

worldwide cancer research

Trusts and Foundations Officer

Salary: Circa £29k

Base: Central Edinburgh

Hours: Permanent. The working week will be 35 hours with core working hours between 10am and 3pm, Monday to Friday with a one-hour lunch break. A flexible working policy is offered. The office will be open from 7am – 7pm daily. From 19 October 2021, the office will reopen and an initial test of hybrid working will begin. All full-time, office-based staff will be required to work at least two days per week in the office. This is subject to 10-3 core hours.

Benefits: Pension scheme with a 10% employer contribution. 33 days paid holiday annually, plus four public holidays as paid leave days each year over Christmas and New Year. A Cycle to Work scheme is available.

Who are we? Worldwide Cancer Research is the UK charity that will end cancer by starting cancer cures worldwide.

Sadly, 1 in 2 people in the UK will be diagnosed with cancer in their lifetime. For us, that's 1 in 2 too many.

Being a small charity with currently 44 employees allows us to be open, honest and personal with our supporters. Everyone who works for the charity plays a significant role – without them we wouldn't exist.

At Worldwide Cancer Research we are committed to opportunity without barriers and we are always striving to do more to seek, value and learn from different perspectives and experiences. We know that lifesaving cancer research ideas can start anywhere, but we also know that right now some people are better placed to have their ideas heard – because of their background and the opportunities available to them.

We value our team members and are committed to diversity, fairness and equity in our recruitment processes. Our team members are at the heart of everything we do to start new cancer cures around the world.

We are committed to actively working to address this in a number of ways. As a first step, we are focusing on the promotion of diversity, fairness and equity in our recruitment processes, which is why we are delighted to share our pledge to always Show The Salary for the roles we advertise - because our team members are at the heart of everything we do to start new cancer cures around the world.

Scientists across the world are ready to conquer cancer. To help start more cancer cures and save lives, we are looking for a Trusts and Foundations Officer to join our Fundraising and Philanthropy team.

Key information about the role

Working with the Head of Fundraising and Philanthropy, the Trusts and Foundations Officer will implement a new plan that will deliver vital funding towards our charitable purpose – to end cancer by starting cancer cures worldwide. The successful candidate will be responsible for executing our strategy: identifying and researching new funding opportunities; developing and maintaining relationships; writing compelling applications. If you are excited about becoming part of Team Worldwide, we want to hear from you!

How to apply

- Please email your tailored CV (no more than two pages) and covering letter outlining your suitability for this role to recruitment@worldwidecancerresearch.org
- Closing date Monday 25th October 2021, 12 noon
- Interviews will be held w/c 8th November 2021
- Please note your covering letter will be key to the success of your application.

Additional information

Worldwide Cancer Research may still be working remotely when the successful applicant commences, however the intention is that the team will return to the office as soon as possible.

Worldwide Cancer Research will hold applicant data on file for six months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

For administrative purposes, please state where you first saw this job advertised.

Please view our recruitment privacy notice at

<https://www.worldwidecancerresearch.org/our-organisation/careers-at-worldwide-cancer-research/>

Post: Trusts and Foundations Officer

Responsible to: Head of Fundraising and Philanthropy

Key contacts/relationships:

External: Local, national and international Trusts and Foundations, solicitors, agency partners, corporate partners and third-party contacts

Internal: Supporter Experience, Marketing and Communications, CRM and Analytics, Research and Finance Teams, along with any other internal support networks

Purpose

The key purpose of the role is to deliver an agreed income target from charitable Trusts and Foundations to ensure their on-going support for Worldwide Cancer Research. You will be responsible for executing our strategy: by identifying and researching new funding opportunities; developing and maintaining relationships; and writing compelling applications.

Key responsibilities/accountabilities:

- Executing our Trusts and Foundations strategy
- Planning and organising our existing application pipeline from identifying opportunity to submission, ensuring all deadlines are met
- Identifying new prospects and integrating into pipeline
- Researching all prospects thoroughly by identifying their needs and ensuring our charitable purpose is aligned
- Building meaningful relationships with existing and new charitable funders, through written, telephone or face to face communications.
- Collaborating with our Senior Management Team and Trustees to ensure all networks are utilised
- Writing compelling propositions and bids capable of attracting and maintaining multi-year grants
- Producing project updates and impact reports
- Working in partnership with the marketing and fundraising team to develop marketing collateral
- Recording all activity, correspondence and information gathered on Salesforce
- Ensuring all dashboards are accurate for our Senior Management Team and preparing reports as and when required
- Identifying and attending networking events to generate new opportunities

- Keeping up to date with current funding trends and legislation, and adapting approach when required
- Complying fully with the relevant Data Protection and any other legislation
- Undertaking any other duties as required

Generic information for all roles

- The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.
- It is expected that every job description will be subject to an annual review. In addition, posts may be reviewed where there is a change in the requirements of the charity.
- Every member of staff is expected to be a role model to others within the charity and those they encounter in the course of their duties upholding the charity's values.

Person specification

Requirements	Essential	Desirable
Educational attainment	Good level of literacy and numeracy – English and maths National 5 (or equivalent).	Member of Institute of Fundraising or hold a Certificate in fundraising.
Experience required	Understanding of researching, collating, preparing, and submitting multiple funding applications to charitable trusts and foundations. Understanding of developing and maintaining key relationships with trusts and foundations over a sustained period, and a thorough understanding of how charitable trusts and foundations operate. Outstanding written communication skills, with proven ability to write high quality proposals, detailed budgets and reports. High degree of personal organisation and self-management, with the ability	Project management – working on several projects at one time with multiple priorities.

	<p>to prioritise, multitask and work to deadlines.</p> <p>Experience of networking at all levels.</p> <p>Working knowledge of General Data Protection Regulations.</p>	
IT experience	<p>Computer literate - experience of CRM preferably Salesforce, Microsoft packages especially MS Word, Excel and email.</p> <p>Experience in creating and maintaining electronic and manual records.</p>	
Skills and aptitudes required	<p>Excellent communication skills - both orally and in writing - able to communicate effectively with staff, supporters, and external agencies.</p> <p>Proven ability to make a positive impression of an organisation's values, purpose and achievements in order to encourage new partnerships.</p> <p>Exceptional attention to detail and a first-class aptitude for writing inspiring and creative narrative that will ensure our applications stand out when being assessed, ensuring the key messages align with funders requirements.</p> <p>Empathy, confidentiality, honesty, reliability, discretion, integrity, ability to work to deadlines, act professionally, be a role model and be able to remain calm under pressure.</p>	

Interests	Interest in charity work.	Knowledge of Worldwide Cancer Research.
Other requirements	An interest in and enthusiasm for the Charity's vision, mission and strategy. Ability to travel throughout the UK if required for meetings/key events. Commitment to attend training courses to update knowledge and skills.	