

## Job description: Senior Trusts and Grants Manager

**Duration:** Fixed Term Contract

**Salary:** £46,167

**Location:** Hybrid Working (London Office)

**Reporting to:** Head of Partnerships and Philanthropy

**Department:** External Relations

**Key working relationships:** Departments internally and external key stakeholders

### Purpose of the job

This is a fantastic opportunity for an experienced Trusts and Grants Manager to take on a new challenge - leading and inspiring a team of talented fundraisers for UK Youth's highest value income streams. You will play a key role in supporting the organisation to achieve its income ambitions to meet the growing needs of young people and the youth sector.

Working closely with the Head of Partnerships and Philanthropy, you will oversee the development of a strong pipeline across trusts, foundations and statutory sources, strengthen relationships with existing funders and work creatively to secure new opportunities in line with UK Youth's funding priorities. You will be responsible for leading on the relationship management of a small portfolio of high value Trusts and lead on the bid development of some of our highest value opportunities.

### Why work at UK Youth?

We are a value-based, passionate and committed organisation offering a friendly working environment with lots of opportunities for professional development and socialising (even for those working remotely!) from lunch and learn sessions, staff quizzes to virtual coffee meet-ups. UK Youth prides itself on being an Equal Opportunity employer and we would particularly welcome applications for this role from those who identify under one of the protected characteristics under the Equality Act 2010.

We value the differences that a diverse workforce brings and are committed to inclusivity, and to employing and supporting a diverse workforce. Our selection procedures ensure that people are treated on the basis of their relevant merits, experience, skills and abilities and that no individual receives more or less favourable treatment.

We welcome applications from groups currently under-represented in our organisation including BIPOC, LGBTQIA+ and persons with disabilities. We are also currently underrepresented by men, and so are seeking applications from different backgrounds, cultures, age, experience and identity to bring a wide range of experiences, ideas, views and insights to UK Youth.

### Key Responsibilities

- Lead on the development of the Trusts and Grants income generation strategy with the support of the Head of Partnerships and Philanthropy – devising of creative approaches to

income generation across mid and high value opportunities.

- Develop, manage and inspire the Trusts and Grants Team, currently comprising of a Manager and an Officer.
- Lead on the relationship management, growth and retention strategies for a small portfolio of high value Trusts and Foundations and Government contracts, including leading on rebids, reporting cycles and senior stakeholder engagement and stewardship plans.
- Lead on developing high-quality funding proposals and contract submissions, project managing the entire process and bringing in necessary expertise from across different departments.
- Develop the strength of our propositions and storytelling to this audience to increase the level of unrestricted multi-year grants we receive.
- Support the Trusts and Grants Manager to develop and implement a robust income generation strategy for Avon Tyrrell (UK Youth's outdoor learning centre).
- Own the prospect pipeline of new opportunities across these income sources and in alignment with key priority funding areas and organisational goals.

## Other areas of responsibilities

- Ensure the impact of our funders is celebrated working closely with the Brand, Marketing and Comms team.
- Ensure all communications to funders are produced in accordance with UK Youth brand guidelines, UK Youth's inclusive language guide, fundraising regulations and ethical policy.
- Ensure preparation and timely submission of internal reporting on progress against the teams objectives, expenditure budgets and targets.
- Ensure diligent maintenance of Microsoft Dynamics and champion its consistent use with the team and in accordance with UK Youth database and GDPR policies.
- Remain fully up to date with grant-making trends through research, networking and databases, ensuring no major opportunities are missed.
- Champion and instill behaviours of continuous learning and development by encouraging the team to attend peer networking events, conferences and learning events on relevant topics.
- Ensure all reporting deadlines are met with high-quality submissions that demonstrate impact and fully meet funder requirements.

## 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 take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making.
- Able to identify cause and effect relationships and take a solution focussed approach.
- Able to be solution focussed in their thinking and approach.

## Person Specification: Corporate Partnerships Lead

### Experience

- At least four years' fundraising experience, ideally gained in trusts, statutory or high value fundraising
- leading on bids and securing 6 and 7 figure grants
- managing prospect research approaches and income pipeline
- Developing creative and engaging cold approaches
- Managing and motivating a team
- Strong written and verbal communication

### Knowledge, skills and understanding

Knowledge, skills and understanding required in the role.

### Personal qualities

- A pro-active approach, self-motivated and enthusiastic with initiative and commitment to achieving results
- Flexible approach to work and a can do attitude
- Excellent interpersonal, influencing and persuading skills
- Excellent organisation and time management skills

This post is subject to receipt of two satisfactory references, an standard / 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.

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We value the differences that a diverse workforce brings and are committed to inclusivity, and to employing and supporting a diverse workforce. Our selection procedures ensure that people are treated on the basis of their relevant merits, experience, skills and abilities and that no individual

receives more or less favourable treatment. We can offer flexibility through the interview process and endeavour to accommodate candidate's needs