

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 2 September 2018

Interviews are planned for: 12 September 2018



JOB DESCRIPTION – Job ref REQ01707

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|--|--|
| Job Title and Grade: | Trusts and Foundations Officer Grade 8 |
| Contract: | Permanent, Full-time |
| Hours: | A notional minimum of 36 hours per week |
| Salary: | £32,548 - £38,832 per annum |
| Department/Section: | Communications and External Relations |
| Responsible to: | Director of Advancement |
| Reports on a day to day basis to: | Head of Philanthropy |
| Purpose of job: | <p>The post-holder will work closely with the Head of Philanthropy to build on the success of our existing fundraising efforts, and secure significant funds from trusts and foundations. You will develop and maintain a trusts and foundations strategy and develop relationships with donors and prospects.</p> <p>The post-holder will write and co-ordinate proposals and applications, keep track and identify funding opportunities and manage trust and foundations grants (ensuring contractual compliance) through effective grant management.</p> |

Duties of the Post:

The main duties of the post will include:

1. To develop and manage a portfolio of charitable trusts and foundations.
2. To create well-researched, skilfully written applications and proposals and deliver presentations to charitable trusts and foundations with the aim of securing significant donations towards agreed targets.
3. To steward existing donors and supporters; ensuring that they are kept fully informed of the impact of their support through appropriate reporting mechanisms and events.
4. To manage and nurture trust and foundation supporters with the aim of ensuring their on-going and increasing support.
5. To work closely with the Research Manager in the development of trust and foundation prospects and the donor pool, exchanging and recording key information that will aid the cultivation of each prospect/donor.
6. To input all information relating to the portfolio of prospects and donors assigned to the post-holder onto the Raisers Edge database and be responsible for keeping it up-to-date.
7. To ensure all donations from trusts and foundations are promptly and appropriately acknowledged.
8. To work closely with the wider philanthropy team, ensuring consistency of message and approach.



9. To assist in additional activities as required – these may include attending events at or outside the University.
10. Any other duties that may be assigned from time to time by the Director of Communications and External Relations of their nominee.

Any other duties as may be assigned from time to time by the Head of Department of Advancement/ Director of Communications and External Relations or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

August 2018

PERSON SPECIFICATION

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| JOB TITLE: Trusts and Foundations Officer |
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Qualifications /Training

| | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| ▪ Degree or equivalent qualification or experience | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Postgraduate qualification in fundraising, marketing or communications | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Experience/Knowledge

| | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| ▪ Significant relevant experience in fundraising and securing five and six figure gifts | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Substantial experience of writing bids to trusts and foundations | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Demonstrable understanding of donor stewardship | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Exceptional writing skills suited to preparing professional funding proposals of the highest standard | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent financial and budgetary experience | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Evidence of continuing professional development through participation in suitable CASE and/or Institute of Fundraising type events | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Experience of working with a diverse range of colleagues within a large and complex organisation | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Experience of working within the higher education and/or not-for profit sector | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Knowledge of Raiser's Edge or a similar CRM database | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Knowledge and understanding of the Fundraising Preference Service and best practice around GDPR and PECR | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Skills/Abilities

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| ▪ Strong organisational and project management skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A self-starter able to prioritise, meet deadlines and deliver multiple and simultaneous projects | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent presentation and verbal communications skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent written communication skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Demonstrable track record of establishing strong relationships with a wide range of stakeholders, from prospective donors to key ambassadors and senior staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Manage own workload and use initiative, as well as work as part of a team | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to work across departments/sections and influence colleagues at a senior level | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to develop operational activity that meets strategic aims | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to think strategically and to input into the strategy process | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Other

| | Essential | Desirable |
|--|------------------|------------------|
| | | |



| | | |
|---|-------------------------------------|--------------------------|
| ▪ Ability to meet the requirements of UK 'right to work' legislation* | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Willingness to travel (UK & International) and to spend short periods of time away from home as required (for which time off in lieu will be given) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Willingness to work outside usual office hours when necessary (evening and weekend) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

August 2018

ADDITIONAL INFORMATION

Communications and External Relations

Further information regarding the department may be found at the following link:

www.essex.ac.uk/cer

General information

Informal enquiries may be made to Lynsey Dawson, Head of Philanthropy (telephone: 01206 872700 e-mail: ldawson@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy following:

<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

This document is produced by:

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August 2018