

ROLE DESCRIPTION

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| Title: | Trusts Officer |
| Responsible to: | Grants and Trusts Manager |
| Grade: | F |
| Hours: | 21 hours per week |
| Salary: | Up to £23,000 pro rata |

Job Purpose

1. To support YMCA's Grants and Trusts Manager in coordinating YMCA's Trust, Statutory and Lottery fundraising activity.
2. To be responsible for identifying, developing and managing relationships with small trusts relevant to the work of YMCA.
3. To be responsible for identifying other relevant funders to approach and managing these relationships.
4. To support the Grants and Trusts Manager and Director of People Services in developing and administering a monitoring and evaluation system across all areas of service delivery.

Trust Fundraising

5. To develop a portfolio of new trust funders and manage YMCA's existing portfolio.
6. To ensure that all Trusts, Lottery and Statutory activity is appropriate to the aims of the service for which it is secured and that it adds value to the integrity of that service.
7. To ensure that all existing and potential donors are fully informed about the work of YMCA.
8. To identify, develop and manage new opportunities for support from small Charitable Trusts for new and existing services.
9. To write and present information on the work of the organisation in an engaging and appropriate style for the Trust sector.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

10. To maintain accurate and robust records of all trust, statutory and lottery activity within YMCA's database, ensuring compliance with GDPR policy.
11. To liaise with relevant department Heads on a regular basis to develop funding proposals and reports, ensuring accuracy of information for such approaches and maintaining best practice in restricted income activity.

Support with other approaches

12. Working in conjunction with the Grants & Trusts Manager to develop powerful, compelling, enduring and tangible campaigns that connect the community with the work of YMCA MK, building a strong trust funding portfolio that identifies market opportunities to acquire and retain supporters.
13. To develop and identify other relevant funding opportunities for YMCA, developing approaches and managing these relationships.
14. To provide written reports and materials as required, including statistics, income breakdown and items for publication.

Monitoring and Evaluation

15. To ensure that all monitoring and evaluation reports/updates are sent to funders and that they receive prompt acknowledgement and appropriate recognition for their support.
16. To assist the Grants and Trusts Manager and Director of People Services in establishing and utilizing appropriate monitoring systems across all YMCA services so that essential data is analysed in order to measure impact.
17. Support the collation and presentation of service user case studies to demonstrate impact to funders.

General and Other Duties

18. Such other duties, which the Chief Executive/Director of Development may from time to time require.

It is essential that the post holder maintains confidentiality at all times.



Competency and Personal Skills

Knowledge and Skills - essential

1. Experience of running or working for a charity, and/or knowledge of trust fundraising.
2. Proven experience of exceeding targets and working Key Performance Indicators (KPIs).
3. A proactive approach to research to identify grant funding opportunities.
4. Established track record of personally delivering to defined goals, financial and non-financial.
5. Knowledge and understanding of the trust sector.
6. Familiarity with the use of databases.
7. A high standard of written English with an ability to produce concise and persuasive prose for trusts and wider stakeholders.
8. Strong team worker and interpersonal skills.

Desirable – essential in due course

9. An understanding of the needs and priorities of the not-for-profit sector.
10. Awareness of major issues in the not for profit sector and youth homelessness, specifically the issues that face the YMCA Milton Keynes.

Personal Qualities

11. Excellent communication skills, self-motivated and proactive.
12. Excellent relationship builder with ability to engage and support a wide range of audiences, including young people who are residents of YMCA.
13. Proficient in the use of technology and willing to learn new ways of working as needed.



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14. Ability to advise and work alongside all staff to support and implement wider YMCA objectives.
 15. Ability to work effectively to tight deadlines and to organize own workload.
 16. Commitment and flexibility in approach to work to meet the demands of the post and manage a very busy work load and diary.

