

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



HEAD OF TRUSTS AND FOUNDATIONS DETAILS

Department: Fundraising

Location: Head Office, Leatherhead / Home-based

Band: 8a

Status: As per contract

Hours: As per contract

Reporting to: Director of Fundraising

FACTOR	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none">• Minimum 5 years' charity experience in a trust fundraising role.	<ul style="list-style-type: none">• Experience or working in military or mental health sectors.• Educated to degree level of equivalent.• Full, Clean driving license
Skills & Knowledge Range and level of skills	<ul style="list-style-type: none">• Proven track record securing six-figure gifts.• Excellent written and verbal communication.• Demonstrable experience in developing project proposals with the ability think conceptually and creatively, and to summarise and select key information.• Experience tracking project performance and reporting back to funders against outcomes.• Experience of working with senior internal stakeholders.• Experience in pitch situations, presenting to trustee boards.• Experience planning and managing budgets.• Line management experience.	<ul style="list-style-type: none">• Experience of using Raiser's Edge or similar CRM system.• An understanding of GDPR and the implications on trust fundraising.
Personal Attributes The personal qualities required e.g. exercising	<ul style="list-style-type: none">• Possession of excellent interpersonal, influencing and communication skills.• Confidence in liaising with internal and external stakeholders in senior positions.	

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initiative, organising, problem solving	<ul style="list-style-type: none">• Team player with a proactive work ethic.• Highly organised with the ability to time manage, handle changing priorities and to work to tight deadlines.• Assumes individual responsibility and autonomy for the role whilst understanding the need to maintain interaction with colleagues.	
Other Requirements	<ul style="list-style-type: none">• DBS/Disclosure Scotland• Any duties as may be necessary from time-to-time during and out of office hours, such as attending events during weekday evenings.• Travel to occasional meetings around the UK, including London, Edinburgh, Belfast and other Combat Stress sites, as and when necessary.	