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**Job Description**

**Trust & Foundation Specialist**

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no ‘one size fits all’ approach to supporting people towards more positive and stable futures. That’s why all our work is values-led and relationships-based.

We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality though our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion**: We believe that everyone should have the chance to change, no matter how long that might take.

**Respect**: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity**: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation**: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

**1 General**

You will be a skilled Fundraiser with significant experience in securing large grants and achieving fundraising targets from Trusts and Foundations.

The ability to prioritise, plan and develop compelling grant applications, in different mediums, will be key to your success in this role. An excellent communicator, you will have particular skills in prospect research and grant writing and be able to convey the impact of our work with authenticity and passion.

You will have a working knowledge of the Scottish funding landscape and  
the ability to develop relationships, both within our organisation and with key funders, to secure funds which support our long-term development.

You will share and uphold Cyrenians values and believe in the work we do.

**2 Main Aims**

To create a strategic approach to restricted income for cross-organisational work, including detailed prospect pipelines.

To raise identified income to an annual target, to support specific cross-organisational need and central running costs.

To support Service Managers across the organisation to identify relevant funding sources, and further support them in submitting applications.

**3 Tasks and Responsibilities**

**Strategy and Management**

* With support from the Senior Relationships Manager, you will deliver a strategy to maximise income from Trusts and Foundations
* Time all work to meet specific financial and organisational objectives, targets and KPIs
* Manage and develop any staff or volunteers, if required, in line with HR policies and organisational learning and development.

**Securing New Income**

* Manage and develop a pipeline of prospective Trusts and Foundations, developing relationships with Grants Officers, decision makers and Trustees.
* Identify, research and develop effective prospect engagement plans to cultivate new trust prospects, including site visits and presentations
* Write and design bespoke proposals, applications, cases for support and fundraising materials aimed at Trusts and Foundations in order to generate significant funding.
* Make timely and relevant grant applications to Trusts and Foundations, collating information from a variety of projects.
* Where necessary, make applications to other types of funders.

**Stewardship**

* Ensure the effective stewardship of gifts including tracking current grants and maintaining systems for timely and effective reporting, and applying for renewed support.
* Monitor and horizon-scan to maintain an up-to-date awareness of grant-making and philanthropic trends and fundraising best practice.
* Capture and effectively record approaches, meetings, contacts, correspondence and contracts, maintaining detailed CRM records.
* Work with other members of the organisation to maximise opportunities for philanthropic support.

**General**

* + Capture and record up-to-date Trust and Foundation information on the CRM
  + Provide regular analysis and income reports
  + Adhere to all Cyrenians policies and procedures; in particular to adhere to and promote good practice regarding i) volunteers ii) confidentiality; iii) Health & Safety of self, colleagues, volunteers and service users; and iv) equality of opportunity.
  + Undertake any other duties that may reasonably be expected to fulfill the role.

**4 Person Specification**

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| **Knowledge and Experience**  At least two years’ experience of fundraising for a third sector organisation with responsibility for generating Trusts income, ideally from a wide variety of funders | Essential |
| Experience of public/third sector relationships through paid and/or voluntary work | Desirable |
| A sound knowledge of fundraising, compliance with standards and the current fundraising environment | Essential |
| Experience of using digital technology for fundraising | Essential |
| Knowledge, understanding and experience of evidencing social outcomes | Essential |
| Established network and connections in funding/funders | Desirable |
| **Skills**  Excellent organisational abilities | Essential |
| Ability to manage multiple tasks at once | Essential |
| Ability to work under pressure and to deadlines | Essential |
| Strong communication skills | Essential |
| Excellent business writing skills with the ability to produce accurate and well-presented work | Essential |
| Ability to set and work within budgets | Essential |
| Excellent interpersonal skills | Essential |
| Team working abilities | Essential |
| Patient and respectful of all people, whatever their background or presenting behaviour | Essential |
| Positive thinker and creative problem solver | Essential |
| The ability to delegate and empower volunteers | Desirable |
| **Attributes**  Enthusiasm and Energy | Essential |
| Creative approach to tasks and problem solving | Essential |
| Appreciation for impact of Cyrenians work and values and desire to work in Third Sector | Essential |
| **Qualifications**  Degree level education or equivalent professional qualification | Desirable |
| Member of Institute of Fundraising | Desirable |
| **Circumstances**  Able to work flexible hours in line with the requirements of the post, very occasionally travelling and staying overnight for work events. | Essential |

**5 Terms & Conditions**

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| Employer: | Cyrenians |
| Accountability: | Cyrenians Board of Trustees (via the Chief Executive of Cyrenians) |
| Line Manager: | Senior Relationship Manager |
| Reporting:  Liaison with: | Report against work plan at regular support and supervision meetings. Monitor and report against annual funding plan.  Across organisation and external supporters |
| Workplace: | Blended home/office based with travel across Scotland as required |
| Working Hours: | 33 hours per week which may include occasional evening and weekend work |
| Annual Leave | 25 days plus 10 public holidays (pro-rata) |
| Salary: | Starting scale point 35 £34,158 - with annual increment opportunity to SP 39 FTE.  This equates to £ per annum for a 33 hour week. |
| Pension: | Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%) |
| Disclosure: | Not required |

**5 Application deadline and Interview dates**

Closing date: 26th April 2021

Interview date: 5th May 2021 (virtual)

Second stage interview: TBC