**Job Description & Person Specification - Senior Trust Officer**

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| **Title of Post:** | Senior Trust Officer |
| **Salary:** | £34,000 |
| **Location:** | Positive East Offices (159 Mile End Road, Stepney Green, London, E1 4AQ) |
| **Hours:** | Full-time; evening and weekend work will be required, but time off will be given in lieu of overtime |
| **Accountable to:** | Head of Fundraising and Communications |
| **Accountable for:** | Fundraising volunteers and interns |

**Job Summary**

We are looking for a hard working self-starter, with excellent written and verbal communication skills with demonstrable experience to join our fundraising team at a pivotal time in the organisations history. The post holder will have the primary responsibility to secure annual and multi-year grants and produce grant reports. A sound knowledge and experience working with large and small funding bodies will be required.

This job is an excellent opportunity for someone who would like to contribute to the financial success of Positive East through leading on, and managing, large multi-year grants. We will be looking for a candidate who can demonstrate a proactive approach to projects with excellent communication and organisational skills.

**Job description**

**Trusts and Foundations**

* Manage the process of securing large multi-year grants from various sources
* Identify potential projects that fit large grant funders criteria
* Conduct community consultations to understand project needs and outputs
* Manage current BLF grants (reporting, liaising with grant manager)
* Evaluate current BLF grants to support the need and evidence for continuation funding
* Produce compelling first and second stage proposals

F**undraising General**

* Support the Head of Fundraising and Communications to secure large grants from trust and foundations. This would include taking a lead on developing and submitting high quality compelling proposals
* Support the work of the fundraising team in achieving its targets as directed by the Head of Fundraising and Communications
* Support the fundraising team with copy and case studies when needed
* Keep accurate and timely records on the fundraising database
* Attend donor events and community events

**General**

* Ensure the integrity of Positive East’s vision, mission and values
* Actively promote the Charity, in the course of your duties, with clients, funders and potential funders, health and social care professionals, and other relevant stakeholders
* To carry out all duties with due regard to relevant legislation and guidance, the organisation’s Health and Safety, Confidentiality, Data Protection, Safeguarding and Equal Opportunities polices and all other polices of Positive East
* Participate fully in supervision, training and development opportunities as agreed between yourself and the Head of Fundraising and Communications
* To play an active role in being part of the wider Positive East team to ensure that we achieve both our day to day and strategic objectives. This may mean showing flexibility in your role to support colleagues as appropriate
* Support the Charity’s activities as agreed with line manager around events including World AIDS Day, Pride, Positive East presentations and launches or other key annual events
* Carry out all other reasonable duties when requested

**Person Specification**

**Essential:**

Successful track record of generating income from large charitable trusts and foundations

Successful track record of generating income from lottery sources

Success track record of producing lottery project reports

Experience and understanding of producing project evaluations

Strong team player, with an ability to be an active and positive member of a team confident networking and relationship building skills

Excellent organisational skills, with the ability manage your own busy work load and work under pressure to a number of rapidly changing deadlines

In depth understanding of the issues facing people living with HIV or affected by HIV

**Desirable:**

Excellent Microsoft Office skills, including Word, Excel and Power Point

Strong research skills, with the ability to retrieve information and construct compelling stories from statistical data

Proven experience acknowledging donors in a timely manner

Experience of producing high quality writing for an external audience, with the ability to write communications that are compelling and emotive

Ability to think fast and bring fundraising ideas together

Ian Montgomery

November 2019