

**BREATH
IS LIFE**

Trusts + Statutory Manager

March 2024

**ASTHMA+
LUNG UK**

At Asthma + Lung UK, we're fighting for a world where everyone has healthy lungs.

Where lung health is prioritised through better understanding, research, treatment and support. Our mission is to be the driving force behind the transformation of lung health. We do this by changing perceptions of lung health and campaigning for its prioritisation. We push forward research and the development of new treatments and best practice. We support those affected with information, advice and practical help. And we mobilise and connect people to drive real change.

Our values

1

We have courage

We are always tenacious, making things happen, and finding ways to remove the barriers to success. When things are difficult, we keep pushing. Sometimes we fail. But we get back up, and we try again, always learning from our mistakes.

2

We always push for better

We always look for better ways to do things – whether it's the support we give beneficiaries, the information we share, or the processes we use. We encourage innovation and new ideas. We celebrate great work and we challenge things that are not right.

3

We empower our people to be their best

We help our beneficiaries to be their best and to live their best lives. We support each other to be our best and to do our best work. We value diversity and different perspectives and are always true to ourselves and fair to others.

4

We work as one

We work as one team, sharing a common attitude with our colleagues and supporters. We collaborate closely with each other and with our partners. We hold each other to account, and we support each other to deliver the very best for beneficiaries.

5

We listen and understand

We listen to people affected by lung conditions to understand how they feel and what they really need. We listen to other experts to continually add to our knowledge. We take the time to see things from other people's perspective.

Trusts + Statutory Manager

The purpose of this role is to manage high value Trust relationships that match Asthma + Lung UK's core and programmatic priorities, both through providing excellent stewardship for existing funders and through the acquisition and cultivation of new Trust or Statutory partners.

You will play a vital role in enabling us to fund research to find new treatments and cures, support people who struggle to breathe to take control of their lives and to campaign for better lung health.

Team structure

You will report to the Head of Trusts + Statutory and you will line manage the Trusts Officer and the Trusts + Stewardship Officer.

What you'll be doing

1. Developing and maintaining a strong pipeline of medium to high value prospects (£50k+), working both independently and with the Prospect Research Manager to identify and qualify prospects with a particular focus on high value, strategic and multi-year opportunities.
2. Creating compelling, high quality funding proposals to generate income for a range of projects, ensuring written proposals align with funder interests and meet funder needs. Achieving and exceeding personal and team targets.
3. Account managing key Trusts + Statutory funders, leading on all aspects of donor care including development of impact reports, ensuring information is provided to funders in a timely manner and all donors receive a bespoke and memorable stewardship experience.
4. Leading on development of cultivation and stewardship plans for key funders, demonstrating a creative and relationship-led approach to Trusts + Statutory fundraising.
5. Providing excellent line management, ensuring team members are supported to meet targets and are encouraged to pursue personal and professional development opportunities.
6. Implementing effective reporting systems for project progress and financial monitoring of grant expenditure.
7. Participating in the pipeline development process of projects for the Trusts + Statutory and wider High Value Partnerships teams, collaborating with internal colleagues to develop projects, proposals and budgets which may be appealing to funders.
8. Leading on development of case for support and proposal documents for new projects as required.
9. Supporting the Head of Trusts + Statutory to develop and implement the Trusts + Statutory team strategy, including setting and reporting back on financial and non-financial KPIs and other team activity.
10. Working collaboratively with colleagues across the High Value Partnerships team, proactively sharing project information and potential funding opportunities to help us increase income across all income streams.
11. Ensuring all due diligence and compliance procedures are adhered to in the creation and submission of proposals, and that all records are accurate and up-to-date within our CRM system and other internal systems.
12. Identifying and staying abreast of key market trends, new opportunities for funding and key decision makers.
13. Other duties as requested by the line manager.

What skills you'll have

- Excellent written communication skills, including ability to summarise complex information into accessible language for lay audiences and showcase impact.
- Excellent verbal communication skills with proven ability to build relationships with internal and external stakeholders at all levels of seniority.
- A keen eye for detail with well-developed editing and proofreading skills.
- Strong time management skills, comfortable managing competing priorities and working to deadlines.
- Good listening skills and ability to interpret the needs of individuals and organisations to adapt own responses and 'asks' accordingly.
- Interpersonal skills including the ability to inspire, motivate and develop team members and build mutually supportive relationships across the organisation.
- Tenacity and ability to self-motivate.

What you'll be experienced in

- Creating bespoke written proposals and reports for Trusts + Statutory supporters, with a track record of building and managing a pipeline of high value prospects.
- Developing project summaries and budgets, and maintaining effective systems to report back on project progress and expenditure to funders.
- Relationship building with internal and external stakeholders at all levels of seniority.
- Working to financial and non-financial KPIs in a target-driven environment.
- Using a CRM database to record all donor information and communications.

This role

This is a full-time role, Monday-Friday, 35 hours per week.

It will be offered as a permanent contract and annual salary: £39,000 - £42,000 per annum.

- Occasional travel may be required as we have staff based across the UK
- Occasional overnight stays away from home.
- Occasional attendance at meetings and events during evenings and weekends.

At A+LUK we trust our people to work in the best location for the task. Sometimes that's the office, sometimes it's at home. Face-to-face working is an important part of our culture, and we use our office in Aldgate E1 as the main place where that happens. This role is contractually based in the Aldgate office and you'll need to be able to attend this office a minimum of two days a week. We think that amount of face-to-face working is the right balance to support our vision of a world where everyone has healthy lungs.

How you act

Determined

Determined to keep going to achieve our mission, tenacious, finding ways to remove the barriers to success and doing all you can to help the people who need us.

Courageous to try new things

Risking failure, and trying again - Looking for better ways to do things, ambitious and innovative. Willing to sometimes fail, but get back up again, try again and learn from your mistakes

Using insight effectively

Evidence-led, actively seeking data to inform decisions, listening to experts and those affected by lung conditions.

Pushing the boundaries

Curious and inquisitive, not just doing things because that's how they've always been done. Challenging blockers and encouraging others to do the same.

Making things happen

Getting things done, driven by a passion to serve the people who need us. Influencing and collaborating with others, setting realistic goals, delivering what you commit to and holding each other to account.

Staying focused

Focused on our vision, keeping people with lung conditions at the heart of everything we do. Believing our time has come and seizing the moment.

Working collaboratively

Believing you can achieve more by working together and supporting each other. Seeking opportunities to partner with others, internally and externally.

Bringing our true and best selves

Understanding that we're all different, that makes us a great team. Looking after ourselves and each other to ensure we can be at our best.

We offer

Our benefits include:

- 30 days holiday per year, plus public holidays
- Health cash plan cover
- Employee Assistance Programme advice and support scheme
- 4 times salary life assurance
- 5.5% employer pension contributions
- Bike to work scheme
- Flexible working – we believe that it's important for us to work flexibly so we're supportive of working from home and in the office

If you like the sound of this role, please apply!

If we think we'll be a good fit for one another, we'll get in touch to arrange an interview, which will either be over the phone, via Microsoft Teams, or in person. During the interview we'll talk to you about the role, why we enjoy working here and find out more about you. We'll let you know as soon as we've made a decision on whether we'd like to take things further with you.



ASTHMA+
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Asthma and Lung UK is a charitable company limited by guarantee with company registration number 01863614, with registered charity number 326730 in England and Wales, SC038415 in Scotland, and 1177 in the Isle of Man.