



<b>Job Profile</b>	Trusts Fundraising Officer
<b>Department/Parish</b>	Fundraising
<b>Reporting to</b>	Trusts Fundraising Manager
<b>Cost Centre</b>	131
<b>Location / Address</b>	Vaughan House, 46 Francis St, London SW1P 1QN
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	35 hours per week (9am-5pm, Monday to Friday, with 1-hour lunch break)
<b>Salary</b>	£30,000 - £35,000 per annum (depending on experience)
<b>Job reference number</b>	621-131

## **Job Purpose:**

Support the Trusts Fundraising Manager in growing income from Trusts and Foundations, contributing to various projects in parishes, Westminster Cathedral, schools, and central diocesan initiatives. Manage the administration of grant programs, including hands-on bid writing, relationship management, and supporting the application process for smaller grant programs and funding opportunities, such as the National Lottery Awards for All grant.

## **Principle Duties and Responsibilities:**

### **1. Collaborative Grants Development:**

Work closely with the Trusts Fundraising Manager to contribute to grants income growth for parishes, schools, and central services projects and programs.

### **2. Administration:**

Play a pivotal role in the day-to-day administration of trusts and foundations, responding to queries, providing information on grants and funding opportunities, maintaining current and accurate funding data, and preparing key documents.

### **3. Funding Opportunities:**

Support the preparation and distribution of information about funding opportunities to parishes, schools, and central services. Act as a key contact for related queries and lead engagement in smaller funding opportunities, including the National Lottery Awards for All grant.

### **4. Application Preparation:**

Provide support in preparing and submitting high-quality funding applications, ensuring they are compelling and complete.

### **5. Monitoring and Evaluation:**

Contribute to monitoring and evaluating fundraising activities against annual objectives. Report on internal Key Performance Indicators (KPIs) and monitoring returns to funders.

### **6. Relationship Management:**

Assist in developing and maintaining long-term relationships with parishes, schools, central services colleagues, and key funders through research, cultivation, and effective communication.

### **7. Capacity Building:**

Contribute to improving grants fundraising systems and understanding among service managers, parish staff, and senior colleagues.

### **8. Database Accuracy:**

Ensure accurate recording of all fundraising activities and supporter interactions in the fundraising CRM database (Donorfy).

**9. Case for Support:**

Collaborate in developing strong cases for support and packaging the Diocese’s work to engage funders.

**10. Diverse Fundraising Assistance:**

Provide support for supporter care, parish giving, individual giving, and major donor fundraising activities as required.

**11. Other Duties:**

Undertake additional duties as assigned by the Trusts Fundraising Manager or Director of Development.

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**Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

**Competence**

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

**Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

**Honesty**

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

**Perseverance**

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

**Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague’s success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

**Person Specification**

This section outlines the things you will need to be able to demonstrate to be successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/Competence Requirements</b>	<b>Essential/Desirable</b>
Strong presentation and communications skills with the confidence to deal with a range of stakeholders, senior staff and trustees.	Essential
Proven ability to form good working relationships and to motivate and coordinate colleagues across the organisation.	Essential
Proficiency in Microsoft Office suite – Word, Excel, PowerPoint, Outlook.	Essential
Proven ability to prepare and maintain reports on projects including Key Performance Indicators and income and expenditure budget.	Essential
Ability to work well under pressure and manage multiple concurrent projects and deadlines.	Essential
Experience in developing and implementing trusts and foundations or corporate fundraising strategies.	Desirable
Demonstrable track record of raising funds from various sources, including face-to-face solicitations.	Desirable
Experience in community or service user consultation and use of CRM databases.	Desirable
Line management experience and familiarity with parish settings.	Desirable
Experience leading project visits for donors.	Desirable
<b>Experience</b>	
Strong bid-writing, presentation, and communication skills.	Essential
Ability to form good working relationships, motivate colleagues, and prioritize tasks.	Essential
Organizational skills, ability to work to deadlines, and work on own initiative.	Essential
Ability to prepare, maintain, and report on income and expenditure budgets.	Essential
Knowledge of and appreciation for the Catholic Church and its teachings.	Desirable
Ability to travel to parishes, attend meetings and events.	Essential
<b>Qualifications</b>	
Educated to degree level and/or with equivalent work experience.	Essential