**Job Title: Trusts and Foundations Grants Manager**

Location: Home working, 3 days a week. London Office 2 days a week (variable)

Hours: 37.5 hours per week

Reporting To: Director of Income and Communications

Direct Reports: Trusts and Grants officer

Salary: £40,000-£45,000

**The Organisation**

The Honeypot Children’s Charity is the UK’s National Young Carers Organisation. Honeypot Houses are located in England, Scotland and Wales.

We provide a unique range of support services to young carers, children aged 5 to 12, who care for a sick or disabled parent or sibling. Our flagship service is stress busting Residential Respite Breaks where young carers make have a needed break from caring and make happy childhood memories at our beautiful houses in Hampshire, Powys and Ayrshire. We also provide Social and Emotional Active Learning Residential Breaks to boost children’s confidence to succeed in education. Wellbeing Grants and Healthy Eating and Nutrition for disadvantaged children who lack the basic essentials a child needs. Intensive Pastoral Support during children’s challenging times. After School and Weekend Clubs online to alleviate the isolation and loneliness of caring. It is an exciting time to be joining this dynamic and growing children’s organisation.

Led by Simmi Woodwal our inspirational, supportive and long serving Chief Executive Officer, a stable and long servicing Board of Trustees of leading Business people and Philanthropists and a highly collegiate and passionate team of Directors and colleagues, Honeypot is a nurturing environment within which new members thrive and develop.

**Job Purpose**

Lead the Trusts and Foundations Fundraising Team to generate income in excess of £500,000 in the current financial year, with a view to achieving steady growth in income over future years in line with the overall fundraising and organisational strategy to maximise income for Honeypot from Trusts & Foundations. Research, identify and implement new funding opportunities and maintain and grow existing donor relationships.

Devise and deliver a high performing Strategy for Trusts and Foundations that harmonises with the overall Fundraising Strategy for all other income generating fundraising activities and the three Honeypot Fundraising Offices that currently exist.

Create a 12month schedule of Grant Applications on a rolling basis that builds a strong pipeline at any one time and ensures a constant and high- level output of quality and timely Trusts & Foundations Grant Applications. Regularly report progress in delivering this schedule to the Director of Income and Communications.

Devise and deliver engagement events to connect with existing and potential new funders to ensure that Trusts and Foundations Fundraising is based on relationships and not transactions.

**Responsibilities**

To secure long-term income and growth in income from Trusts, Foundations and the Public Sector. This post will focus on applications for funds over £10,000, while supervising the Trusts and Grants officer to deliver a constant flow of quality applications for grants up to £10,000, with some leeway for the Trusts and Grants Officer to exceed this upper limit.

* Ensure comprehensive, high quality progress reports are provided to Grant Funders and that they are delivered within the Funders deadlines, which meet their requirements.
* Ensure that any other reporting requirements of the Grant Funders are satisfactorily met.
* Consult and liaise with the Director of Income and Communications to ensure that proposed Grant applications made by The Trusts and Foundations Grant Manager and Trusts and Grants Officer coordinate and do not duplicate Grant applications that are being made by other members of the Honeypot Team.
* Understand and work to achieve the strategic funding priorities of the Organisation as set by the Trustees, Chief Executive and Senior Leadership Team.
* Achieve agreed annual target by developing a constant output of quality and timely applications that build an excellent pipeline of Trust and Foundations Grant Applications that are under consideration. Commit to keeping your knowledge of relevant Government Legislation up to date and develop your skills through training and personal research to be aware and comply with Sector wide best practice.
* Develop and manage a portfolio of trusts over time to regularly achieve agreed personal budget.
* Seek to develop personalised relationships with current supportive trusts and develop relationships with new funders with the view of achieving fruitful long-term relationships.
* Seek out and attend networking opportunities.

**Trusts and Foundations**

Maximise donations from Trusts and Foundations through an organised process of research, applications, reporting and relationship management

* Ensure that the charity is generating sustainable and where possible, unrestricted income from trusts and other grant givers by securing multi-year grants
* To research and review the giving criteria and patterns of existing and potential supporters to identify the best prospects and ensure all opportunities for generating income are maximised
* Write high quality and engaging reports, presentations and proposals, understanding the needs and motivations of the target audience
* Play a lead role in developing model grant application templates for Honeypot’s new services.
* Be able to write up compelling case studies that convey the difference Honeypot’s work makes to the lives of young carers
* Be able to communicate the Impact of Honeypot’s support services for young carers to professional Trusts and Foundations that require such measures and be able to confidently present financial budgets and project costings, based on information requested by you to the Finance Director and Director of Income and Communications
* Submit compelling, high-quality applications for funding towards relevant projects and activities
* Ensure that all funders are thanked promptly and appropriately
* Work closely with the Director of Operations and Operations team on major projects to source the information you require.
* Build and develop strong and long- term relationships with donors

**Line Management**

* Provide effective coaching and line management to the Trusts & Grants Officer to develop their skills and assist them to maintain a correct focus of work effort.
* When necessary to provide support to volunteers that wish to develop their skills in bid writing

**Monitoring and Reporting**

* To provide first-class account management for all trusts funded projects and statutory funders and ensuring that all requests for information and updates are met in a timely fashion
* Monitor the income and expenditure of Trust funders and update funders as required
* Provide the Director of Fundraising & Marketing with regular progress reports against agreed objectives and targets
* Maintain effective records of key activities and contacts on Donor Perfect

**Public Sector**

To grow Honeypot’s income streams from central and local government sources.

* Investigate areas of potential funding
* Produce and implement a strategy for engagement
* Monitor and report on delivery of outcomes
* Build and develop long term relationships

**Other**

* Develop and maintain a healthy link between the London, Wales, Scotland and Hampshire offices, ensuring that regular reports are provided to meet the needs of internal and external stakeholders
* Be prepared to be a public-facing voice for Honeypot, understanding and appreciating its work, teams, aims and objectives, its image and ‘tone of voice’ and messages
* Be prepared to support Honeypot’s fundraising activities as and when required
* To contribute to the team’s overall, ongoing and annual planning
* To attend and contribute constructively to team meetings and other meetings as required
* To ensure that all supporters are valued
* To keep up to date with best practice in fundraising, comply with relevant legislation and regulation and to work within the organisation’s policies and procedures, ensuring that good practice is observed at all times

Person Specification

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| --- | --- |
| Essential | Desirable |
| **Possession of numeracy and literacy skills commensurate with the role** |  Degree level education or equivalent experience |
| Demonstrable trust fundraising experience from a range of voluntary sources and evidence of securing a minimum of £500k per annum | Broader fundraising experience outside of Trusts |
| Proven experience of securing Lottery funding or equivalent high-value multi- year grants or contracts of £50k per annum or more | Driving licence and use of car |
| Demonstrable experience of managing staff or volunteers  | Experience of researching and writing local authority or central government bids |
| Excellent planning and time management, with the ability to work to tight deadlines and under pressure | Demonstrable ability to develop relationships with grant making bodies or commissioners |
|  Experience of generating a £six or £seven figure pipeline of applications on a rolling basis |  |
| Experience of researching funding opportunities |  |
| Considerable experience in relationship management and of influencing key decision makers |  |
| Experience of using databases and Excel/spreadsheets to a high level |  |
| Ability to work unsupervised and take responsibility |  |
| Experience of managing a budget |  |
| Ability to speak confidently to groups of people in a variety of settings.  |  |
| Able to read and interpret financial data from the annual accounts and use it to respond to trust applications |  |
| Work under the guidance and direction of the Director of Income and Communications to deliver goals and objectives of Honeypot that are not explicitly stated above. |  |