

## Job description: Trusts and Grants Manager

**Duration:** Permanent

**Salary:** £41,254

**Location:** Flexible (based in our London-hub office in Westminster)

**Reporting to:** Senior Trusts and Grants Manager

**Department:** External Relations

**Key working relationships:** Senior Trusts and Grants Manager, Trust and Grants Officer, Head of Partnerships and Trusts, Head of Design, Head of Network Delivery, Senior Corporate Partnerships Manager, Brand, Communication and Marketing Team, Engagement Team, Trustees, CEO and Senior Leadership Team

### Purpose of the job

This role offers an exciting opportunity to join a supportive, fast-paced and highly ambitious Partnerships and Philanthropy Team, which sits within the wider External Relations Department.

This role will work alongside our Senior Trusts and Grants Manager and Trusts and Grants Officer to deliver exceptional relationship management to our existing portfolio of funders from Trusts and Foundations and statutory sources, as well as to diversify and grow our income from new prospective funders.

The role will be responsible for the relationship management of some of our existing portfolio, including working closely with colleagues across UK Youth to deliver high quality reporting. The role will work collaboratively with the Senior Trusts and Grants Manager to develop compelling propositions and identify and cultivate new prospective partners and opportunities. The role will also be responsible for line management of the Trusts and Grants Officer.

The successful candidate will be an excellent storyteller and relationship builder, have good bid-writing skills and be highly organised, target-driven and outcome focused.

### Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes.

UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

### Key responsibilities

- Relationship management of an existing portfolio of Trusts and Foundations, statutory and government sources, spotting and proactively pursuing opportunities to grow income and strategic partnership opportunities, lead on feedback, reporting and re-bids
- Work with the Partnerships and Philanthropy Team and Design Team to create detailed, engaging and impactful proposals for prospective supporters, focusing on securing multi-year grants
- Research, build and own a prospect pipeline of new opportunities across these income sources and in alignment with key priority funding areas and organisational goals
- Line management responsibility of the Trusts and Grants Officer

## Other area of responsibilities

### Income Generation

- Lead on developing high-quality funding proposals and contract submissions, project managing the entire process and bringing in necessary expertise from across different departments
- Ensure all reporting deadlines are met with high-quality submissions that demonstrate impact
- Keep up to date with trends, research and data relevant to these income source areas (contracts and grants), ensuring relevant teams including Network Delivery and Impact are fully informed of upcoming opportunities to unlock funding.

### Digital, engagement and communications

- Ensure that existing and prospective relationships with supporters are strengthened, with regular communications and by providing ample opportunities for supporters to learn more about our work
- Play a key role in the creation of impactful supporter communications, working closely with the wider External Relations team and other teams across the organisation as required
- Work closely with the Brand, Communications and Marketing team to develop ways to promote opportunities with UK Youth across our social media channels and other digital platforms
- Ensure the attendance of funders and commissioners at UK Youth events, maximising the opportunity to demonstrate the impact of our work
- Deepen and strengthen external relationships with both our current portfolio and prospective funders by proactively seeking out relevant opportunities to network, attend events and represent UK Youth
- Utilise a greater focus on storytelling in all communications with supporters

### Strategy and performance

- Provide audience expertise into planning cycles and strategic decisions that influence the creation of products and propositions
- Provide weekly reporting to the Senior Trusts and Grants Manager on achievement against KPIs and priorities

- Manage and operate within the agreed business plan and budget to ensure that UK Youth income targets are met
- Ensure all donations are accurately recorded and recognised, working closely with the finance team
- Ensure that the CRM is up to date and accurate at all times
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

## Manager behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds an understanding of equity, diversity and an inclusive culture
- Able to provide detailed feedback to direct reports on performance and development areas
- Able to mentor and develop skills in others
- Able to support others to learn from mistakes and support wellbeing
- Able to delegate work effectively and provide practical support.

## Person specification: Trusts and Grants Manager

### Experience

- Experience of raising income from Trusts and Foundations
- Experience of delivering excellent relationship management
- Research and prospecting experience
- Experience of line management

### Knowledge, skills and understanding

- Knowledge of the fundraising and/or commercial market
- Ability to develop proposals and confidently pitch to funders/commissioners
- Knowledge of the needs of young people, the youth sector and UK Youth
- Excellent interpersonal skills including relationship building, influencing and negotiating with a wide range of people, using tact and diplomacy
- Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint

### Personal qualities

- A 'can-do' and flexible approach with the ability to adapt to changing priorities, including

- a willingness to travel and work occasional evenings and weekends when necessary
- Outcomes-focused and target-driven
- Passionate about supporting young people
- Strong storyteller and communicator
- Honesty and integrity
- Brave and ambitious
- Open to new ideas and creative thinker

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.