

Part 1: JOB DESCRIPTION

JOB TITLE:	Statutory Fundraiser
DEPARTMENT:	External Engagement
TEAM:	Trusts and Statutory - Business Development
LOCATION:	Ewell Surrey/with occasional home working – currently the team come into the Ewell office to work once a week but there is a minimum requirement of attending in person twice a month.

1. POSITION IN ORGANISATION

- Reports into: Head of Trusts and Statutory
- Line Manages: None
- Contacts which the post holder has within and outside the organisation:

Externally: Responsible for applications, reports, relationships and stewardship communications with Statutory funders, including DHSC, Prison funder such as HMPPS and Nation Government-

Internally: Liaison with senior operational leads, Nations offices, Policy and Public Affairs Team, Communications and Campaigns Team, Research, Operations Project Managers, Finance, close working with Business Development Team.

2. MAIN PURPOSE OF JOB

This role is a vital part of the Trust and Statutory fundraising team focusing on Statutory supporters. The role raises income in line with annually agreed targets and strategic organisational need. Working closely with project teams across the organisation, it leads on development of high-quality applications and reports to foster good relationships with a portfolio of Statutory funders. With a strong ability to work strategically and collaboratively across departments, the prison estate and statutory agencies, the role has responsibility for co-ordination of operational and financial information for key strategy programmes, identifying statutory funding opportunities and ensuring timely, high quality reporting.

3. KEY RESPONSIBILITIES

Bid development and writing

- Responsibility for researching and developing statutory funding sources, identifying funders and scoping out funding opportunities, drawing on thorough funder research, sector insights, and organisation knowledge.
- Proactive in pulling together application materials, wording, project outlines and budgets to create a compelling Case for Support against key programmes, projects or themes in line with likely statutory funding opportunities.
- Play an active role in planning and gathering ideas to respond to funding opportunities strategically and how to translate these for our funding audiences.
- For larger applications, provide support as part of a bid team, leading bid management and co-ordinating responses to calls for applications, expressions of interest, and grant opportunities.
- Responsible for good quality engagement and liaison with key stakeholders across the organisation, securing relevant sign off for timely submission of bids.

- Maintain a good understanding of the statutory funding climate, build relationships with funders and sector colleagues which enable us to gather insights from the sector.

Supporter care and stewardship

- Strong organisational skills and ability to manage a portfolio of applications and funding relationships, developing strong cultivation, stewardship and engagement opportunities to grow partnerships with funders.
- Keep up to date with key policy developments and government priorities which will influence funders priorities, and give an insight into where we might focus relevant themes to best effect.
- Build and maintain a personal and organisational profile with external stakeholders within relevant government departments
- Work collaboratively across teams internally to ensure timely, high quality monitoring and reporting to funders.
- First class record keeping, and ability to use a fundraising contact management database to maintain up to date records and regular reporting on activity is essential.
- Work as part of a team to support on key cultivation and stewardship events and activities such as research launches, Samaritan's speaker series and donor thanking days.

Financial Management

- Work closely with the Finance department, operational leads and project managers to create budgets for applications including packaging up work and relevant cost across departments for programmes of work and new projects.
- Ensure all paperwork, including financial reports, are submitted promptly to funders working with Finance and senior staff, CEO, Chair to get appropriate sign off on expenditure reports.
- Work closely with the Head of Team, and Assistant Director for Business Development to maintain regular contact with the finance team on budget and income throughout the year to help identify funding gaps/needs and share clarity on restricted and unrestricted income secured.
- Work with finance and project team colleagues to track and monitor project expenditure.

General Duties of a Samaritans' Staff Member

- Contribute to the effective and efficient running of the Central Office as appropriate.
- Participate, as appropriate, in staff forums and meetings.
- Adhere to Samaritans' policies and procedures.
- Represent Samaritans appropriately internally and externally.
- Treat all colleagues, volunteers and members of the public with dignity and work within and adhere to Samaritans' equal opportunities statement and policies.
- Carry out reasonable requests made that are within the broad remit of the role.

Part 2: PERSON SPECIFICATION

4. SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Excellent communication skills, writing ability and both verbal and written storytelling.
- Demonstrable exposure to a range of social impact projects and programmes.
- Strong numeracy skills and ability to understand and create budgets (full cost recovery) and present financial reporting.
- Excellent knowledge and understanding of bid process to statutory funders.
- Proven track record in successfully securing funding through compelling applications.
- Exceptional organisational skills, attention to detail and deadline management.
- High quality stakeholder engagement and collaboration
- Experience of managing a portfolio of funding relationships and understanding of funder requirements and best practice.
- Good working knowledge of fundraising databases.

5. PERSONAL ATTRIBUTES

- Affinity for people
 - Appetite to work collaboratively
 - Ability to work independently
 - Empathises with Samaritans' [vision and values](#).
 - Understanding of the statutory landscape, interest in Government policy
 - Is willing to travel eg to attend monitoring meetings with Government officials in the nations.
-

Signed by employee: _____ Date: _____