



Trusts & Institutional Funding Executive - Job Description

This is a fantastic opportunity for an individual with a passion for international development to join an award-winning and ambitious team and help us to grow our income to reach more children in the worst conflict affected countries. With a strong understanding of institutional funding, ideally from the Foreign Commonwealth and Development Office, you will have a pivotal role in the Trusts and Institutional Funding team, providing information management, reporting, and logistics support as well as ensuring an effective grants management system. The role must develop excellent working relationships across the organisation, as well as close links with all War Child country programmes.

If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.

Team and Department:	Philanthropy and Partners Engagement in the Fundraising Department	Contract Type:	Permanent
Place of Work:	Our office is in Kentish Town (NW1). Flexible working from home policy with ideally 1 or 2 days per week in the office	Working Hours:	Full-time is 37.5 hours. This role is open to flexible working including compressed hours, part-time hours, flexi-time
Reports to:	Institutional Funding Lead	Salary:	Circa £30,000 per annum, full-time equivalent

About us

War Child is the specialist charity for children affected by war. We understand children’s needs, respect their rights, and put them at the centre of the solution - from reintegrating child soldiers in the Central African Republic and upholding the rights of children caught up in juvenile justice in Afghanistan. We look forward to a world in which the lives of **children are no longer torn apart by war**. This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

War Child UK’s role in the wider War Child Alliance is to raise unrestricted and restricted income to fund the programmes and advocacy delivered by the War Child Alliance Foundation, by developing deep partnerships with the UK government aid programme, by advocating for the UK to play its part in keeping children safe from the impact of armed conflict around the world, by rapidly growing our community of support in the UK and by contributing to the long terms strategic expansion of the War Child Alliance.

Our values

<p style="text-align: center;">Bold</p> <p>We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.</p>	<p style="text-align: center;">Accountable to children</p> <p>Children can rely on us to respond to their voices and to treat them with respect and dignity.</p>	<p style="text-align: center;">Transparent</p> <p>We expect to be held to account by our supporters and participants and we respond with openness and honesty.</p>	<p style="text-align: center;">Committed to each other</p> <p>We support each other to achieve ambitious goals and be the best we can be. We are honest and open, sharing our successes & confronting our challenges.</p>
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Our benefits

- **Flexible working** - we recognise the considerable benefits that flexible working can bring and are happy to discuss any possible flexible working options with our employees from hiring. For most roles, the following types of flexibility are usually possible: flexible hours, occasional working from home and compressed hours.
- **Annual leave** – 28 days per year (full-time) rising to 33 days with service, plus bank holidays

- **Pension** - all eligible employees automatically enrolled into a Group Personal Pension Plan with a 5% employer contribution, with minimum employee contribution on a salary sacrifice basis
- **Family leave** – we offer enhanced maternity, paternity, adoption & shared parental leave
- **Health & wellbeing** - employees may take advantage of a healthcare cash plan and a range of wellbeing initiatives and training. In addition, all employees have access to free, confidential one-to-one wellbeing consultations with trained counsellors.
- **Learning & development** - dedicated to the investment in learning and continuing professional development for all our employees
- Range of flexible benefits such a Cycle to Work scheme and season ticket loans.

Child safeguarding and Adults at Risk

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All candidates selected for interview will be asked relevant child safeguarding question(s) during the selection interview. Successful applicants will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: <https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures>

Diversity and Inclusion

We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our Diversity and Inclusion policy on our website, and if you have any questions about our commitment to diversity and inclusion do get in touch: <https://www.warchild.org.uk/our-work/policies-and-reports/diversity-and-inclusion>

Pre-employment checks

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International/National Criminal Record Check, and a clear vetting and Due Diligence check
- receipt of two professional satisfactory references

Trusts & Institutional funding Executive

Your role

War Child is sector leading with our heritage, connections, and relationships in the world of music, gaming, and events. We want to dramatically grow income from trusts, foundations and institutional donors in the UK market and we are looking for a motivated Trusts & Institutional Funding Executive to support the new Trusts and Institutional Funding team to reach more children than ever.

A member of the Philanthropy and Partner Engagement team, you will report into the Institutional Funding Lead whilst working closely with the regional teams, War Child country teams, the War Child Alliance team and all relationship managers within the Philanthropy and Partner engagement team.

