

JOB DESCRIPTION

Position:	Trusts and Grants Officer
Organisation:	The Pankhurst Trust (Incorporating Manchester Women's Aid) (PTMWA)
Location:	The Pankhurst Centre, 60-62 Nelson Street, Manchester, England / Remote
Job Type:	Full Time – 5 days (35 hours) per week - permanent contract (subject to funding)
Salary:	£27,514 – 29,174 per annum pro-rata

OVERVIEW

The Pankhurst Trust (Incorporating Manchester Women's Aid) (PTMWA) has exciting plans for future growth and development and is looking for a dynamic Trusts and Grants Officer to help realise our ambitions.

The Pankhurst Centre was the birthplace of the Suffragette movement and currently houses a small museum and heritage centre. It is also the operational headquarters for Manchester Women's Aid, the City's largest specialist provider of domestic abuse services.

Reporting to Fundraising and Development Manager, you will support the delivery of the organisation's overall fundraising strategy. You will use your exceptional bid writing skills to create compelling applications for funding that help PTMWA deliver an ambitious programme of support and utilize your superb interpersonal skills to engage trusts, foundations, and other funding bodies, building fruitful relationships that lead to long-term funding and support.

MAIN DUTIES AND RESPONSIBILITIES

Bid Writing

1. Plan, prepare and write compelling applications for funding
2. Achieve income targets that support PTMWA's strategic service delivery goals

Funder Cultivation and Stewardship

3. Initiate and maintain a dialogue with funders to gain practical support where necessary throughout the application process
4. Identify and maximise opportunities to raise unrestricted and restricted funds from trusts, foundations, and other funding bodies
5. With the Fundraising and Development Manager, develop PTMWA's thank you processes and donor stewardship programmes for trusts and foundations
6. Build effective relationships with trusts, foundations and other funding bodies that help PTMWA secure long-term funding and support

Communication and Events

7. Act as the primary point of contact for the funder throughout the course of the grant, ensuring that reporting requirements are met and ensuring that PTMWA is represented at any meetings which are necessary for the effective fulfilment of the project

8. With the Fundraising and Development Manager, create inspiring reports and updates for donors that bring to life the impact of their support

Administration

9. Keep accurate records on GoodCRM
10. Submit timely and accurate reports to the Senior Management Team and to donors as required, to meet all monitoring and evaluation requirements
11. Ensure gifts and donations are appropriately acknowledged and deal with correspondence and enquiries in a timely manner

Other

12. Ensure compliance with data protection legislation and regulations, as well as the Fundraising Code of Practice
13. Represent PTMWA at external meetings, conferences and events as required, using every opportunity to share our mission, values, strategic aims and impact
14. Follow strict PTMWA confidentiality procedures for all service users and their families, ensuring these are observed by all employees and volunteers
15. Follow the PTMWA safeguarding policy and report any concerns in accordance with the safeguarding procedures
16. Actively participate in supervision and appraisal sessions, identifying your own learning and development needs and participating in learning activities relevant to PTMWA's commitment to providing high quality services
17. Work at all times with due regard to the policies and procedures of PTMWA, including financial regulations, and help review and amend them where required

Role Competencies

Essential

1. Proven experience of planning, preparing and writing high quality bid proposals and funding applications
2. Experience of obtaining and managing significant partnerships with trusts and foundations, including understanding their needs and developing highly personalised relationships
3. A sound understanding of trust fundraising best practice
4. Excellent IT skills, and experience using a range of IT applications, including MS Word, Excel, Outlook and PowerPoint
5. Exceptional communication skills – articulate and persuasive across a range of audiences
6. Excellent writing skills, with experience of writing copy, proof-reading and report-writing
7. Strong research skills, with the ability to use, manipulate and analyse data
8. Numerate and financially literate, with the ability to track financial data and produce and understand budgets
9. Exceptional organisational and time management skills, able to meet deadlines and work under pressure
10. A cooperative and enthusiastic team player

11. Commitment to equal opportunities and anti-discriminatory practice
12. Commitment to the aims and ethos of PTMWA and a passion for women's equality

Desirable

13. Demonstrable track record of securing 5 and 6 figure sums from trusts, foundations, and other funding bodies
14. Understanding of the importance of compliance with data protection legislation and General Data Protection Regulations (GDPR) in the charity sector
15. Experience of managing partnerships with other organisations
16. Experience of working with a grant management system and/or CRM database
17. Experience within the heritage, arts, or domestic abuse sectors
18. A relevant fundraising qualification
19. Knowledge of the funding environment in the voluntary sector

OTHER REQUIREMENTS

- Willingness to undertake training, and a commitment to continuous personal development
- Willingness to work flexibly and able to travel to different sites and venues if required for fulfilment of duties
- Post is open to women only under the Equality Act 2010, schedule 9, part 1
- Post is subject to a DBS check.