



Job description

Job title:	Trusts and Statutory Officer
Salary:	£25,000 per year
Contract type:	Permanent
Hours:	35 hours per week
Reports to:	Senior Fundraising Manager, Trusts and Statutory
Direct/indirect reports:	None

Introduction

One person in seven has poor literacy skills that impact on every area of their life. A child without good reading, writing and communication skills can't succeed at school, and as an adult they could be locked out of the job market. Poverty doubles the likelihood of literacy failure by the age of five.

We are an independent charity dedicated to giving disadvantaged children the literacy skills they need to succeed. We work to improve reading, writing, speaking and listening skills in the UK's poorest communities. Because low literacy is intergenerational, we focus our work on families, young people and children.

We help to transform lives through literacy, working in partnership with the education sector, businesses and community partners. We establish literacy projects in the poorest communities, provide support for schools and campaign to make literacy a priority for politicians and parents. Our research and analysis make us the leading authority on literacy.

We are a rapidly growing organisation, with ambitious plans and amazing staff. We have 25 years' experience of delivering programmes and campaigns to improve the skills and confidence levels of those most in need of literacy support, and work closely with both national and local government, and the voluntary sector. Our funders and partners include high street brands such as McDonald's, WHSmith and Clarks Shoes, and large multinationals

such as Pearson, KPMG and PwC. We have our main office in Vauxhall, London, and as well as people working to support our community activity around the country.

This role is based in our development team, which works closely with colleagues across the entire organisation. The development team has enjoyed significant success over the last year to fund our literacy projects across the UK. We are now working to secure the sustainability of our national work and expand into new areas. This role will be key in securing new funding and will require a lot of initiative and a flexible approach, as well as close working across the organisation.

This role is ideal for someone who is team player and enjoys collaboration.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for working alongside colleagues to deliver our sustainability funding plan and secure funding for our work in schools and communities, working to income targets.

1.2 Position in organisation

This role is part of the trusts and statutory team, which has a total of three permanent members of staff, and reports directly to the Senior Fundraising Manager, Trusts and Statutory. The trusts and statutory team is part of the wider development department, which is responsible for all fundraising and development activity.

1.3 Working contacts

Internal

Close working with the programmes team to plan approaches and lever relationships where relevant

Close working with other staff from across the organisation including members of the Executive Management Group, other members of the Development team and communications, finance and other programme teams

External

Frequent contact at a range of levels, including the most senior, with:

- Trusts and foundations
- Local authorities
- Public health bodies
- Other third sector organisations
- Ambassadors, trustees and other senior advocates

Part 2: Key duties and responsibilities

2.1 Income generation

- Meet agreed income targets
- Develop new sources of funds for the organisation through market and prospect research, networking, identifying and responding to leads and working closely with the team and with colleagues across the organisation to secure the funding
- Research, write and present funding bids, proposals and documentation
- Ensure that all necessary due diligence is carried out
- Keep abreast of relevant developments, legislation and networks

2.2 Managing partnerships and stewardship of funders

- Ensure that relationships with funders and partners – current, potential and historical – are effectively managed
- Work with colleagues to ensure effective reporting and deployment of funding received
- Use our contact database and systems to log and share contacts

2.3 Planning, monitoring and reporting

- Contribute to the organisation's business strategy in collaboration with colleagues
- Contribute to forecasting and regular reporting
- Evaluate the impact of activity

2.4 Other

- Support the wider development team where needed

The postholder may also be required to undertake other activities as deemed appropriate by their line manager or the Director, and to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Part 3: Person specification

3.1 Essential experience

- 1-2 years income generation from trusts and foundations or statutory sources
- Securing small and medium value funding, with an understanding of the funding relationship for larger regular donations and grants
- Research prospecting of charitable foundations
- Telephone and face to face meetings with funders

3.1.1 Desirable experience

- Income generation from statutory and/or public body sources
- Education and / or voluntary sector experience

3.2 Knowledge

- Understanding of trusts and foundation trends and wider fundraising techniques
- Understanding of how to bring together multiple sources of funding to support an area
- Principles of effective fundraising

- Principles of effective marketing, communications and engagement

3.3 Skills

- Excellent written and spoken communications and relationship management
- Excellent face to face relationship building internally and externally
- Ability to write a compelling case for support
- Excellent organisation and planning
- IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases
- A self-starter able to working independently and problem solve
- Able to work under pressure and manage multiple deadlines
- Flexible in approach able to adapt to different scenarios and to learn and improve approach

3.4 Other

- Commitment to working as part of a team
- Commitment to on-the-job learning where needed
- Commitment to equality and diversity
- Strong interest in literacy and social justice issue

Part 4: Summary of terms and conditions of service

Location: The postholder will be an employee of the National Literacy Trust. The post is based at the National Literacy Trust, 68 South Lambeth Road, London SW8 1RL.

Probation: This post is subject to a 12-week probationary period.

Notice: This post is subject to a four-week notice period.

Annual leave: The annual leave entitlement is 28 days per year pro rata, plus public holidays. In addition, our office is closed from Christmas Day to New Year's Day inclusive and you are not expected to put any of your leave allowance aside to cover this.

Pension: The National Literacy Trust will contribute 8% of annual salary for those who qualify for our group pension plan.

Expenses: The role may require travel within the UK. Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy.

Safeguarding: The postholder will adhere to the National Literacy Trust's safeguarding policy for children, young people and vulnerable adults.