Your key objective is to provide operational, administrative, and analytical support to the team to grow income and enable War Child to deliver quality programmes, by ensuring compliance with quality and donor requirements, contributing to effective risk management, providing support for the different donor accounts and ensuring processes and systems are in place, implemented and efficient. The role requires proactive collaboration with cross-functional teams, excellent organisational skills, attention to detail and strong communication skills.

Your responsibilities

Support to secure funding from institutional and trust donors

- Monitor and share potential funding opportunities with the relevant Donor Account Managers within the Trusts and Institutional Funding team and within the War Child Alliance with countries, regional and global teams' countries, regional and global teams
- Develop donor profiles by conducting research on potential donors, including their funding focus, giving history, and connections to War Child. Utilise a variety of resources to gather comprehensive information.
- Plan and prepare meetings with donors by collaborating with senior colleagues and stakeholders to determine strategic objectives and key messages. Coordinate logistical details, such as scheduling, venue selection, and materials preparation, to ensure smooth and productive meetings. Join senior colleagues in donor meetings and engagement opportunities when necessary.
- Support with the submission of concept notes, proposals (including Go-NoGo, internal approvals, donor vetting, due diligence, administrative documents) and reports. This includes conducting research on donors for vetting, coordinating with all internal stakeholders to organise a Go-NoGo decision, securing internal approvals in line with our Authorisation matrix, and liaising internally to gather relevant administrative documents). Work with War Child Alliance colleagues (including the Alliance Institutional Funding team, Country Directors, Regional teams and War Child NL colleagues) to support the creation of cases for support and capacity statements as required for UK donors to engage prospective donors and potential consortia partners.
- Collect information, provide access to and manage administrative data on donor databases and donor portals. Update our profile as required to ensure we are ready to submit proposals in a timely manner.

Strengthen internal capacities for Trusts & Institutional fundraising

- Support the implementation of internal grant management processes, ensuring compliance with our Grant Management Manual as well as compliance with GDPR and fundraising regulations
- Ensure accuracy of data in our grant management and Finance systems, including coding and alignment with our Finance policy and update data as required to ensure reports are accurate, up-to-date and insightful

- Prepare Salesforce reports, circulate with relevant stakeholders and analyse them to identify areas of success, issues and patterns, helping the team to make informed decision for future plans and strategies
- Liaise with and support the Alliance to support IATI (the International Aid Transparency Initiative) reporting as required, providing grant information and administrative documents
- Ensure compliant and organised information filing on Sharepoint to facilitate access to relevant information for all War Child staff and ensure smooth collaboration.

Improve work processes and disseminate information

- Identify gaps or bottlenecks in internal processes and propose ways for improvement, including developing tools and templates where necessary
- Facilitate work processes, provide guidance to the team and coordinate with the wider War Child Alliance to facilitate the sharing and improving the quality of information
- Support with improvement of Salesforce, coordinating with the Trusts & Institutional Funding team, Finance team and data team to identify any gaps in the system, suggesting ideas and documenting changes in our Salesforce Best Practice document
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Support restricted fundraising capacity across Philanthropy and Partners engagement functions

- Disseminate and train Philanthropy, Gaming and Partnerships teams on Restricted funding processes, identifying the best way to engage all team members to ensure all restricted proposals follow the grant management policy
- Provide support to Philanthropy, Gaming and Partnerships teams to ensure compliance with War child's and donors requirements on Restricted funding opportunities
- Provide logistical support for staff travels, liaising with country teams, our Security Adviser and providers in line with our safe travel and finance procedures.
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK's Child Safeguarding and Adults at Risk Policies.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the role.

You are

- Committed to War Child's mission, vision and values
- Experienced in Trusts & Foundations fundraising and Institutional funding (particularly FCDO)
- Able to demonstrate research skills used in a role
- Organised with the ability to plan, design systems, prioritise workload, manage your own time and meet deadlines under pressure
- An excellent verbal communicator, confident in dealing with people at all levels, externally and internally, with the ability to influence and negotiate
- An excellent written communicator able to write and produce compelling fundraising proposals and reports
- Interested and knowledgeable in current developments and trends in the international aid sector
- Pro-active, self-motivated and able to work independently
- A team player who enjoys building relationships and working with a wide range of stakeholders internationally
- Competent in Microsoft Word, Outlook, Excel and PowerPoint
- Experienced in or able to use a Client Record Management system
- Able to speak French, Arabic or Spanish (not required but desirable)

Your team

