



## Trusts Manager Job Description

Job Title:	Trusts Manager
Team:	Trusts
Salary:	£35,000 per annum pro-rata
Hours of Work:	Hours by negotiation
Annual leave:	28 days plus bank holidays pro-rata
Location:	Milton Keynes or home based
Contract Type:	Part-time
Reporting to:	Director of Development
Responsible for:	Trust Fundraiser
Experience/Qualifications Required:	<p>Demonstrable experience of Trust fundraising in the third sector.</p> <p>Evidence of the ability to develop and grow long term relationships with Trust partners and key individuals.</p> <p>An analytical and research based approach to your work.</p> <p>Evidence of having lead a small team.</p> <p>Experience of neuro degenerative diseases and/or working with/within the NHS and with HSCPs would be beneficial.</p>

### About Us

PSP & CBD are rapidly progressing neurological conditions caused by the premature loss of nerve cells in certain parts of the brain. Like many other chronic conditions there is currently no cure for PSP or CBD. However many of the symptoms can be managed to help people achieve the best possible quality of life.

PSPA is a national, neurological charity currently based in Milton Keynes. Since 1994 we have been providing information and support to people living with PSP & CBD. We also raise awareness of the conditions amongst health & social care professionals, and fund research

into diagnosis, treatments and ultimately, a cure. We rely entirely on voluntary donations with a forecast income this year of £1.5 million.

We are currently in touch with approximately 2,000 people living with PSP & CBD, and in addition, approximately 12,000 others registered as health & social care professionals, carers, supporters, volunteers or fundraisers. We run a Helpline service, which is a mix of employed staff at our HQ, and volunteer supporters in the evening.

As PSPA is the only charity supporting people with these conditions in the UK, we will continue to provide support through our fundraising, volunteering and support networks.

## **Objectives**

The post is required to:

- Maximise income from Charitable Trusts and Foundations
- Implement the Trust Fundraising strategy
- Line manage and support the Trust Fundraiser
- Draft high quality applications and proposals to a portfolio of Charitable Trusts and Foundations
- Provide accurate and transparent management reporting on the Trust team's performance.

## **Key Duties and Responsibilities**

- Review and update the Trust Fundraising strategy in conjunction with Director of Development
- Implement sustainable cultivation and solicitation strategies for Charitable Trusts and Foundations to maximise PSPA's income
- Evaluate the effectiveness of Charitable Trusts and Foundations relationships to ensure income is maximised and the long term strategic development of the charity is facilitated
- Build collaborative working relationships with colleagues to gain the information required to produce effective and up to date applications and proposals
- Represent the Trusts team in management meetings
- Meet or exceed income targets and produce monthly and annual forecasts and re-forecasts as required
- Manage the Trusts Fundraiser by providing direction, support and development to help him/her achieve or exceed agreed targets
- To input to the development of the overall PSPA over-arching Fundraising strategy
- In conjunction with the Trust Fundraiser, to oversee the implementation of the Trusts applications calendar, ensuring applications are of a high quality, and relationships with Trusts are cultivated as per best practice
- To ensure all Grant terms and conditions are met and reported on correctly
- To work with colleagues to develop project based proposals to be used to make fundraising applications
- To prepare, write and present funding proposals, applications and other communications as appropriate in order to achieve agreed objectives.

## Person Specification

	Essential	Desirable
Significant experience of successful Charitable Trust and Foundations fundraising	✓	
Experience of recruiting, managing and developing staff, and working closely with them as a team	✓	
A thorough understanding of best practice in Charitable Trusts and Foundations cultivation and solicitation strategies	✓	
A good knowledge of current trends in Charitable Trusts and Foundations fundraising and associated charity law and regulations	✓	
Demonstrable track record of meeting and exceeding challenging budget targets	✓	
Experience of the ability to establish rapport and build relationships with a wide range of audiences including those at a senior level	✓	
Ability to work well under pressure, meet deadlines and achieve solutions	✓	
An excellent and demonstrable level of attention to detail	✓	
A natural collaborator who will seek to consult on major decisions with the people affected by those decisions	✓	
Commercial acumen and the ability to understand hard financial information as well as 'softer' measures of success	✓	
Excellent written and verbal communication and interpersonal skills, plus experience of public speaking and delivering presentations	✓	
Exposure to corporate and/or major donor strategy		✓
Strong IT skills and experience with MS Office products		✓
Be a strategic thinker with the ability to communicate new ideas and approaches to all levels of staff		✓
Knowledge of PSP CBD or other neuro-degenerative diseases		✓
Understanding of and a commitment to equal opportunities and inclusion	✓	

## Corporate duties

1. Lead, motivate and inspire members of your team ensuring that effective succession planning exists, as well as robust and measurable capacity across the wider organisation
2. Be an effective member of the senior management team, providing leadership and displaying behaviours that will contribute to a confident, cohesive leadership and management structure in PSPA
3. Set a clear direction for the organisation by fully embracing and implementing the Strategic Action Plan objectives
4. Ensure that confident professional relationships are built and maintained with staff and Trustees
5. Develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement
6. Engage with PSPA's staff at all levels to promote understanding of our strategic objectives, clear leadership and a firm knowledge of the problems and opportunities faced by staff in delivering day to day services
7. Ensure full compliance with Health and Safety and associated workplace legislation
8. Ensure compliance with GDPR, data protection and information security and management requirements
9. Promote the vision and goals of PSPA within your team and other employees.