

Leukaemia Care
YOUR Blood Cancer Charity

Grants and Trusts Fundraising Officer



www.leukaemiacare.org.uk

WHO WE ARE, AND WHAT WE DO

Leukaemia Care is the UK's leading leukaemia charity. For over 50 years, we have been dedicated to ensuring that everyone affected receives the best possible diagnosis, information, advice, treatment and support.

We are here for everyone affected by leukaemia and related blood cancer types – such as myelodysplastic syndromes (MDS) and myeloproliferative neoplasms (MPN).

We provide information, advice and support for anyone affected, this includes patients and their friends and families too. We raise awareness of the issues impacting people affected by leukaemia, MDS and MPN, and campaign to fix them. We are driving early diagnosis, raising public awareness, improving services and ensuring access to effective treatments.

How do we do this? We have a wide-range of services aimed at patients and their loved ones from diagnosis and beyond. Our support services range from nurse-led helplines, support groups and free-of-charge medical information to access to paid counselling, grants for those feeling the financial strain of a diagnosis and providing buddies so people always have somebody to talk to who have experienced something similar to them. [We encourage you to have a read of our website](#) and find out all the ways we support from diagnosis and beyond.

Crucial to our work is raising awareness of leukaemia as a blood cancer and the importance for early diagnosis. Leukaemia can be difficult to spot as the symptoms are similar to many other common conditions. Unfortunately, most people are not aware of the signs of leukaemia and this leads to diagnosis being delayed, which can worsen outcomes for patients.

As well as working to educate the general public through our #SpotLeukaemia campaign, we are working closely with our colleagues working in frontline medical services to ensure they have the most up-to-date information on diagnosing leukaemia. We know that by raising awareness and working to educate healthcare professionals, we can save lives and improve outcomes. Mattia explains the importance of this work [in this video](#) - Spot Leukaemia simply saved his life.

Job title: Grants and Trusts Fundraising Officer.

Hours: Full-time (Equivalent to 37.5 hours a week), in line with our flexible working policy.

Remuneration: £20,000 (up to £25,500 per annum depending on experience).

Type of contract: Fixed term – 3 years (with possibility for a permanent role).

Location: Flexible but with at least two days a week to be worked from the charity's offices at One Birch Court, Blackpole East, Worcester, WR3 8SG.

Report to: Fundraising Manager.

Working closely with: Communications and Fundraising Director, Communications Manager, Fundraising Team.

Overview

This is an excellent opportunity if you wish to develop your career in fundraising.

You should have a proven track record of grants and trusts fundraising, as a key income stream for the charity, writing, managing and monitoring the grant process to maximise the success rate of applications and grow income.

Duties and responsibilities

By working with the Fundraising Manager:

1. Lead our grants and trusts fundraising, growing this area of income.
2. Report to the Fundraising Manager summarising key actions for approval, being prepared with solutions to any problems.
3. Work closely with the Fundraising Manager on the development and implementation of initiatives.
4. Represent the charity at events as required.
5. Ensure that systems and processes are effective, and that our database is being updated and utilized as the central source of information for recording income and reporting.
6. Devising new fundraising ideas with the Fundraising Manager.

At the request and under the direction of the Fundraising Manager:

Grants and Trust Fundraising

1. Develop our grants and trusts income strategy in line with our charitable objectives and the strategy, to grow this area of fundraising.
2. Prepare, compile and submit high quality funding proposals (both national and regional throughout the UK) and budgets in accordance with timetables and application criteria.
3. Create innovative and persuasive proposals, that stand out from the norm, aimed at new funders and extending the support of existing partners.
4. Be responsible for funding applications across a wide variety of funders (including grants and trusts, corporate and pharmaceutical).
5. Ensure bids have a common and consistent message; quality control written applications.
6. Create a pipeline of income from grants and trusts for regional service delivery.
7. Ensure that application budgets cover all linked costs (including overheads and staffing where appropriate).
8. Keep a record of applications, success rates and funding pipeline.
9. Work with the Fundraising Manager to consider and apply for opportunities for corporate fundraising applications.
10. Maintain a list of regular applications (e.g. annual) and a calendar of

deadlines, ensuring action is taken in a timely manner.

11. Communicate and engage with grant funders to ensure they are updated, involved, and supported, via telephone, email, letters, and social media.
12. Identify opportunities to tell fundraising stories that bring our events and fundraising experiences to life.
13. Improve retention and engagement, building strong relationships and long-term supporter (e.g. multi-year grants, or repeat funders).
14. Successfully manage relationships from a portfolio of trusts and foundations, ensuring timely reporting and effective communications.
15. Develop creative and tailored stewardship plans and funding proposals to enable funders to see the difference they are making and to retain and uplift their support.
16. Provide an impact report to all funders, using service measures and a testimonial of the service funded.
17. Deliver funding to underpin the strategic plan (multi-year partnerships and to steward key funders), using projects to proactively fundraise for.
18. Research and identify new opportunities for growth, utilising databases and reaching out to lapsed donors and connections.
19. Develop stewardship pathways for potential funders.
20. Maintain accurate financial and account management records.
21. Work closely with the finance team to ensure accurate restrictions and financial reporting processes.
22. Work with Patient Services Manager and Patient Advocacy Manager to identify and develop additional funding opportunities.
23. Consider opportunities to work with other charities on collaborative applications (for larger pots of funding).

