



Diocese of Westminster

Job Profile	Caritas Trusts and Foundations Manager
Department / Parish / Agency	Caritas Westminster
Reporting to	Head of Caritas Fundraising
Cost Centre	425
Location / Address	Vaughan House, 46 Francis Street, London, SW1P 1QN
Management of	n/a
Contract type	Permanent
Hours	28 hours per week (4 days per week)
Salary	£35,000 per annum (£42,000 FTE)
Job reference number	681-425

Job Purpose:

To manage and grow a portfolio of trusts and foundations to deliver against a seven-figure income target.

Principal duties and responsibilities:

- Research, identify, build and maintain relationships with appropriate funding sources - some of which could be outside the norm - to achieve targets and other key objectives.
- Liaise with and advise the Head of Fundraising on funding opportunities.
- Create an exciting vision and case for supports to attract a wide variety of high-value donors, securing six and seven figure grants.
- Lead on the preparation of funding bids/applications, planning and managing the process, working alongside the 'Heads of' in Caritas.
- Work collaboratively with colleagues in other teams, draft relevant content; prepare outline budgets and resource needs, and prepare a professional, compelling and persuasive proposition.
- Liaise closely with service and programme teams to ensure delivery is on track.
- Act as account manager to funders maintaining a clear overview of funder reporting needs and produce high quality, professional funder reports that meet the grant terms and conditions.
- Maintain a clear overview of financial reporting and ensure accurate financial reporting with each grant. Should there be a significant budget variance or changes in budget lines take responsibility for discussing and agreeing changes with funders.
- Display strong and persuasive communication skills
- Stay informed of developments and trends within the sector
- Maintain all records accurately and ensure the CRM (Donorfy) is kept up to date

You may be required to undertake other duties that fall within the nature of the role and responsibilities of the post. There may be occasional out of hours work and visits to programmes and the office in London required.

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 and 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 we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a 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.

Skills/competence requirements	Essential/ Desirable
Successful track record of meeting income targets.	E
Knowledge of budgeting and financial control	E
Flair for and interest in researching and prepare imaginative funding packages	E
A persuasive personality with excellent interpersonal and communications skills both verbal and written	E
The ability to work on own initiative, be disciplined, enabling the delegation and/or prioritising of work, particularly under pressure in order to meet deadlines	E
Meticulous attention to detail and a methodical approach to work.	E
Ability to work effectively and efficiently within a team context, supporting colleagues and working independently when required.	E
Analytical and reporting skills.	E
Computer literate with word processing skills and familiarity with the use of databases and spreadsheets	E
A commitment to embracing the values of Caritas, and to our motivation to harness technology.	E
A knowledge of the social sector	D
Experience	
Experience of planning, analysis, and understanding monitoring and evaluation.	E
Experience with databases. We use Donorfy.	D