



YORKSHIRE AIR AMBULANCE

Registered Charity No. 1084305



Job Information Pack



Grants & Trusts Manager

- Part-time, 30 hours per week over 4 days
- Home based (with occasional travel to other locations within UK)



Our Mission Statement:

To provide, deliver and develop with integrity, transparency and pride, state-of-the-art emergency response air ambulances for the protection of human life across Yorkshire and its environs.

About the role:

We are currently seeking to recruit a Grants & Trusts Manager to work across our two Fundraising teams. The main purpose of this role is to:-

- To successfully manage the Grants and Trusts Management life cycle by researching and compiling existing and new applications for trust, foundation and grant giving bodies to achieve an agreed fundraising income target.
- To work collaboratively with the wider Operations, Marketing and Fundraising teams to source and collate information to strengthen proposals and in turn grow trust income.

If you would like to be part of this high-profile, successful regional Charity and think that your skills and experience fit the bill for this exciting role... we look forward to hearing from you!



Summary of the role:

JOB TITLE	Grants & Trusts Manager
LOCATION	Home based (with occasional travel to other locations within UK)
REPORTING TO	Director of Fundraising North and East Yorkshire
HOURS	30 hours per week (working pattern to be agreed, ideally 4 days per week)
ADDITIONAL INFO	This role works across the whole of Yorkshire and supports the whole Fundraising team.
JOB PURPOSE	<p>To successfully manage the Grants and Trusts Management life cycle by researching and compiling existing and new applications for trust, foundation and grant giving bodies to achieve an agreed fundraising income target.</p> <p>To work collaboratively with the wider Operations, Marketing and Fundraising teams to source and collate information to strengthen proposals and in turn grow trust income.</p> <p>To occasionally support the Legacies Manager in all aspects of legacy administration to protect and maximise legacy income.</p>



Key Responsibilities and Duties

- ❖ To research, write and submit a full, comprehensive, and ongoing programme of applications to trust, foundation and grant giving bodies, creating clear and compelling grant applications, providing timely end of funding impact and evaluation reports as required.
- ❖ To maintain and develop existing personal contacts and relationships with Trusts and Foundations and seek to maximise income and support from them
- ❖ To build new relationships, identify monies, prepare applications and take the project lead for all stages from initial evaluation, through to application and implementation and finally measurement of the outcome.
- ❖ To build relationships with the key internal and YAS NHS trust stakeholders to identify suitable projects and capital items for grants funding and create strong cases for support.
- ❖ To deliver income targets as agreed with Director of Fundraising, leading on applications, building and maintaining relationships to deliver income.
- ❖ To monitor and evaluate all applications, maintaining systems to monitor and evaluate applications, and update the Director of Fundraising and the Direct Reports team and the Regional Fundraising teams on a regular basis, attending meetings as required.
- ❖ To work with finance to ensure income is correctly recorded.
- ❖ To provide monthly reports on grant funding and donor stewardship activity.
- ❖ To keep informed of trends and developments in trusts fundraising by attending relevant conferences, training and peer networking opportunities.
- ❖ To fully utilize engagement opportunities eg hosting visits to the airbase, fundraising events, to develop contacts at key Trusts.
- ❖ To carry out other duties as required by the Director of Fundraising.

Knowledge and Skills Required:

Essential:

- ❖ Previous experience within a voluntary or community organisation in a similar role. A minimum of two years' working to targets and a knowledge of the Trusts landscape.
- ❖ Proven track record of delivering income from Trusts, Grant, and Foundation bodies. Relevant and demonstrable experience of securing funding and managing a varied portfolio of relationships.
- ❖ Excellent verbal and written communication skills. High level of literacy and understanding of grammar with excellent attention to detail.
- ❖ Knowledge of working collaboratively and experience of how this has helped achieve goals. Highly skilled at communicating to a wide range of audiences through writing and occasionally presenting.
- ❖ Excellent level of attention to detail. Understanding and experience of adhering to legal and ethical requirements pertaining to fundraising, confidentiality, governance and GDPR.
- ❖ Computer literate including demonstrable numeracy skills and proficient use of Microsoft.
- ❖ Ability to prioritise workload, deal with conflicting demands and meet deadlines. Self motivated and enthusiastic.

Desirable:

- ❖ Experience of administering legacies.
- ❖ Previous experience of using a CRM system and Microsoft 365.
- ❖ Experience of working from home.
- ❖ Educated to degree level or equivalent qualification or experience.



Additional information:

- ❖ Salary £28,000 - £30,000.
- ❖ Discretionary annual staff bonus scheme based on the Charity's financial performance and personal KPIs.
- ❖ 22 days paid holiday per annum plus statutory Bank Holidays (pro-rata).
- ❖ Contributory pension scheme.
- ❖ Life Assurance.
- ❖ The successful applicant may be subject to a full Disclosure and Barring (DBS) check.
- ❖ Interviews will take place on Monday 14th and/or Tuesday 15th February 2022.
- ❖ If you wish to discuss the job role in more detail, please contact Helen Callear on 07551 152661

Closing date for this role is: Friday 21st January 2022 12 noon.



Application process:

To apply for this position:

- ✓ Complete the application form (downloadable from our website www.yaa.org.uk)
- ✓ Provide a covering letter
- ✓ Complete the Equal Opportunities form (*optional*)

Please email completed applications back to us by forwarding it to: recruitment@yaa.org.uk .

GDPR & our Recruitment Privacy Statement:

The Yorkshire Air Ambulance complies by law with the Data Protection Act 2018 and the EU General Data Protection Regulation. Attached with this pack is a copy of our Recruitment Privacy Statement. This advises you of how the Charity collects and processes your personal data. The Privacy Statement also declares how the Charity will comply with GDPR and the Data Protection Act 2018. Please ensure you download and read the Statement before completing and submitting your application for employment.





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We look forward
to receiving your
application

