senior government officials.

Key responsibilities

- Secure and retain substantial, long-term funding partnerships, meeting an annual income target of £4m+
- Build and maintain relationships with senior contacts at partner organisations
- Lead the development of high-quality proposals and pitches, working with the team to present our work in a compelling, exciting manner
- Lead a team of fundraisers, while growing our capacity in line with income ambitions
- Contribute to the strategy and direction of the Development department, working closely with team Heads and the Director
- Work closely with Heads and Directors from across the organisation as part of our Extended Leadership Team
- Support the development of our organisational strategy and feed into operational planning, ensuring that our work continues to attract funding and support
- Work with the trusts and statutory team, and colleagues from across the organisation, to measure the impact of our work and communicate this to funders
- Contribute to regular financial forecasting and planning

This outline is indicative and is not intended to provide a complete list of duties. The post holder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Person specification

Essential	Desirable
<ul style="list-style-type: none">• Significant experience of developing six- and seven-figure funding relationships with grant-making organisations and/or public sector bodies• A track record of developing new and innovative programmes in partnership with colleagues in other teams• Experience of leading a team and developing people• A strong understanding of the UK funding landscape and grant-making trends	<ul style="list-style-type: none">• A strong understanding of national and local government commissioning processes

Summary of terms

Location:	You will be based at our office at 68 South Lambeth Road, London SW8 1RL, but able to work from home around the requirements of your role, in line with our working from home policy.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This post may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.