Fundraising Team

1. Contribute to the overall fundraising as a member of the Fundraising Team.
2. Working closely with other members of the fundraising team to ensure integration with donors, activity and sponsorship opportunities.
3. Maximise the generation of funds from all available sources.
4. Ensure all work is of high quality, and reflective of the values of Leukaemia Care.
5. Provide cover within the team as needed during periods of annual leave, sickness or where extra resource is needed.
6. Hit and exceed performance targets.
7. Ensure a good return on investment on fundraising activities.

Planning

1. Work with the Fundraising Manager to organise a schedule, plan and calendar for grants and trusts fundraising aligned with our strategic and operational objectives.
2. Liaise with the Fundraising Manager and Communications Manager to

- develop communication and promotional materials about grant funding.
3. Ensure all supporters are appropriately thanked, including impact reporting.
 4. Assist with enquiries over the phone and by email.

Analysis and Impact

1. Analyse the impact of our activities and effective methods of fundraising.
2. Analyse the impact of fundraising and prepare measurement reports using agreed metrics.
3. Report on the progress of the community fundraising and individual giving activities to the Fundraising Manager, including recommendations and areas of improvement.
4. Understand and consider where each project fits within the wider programme of work.
5. Keep pace with new fundraising opportunities, innovations and technologies to ensure that all opportunities are maximised.

General

In addition to the specific duties and responsibilities outlined in this job description, all Leukaemia Care employees should be aware of their specific responsibilities towards the following:

1. Uphold the values of the charity and to not behave in a manner that is likely to bring the charity into disrepute.
2. Adhere to all health and safety and fire regulations and to co-operate with the charity in maintaining good standards of health and safety.
3. Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not exhaustive. It 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.

If you have any questions, please contact: jobs@leukaemiacare.org.uk

Person specification

| Criteria | Essential | Desirable | How assessed |
|---|--|---|------------------|
| Skills/ Abilities | <p>Outstanding writing skills, with the ability to draft a variety of documents.</p> <p>Excellent communication and presentation skills.</p> <p>Highly creative and able to turn ideas into action.</p> <p>Outstanding writing skills, with the ability to draft a variety of documents.</p> <p>Ability to analyse data from different sources including databases.</p> <p>Self-motivated with the capacity to work on own initiative and as part of a small team.</p> <p>Excellent organisational and time management skills.</p> <p>Able to carry out office administration tasks as part of role.</p> <p>Highly IT literate (MS Office preferable).</p> | <p>Understanding of relationship databases.</p> <p>Understanding of how to devise and implement an effective fundraising plan.</p> <p>Experience communicating about fundraising and donations.</p> <p>Understanding of how social media can be used to fundraise.</p> <p>Experience of analysing data and producing reports based on findings.</p> | CV and interview |
| Knowledge and understanding | <p>Knowledge of grants and trusts fundraising.</p> <p>Financially literate.</p> | <p>Understanding of the issues and needs of people with a blood cancer.</p> | CV and interview |
| Qualifications, training and education | <p>Degree (2.1 or 1st preferred), relevant professional qualification and/or demonstrable experience.</p> | | CV and interview |

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|---------------------------|---|--|------------------|
| Experience | Experience in a grants and trusts fundraising role. | Experience of multiple types of income streams (e.g. events, community, corporate, virtual). Media trained. | CV and interview |
| Other requirements | <p>A good team player - able to link in and work well with a range of people within the organisation.</p> <p>Ability to manage own workload.</p> <p>Able to work flexibly to meet the needs of the role with sufficient notice.</p> <p>High levels of motivation, when working alone or with a team.</p> <p>Ability to problem solve.</p> <p>Ability to learn quickly.</p> <p>Confident, enthusiastic and creative.</p> | Comfortable working from both the office and home. | CV and interview |

Why it's great to work at Leukaemia Care

As well as the satisfaction of knowing you improve the lives of people with leukaemia, blood cancer and associated conditions, we also offer the following:

1. Pension scheme with NEST - we will match employee contributions up to 7% of qualifying earnings.
2. Life Assurance (also known as death in service benefit) of four times annual salary.
3. Employee Assistance programme.
4. Cycle to work scheme.
5. Enhanced sick pay (as set out in our staff handbook).
6. Bereavement leave of up to three days paid leave should the need unfortunately arise.
7. Five "duvet days" - a proportion of annual leave that can be taken with no advance notice, subject to work commitments, to support mental health.
8. Eye tests and glasses contribution.
9. Flu jab for all employees who are ineligible to receive a free one on the NHS.
10. Annual leave of 33 days including 8 bank holidays, rising by 1 day for each complete year of service up to a maximum of 36 days (for full-time staff, pro-rata for part-time staff).
11. Additional discretionary annual leave between Christmas and New Year.
12. Free onsite parking at our offices in Worcester.
13. Headspace subscription.
14. Induction training and ongoing training to help you deliver your role.
15. Staff social events - in person and online to ensure all employees have an opportunity to get involved.
16. A staff representative that employees can confidentially feedback to about any issues or concerns.

We will also ensure that you are supplied with the right equipment for the job and to work safely - this may include a laptop and mobile phone, as well as equipment to make your working day as comfortable as possible. If the job requires it, we also reimburse pre-approved travel expenses.

How to apply

You can apply online via our Charity Jobs listing or you can email your CV along with a cover letter to jobs@leukaemiacare.org.uk outlining your suitability for the role.