



Title Trusts Officer

Line manager Trusts Manager

Manages N/A

Salary £35,000 per annum

Location London based office & home, with a minimum of 3 days in the office.

Hours a week 35

Summary / overall purpose

To be jointly responsible for implementing Cure Parkinson's Trust fundraising programme and meeting agreed income targets by producing high quality applications to secure significant income from grant-giving Trusts and Foundations, both existing and new.

Key duties / tasks

- Secure income for Cure Parkinson's by creating tailored proposals for trusts capable of giving up to £100,000.
- Manage Cure Parkinson's programme, for trusts giving up to £10,000.
- Support the Trusts Manager with the development of an international trust programme.
- Work collaboratively with the research and senior management teams to identify immediate and long-term funding requirements, and to develop in-depth project proposals.
- To make the team aware of new and existing funding opportunities from Trusts and Grantmakers.
- To work across the fundraising team to utilise opportunities and encourage the team to identify opportunities in Trust fundraising as they arise.
- Submit high-quality grant applications within required deadlines to a wide range of funders including large national funders, building relationships and partnerships.

- Use strong creative writing skills to convey the charity's work with the maximum impact.
- Conduct regular research on prospects, recording the most up-to-date information available regarding propensity to give and application process.
- Develop prospect research into a pipeline of funding applications to small, medium, large and multi-year funders.
- Create productive relationships with trust funders at all levels with the aim of securing funds and developing effective stewardship plans to maintain and increase levels of giving.
- Produce reports for funders to meet the requirements of grants and regularly update on progress of projects/relevant research
- Organise face-to-face meetings with key funders and research team/beneficiaries and invite to relevant research/fundraising events to engage support.
- Maintain accurate and up-to-date donor records and provide quarterly (or if requested, more frequent) reports to the Head of Philanthropy on progress, identifying upcoming opportunities and suggesting appropriate solutions to potential risks to income targets.
- Act as a representative of CP at external events, upholding ethical and professional standards at all times and identifying new fundraising opportunities where possible.
- Deliver against income and expenditure targets as set in the business plan, reporting, as required, on the performance, effectiveness and outcomes of specific projects internally and externally

THINGS WE ALL DO

- Support CP events and activities as required, which will include occasional evening and weekend work
- Be an effective ambassador for the charity
- Develop an in-depth understanding of our work
- Take on other reasonable tasks, as required

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder

Hours of work and holidays:

Your normal working hours shall be 9.30am until 5.30pm, Monday to Friday, with an unpaid lunch break of one hour. The Charity offers a flexible start time between 8.00am and 10.00am however you must work your full contractual hours each day. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time in lieu. We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

Pension scheme:

After three months you will be entitled to join CP's auto-enrolment pension scheme to which the charity contributes 3%.

Location:

Cure Parkinson's, 120 New Cavendish Street, London, W1W 6XX

Diversity:

CP recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.

NB. CPT "assessment for recruitment requirements and competencies" follows.

_PERSON SPECIFICATION		
Assessment for recruitment requirements and competencies		
JOB TITLE: Trusts Officer		
LINE MANAGER: Head of Philanthropy		
		SPECIFY: ESSENTIAL(E) DESIRABLE (D)
APTITUDES/ SKILLS/ABILITIES	<ul style="list-style-type: none"> • Self-motivated and enthusiastic worker • Excellent communicator both written and face to face with an ability to adapt to each donor's individual needs • Effective team worker • Flexible approach to working conditions and working environment change • Able to work flexible and unsocial hours (including some Bank Holidays) as required, including travel and evening/weekend work • Ability to work on own initiative • Sensitivity to the cause and CPT's research-based activity • Sense of humour, honest, empathetic, approachable and enthusiastic • Strong planning and organisational skills and an ability to manage a demanding workload, with a flexible and collaborative approach to work • A willingness to learn about Parkinson's and the research that CPT funds. The ability to understand and convey technical or scientific information and communicating complex visions to non-scientific supporters • Committed to achieve Cure Parkinson's vision and values • Target driven - determination to grow this income stream for The Cure Parkinson's Trust • Is willing and able to travel and attend weekend meetings/events and participate in some out of hours work 	E E E E E E E D E D E D E
QUALIFICATIONS KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience working in Trust Fundraising • IT literate – Word, Excel, MS publisher, databases, website, social media etc. • Good problem-solving skills 	D E E

