



## The Forward Trust Job Description

<b>Position Title</b>	Senior Grants Officer	<b>Reports to</b>	Grants Manager
<b>Line Manages</b>	N/A	<b>Directorate</b>	Research & Development

### Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often-interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

### Role/Team Overview

An exciting opportunity has arisen within our Fundraising Team to help grow and maximise income from trusts and foundations and other grant giving organisations. As an integral part of the team, you will identify, engage and approach new grant giving organisations as well as maintain and strengthen relationships with existing supporters to secure funding for our life changing and life-saving services across prisons and communities in the UK.

Whilst The Forward Trust is predominantly funded through Government contracts, our Fundraising Team is responsible for generating around £2.5 million per year (around 10% of the organisation's total income), from a diverse range of charitable sources including trusts and foundations, corporate supporters, individual donors and events. Our secret weapon is our ability to place our service-users at the heart of everything we do, including fundraising. With around a third of our workforce in active recovery and/or having had experience of the criminal justice system, and access to our community of over 30,000 individuals who have benefitted from our support, we are able to provide living proof of our long-lasting impact and bring to life the difference that our supporters enable us to make.

Over the last two years, we have been working hard to lay the foundations to be able to engage and secure more supporters and advocates for the organisation, enabling us to increase the amount of charitable income we secure. With a new strategy, team structure and customer relationship system in place, it is a great time to be joining a passionate, fun, and target-driven team within a motivating and inspirational environment.

You will be required to travel to our Head Office in London once a month.

### Accountabilities

- Work with the Grants Manager to identify, research, engage and make approaches to potential supporters and maintain/strengthen relationships with existing supporters.
- Effectively build and steward relationships with funders, troubleshooting as necessary, seeking to maintain and grow income from these sources.

- Take responsibility for project areas, working with project leads to develop budgets, compelling cases for support, applications and progress reports with necessary levels of service-user engagement.
- Work with Grants Manager to develop and implement new processes to strengthen the trusts and foundations fundraising strategy.
- Ensure that grant related data held on the customer relationship management system is up-to-date and in accordance with the General Data Protection Regulations (GDPR).
- Work with the fundraising team's Grants Manager, Events Manager and Development Lead to prepare and submit corporate funding proposals and support with fundraising events as/when required.
- Plan and manage your workload effectively to meet your own and the Team's overall targets.
- Attend team meetings, supervision and training sessions as required by the organisation.
- Keep up to date on all relevant matters and strive for continuous professional development.

## Role Criteria

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

Criteria Requirement	
<b>E</b>	<b>Essential Criteria</b>
<b>D</b>	<b>Desirable Criteria</b>
Criteria Measure	
<b>A</b>	<b>Application</b>
<b>I</b>	<b>Interview</b>
<b>T</b>	<b>Test</b>

Knowledge, skills and experience		
Understanding of trusts and foundations and other grant giving organisations	E	A/I
Understanding of principles of donor engagement, stewardship, and cultivation	E	A/I
Understanding of databases in relation to fundraising (experience of using Salesforce is desirable)	E	A/I
Excellent communications skills (verbal and written) and the ability to explain and summarise complex issues in an understandable, compelling, and approachable manner	E	A/I/T
Financially astute with the ability to understand budgets for complex projects and services	E	A/I
Good organisational and planning skills (including the ability to prioritise and manage your own workload)	E	A/I
Excellent attention to detail	E	A/T
Good knowledge and understanding of Microsoft office packages	E	A/T
Experience of prospecting and writing funding proposals for trusts, foundations, institutional donors and/or corporates	D	A/I
Experience of working in a complex organisation	D	A/I

Personal attributes		
<b>Proactivity</b> – Quick thinking with a high level use of initiative	E	A/I
<b>Positive approach</b> – A positive, problem-solving approach with the initiative to focus on key issues quickly and clearly	E	A/I
<b>Resilience</b> – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	A/I
<b>Adaptability</b> – Can work in fast-paced changing environments	E	A/I
<b>Confidence</b> – Has confidence in own abilities and able to communicate clearly and concisely	E	A/I
<b>Team Work</b> – Works in harmony with colleagues to deliver results	E	A/I
<b>Open to Feedback</b> – Open to constructive feedback in order to further develop	E	A/I
<b>Innovative</b> – Continually searching for better ways of working	E	A/I