

## **Job Title: Trusts Officer**

<b>Business Area:</b>	Fundraising
<b>Location:</b>	Finchley (travel to other sites may be required)
<b>Reports to:</b>	Senior Trust Fundraising Manager
<b>Salary:</b>	£30,278 - £33,422 (Band 4)

## **Organisation and Team Information**

North London Hospice is a registered charity that has been caring for local people since 1984. We are committed to empowering patients with life limiting illnesses, supporting them to achieve the best quality of life possible. As well as our inpatient unit at Woodside Avenue, we work within the wider community including our Outpatient and Wellbeing services; our support to patients in their own homes; our Community Specialist Palliative Care services; and our Patient and Family Support teams, providing emotional and practical support to patients, their families and carers.

The Fundraising Team are a driven and determined team who play a pivotal role in ensuring sustainability of the Hospice now, and in the future. We want to increase our voluntary income over the next three years, and we are looking for someone who has wants to build or develop their experience in trust fundraising, to join our team and who can play a huge part in supporting our ambition as Trusts Officer.

## **Role purpose**

To generate income from charitable trusts and foundations by producing timely, high quality grant applications, providing appropriate levels of stewardship leading to long term support, and researching new prospects and grant programmes.

# Key Responsibilities

## General

- **Fundraising activity** – including identifying new trust prospects who are aligned to North London Hospices aims, preparing compelling and bespoke proposals and funding applications tailored to donor requirements. Ensuring effective management of grants within own portfolio by building relationships with key stakeholders and providing timely reports and updates. Working cross organisationally, ensuring the trusts team get the information they need.
- **Relationships and networking** including provision of excellent donor stewardship to existing supporters and using events, meetings, talks and inspirational writing to help charitable trusts learn about the work of NLH and to understand the difference we are making.
- **Communication** of frequent and compelling updates and reports to our donors, supporters and other stakeholders to keep them informed of the hospice performance and the value they ensure through their donations and support, supporting the Senior Trust Fundraising Manager with internal stakeholder engagement and information and other engaging and compelling communications as required
- **Recording and reporting** - maintaining accurate funding data, ensuring the database is effectively managed to enable the hospice to operate within GDPR and maintain our ethical, legal and professional standards.
- **Continuous Improvement** Drive growth of the number of trusts and foundations supporting North London Hospice through researching and applying to prospective trust supporters. Continually review effectiveness and impact of communications and fundraising performance to seek opportunities to learn and improve the operation.
- **Key working relationships** Daily interaction with immediate team, wider Hospice stakeholders, funding partners and with general public
- **Any other reasonable duties**, such as engagement with major donors, required within the scope of the role.

## Infection Control

- Maintain the highest standards of infection control
- Familiarise with, and adhere to, North London Hospice Infection Control Processes, Policies and Procedures



## Health and Safety

- Understand individual safety and security responsibilities
- Familiarise with, and adhere to, the relevant health, safety and security policies across North London Hospice
- Be aware and work to support own personal health and safety and the health and safety of others across the Hospice

## Confidentiality

- Maintain patient, personal and organisational confidentiality at all times. This includes patient medical and financial information; employee records; student records; financial and operating data of North London Hospice and any other information that is of a private or sensitive nature
- Familiarise with, and adhere to, the relevant confidentiality policies within North London Hospice

## Person Specification

### Experience and Knowledge

- Developing relationships or funding approaches which have led to financial success - **desirable**
- Proven success in securing gifts from Trusts and Foundations - **desirable**
- Proven success in project management – **essential**
- Evidence of fundraising experience and success, whether professional or personal – **essential**
- Experience of using a database to manager contact information and communication – **essential**

### Personal Qualities and Abilities

- Excellent copy writing skills, with strong proofreading and attention to detail - **essential**
- Promote and use effective ways of collaborating both within the charity and externally - **essential**
- Ability to develop relationships with internal and external stakeholders - **essential**
- Ability to work under pressure and manage projects to achieve important deadlines, and deliver against commitments – **essential**

- Demonstrate an understanding of fundraising in the charity and/or hospice sector - **essential**
- Demonstrate a strong understanding of all areas of trusts, foundations and lottery and understand key drivers of why funders look for charity partners – **desirable**

#### **Essential for all**

- Commitment to equality, diversity and inclusion and understanding of how this applies to own area of work
- Commitment to the aims and charitable objectives of North London Hospice
- Committed to own continuing vocational/professional learning and development

## **Our Values**



**Our Values**

**C** Collaborative and learning

**O** Open and honest

**R** Respectful and empowering

**E** Equal and inclusive



**The best of life,  
at the end of life,  
for everyone**

North London Hospice

