

# EIL UK Trusts Officer

## Job Description



Experiment in  
International  
Living UK

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| Job Title:      | Trusts officer  |
| Responsible to: | Chief Executive   |
| Post:           | 12-month fixed term contract which may be extended  |
| Hours:          | Part time, 22 hours per week with flexible working hours  |
| Remuneration:   | Up to £25,000 p.a. pro rata plus pension contribution   |
| Annual Leave:   | 25 days p.a. plus bank holidays pro rata  |
| Location:       | EIL UK offices in Malvern with occasional travel elsewhere.   |
| Key contacts:   | EIL UK staff and volunteers, potential and existing funders, voluntary and community organisations. |

### Overall role

The role focuses on developing and maintaining income from trust funders and contributing to the development of our trusts fundraising strategy. Reporting to the Chief Executive, the work involves researching potential trust donors and the preparation of funding applications.

This role requires a person with experience of trusts fundraising who can research trusts with the potential to donate and producing successful applications for funding. The role will involve rolling out our trust fundraising strategy to support EIL UK's activities and sustaining relationships with trust administrators and funders. The successful candidate will have a proven track record of achieving financial targets, meeting deadlines and will have a good understanding of the trust fundraising environment.

Excellent organisational, verbal and written communication skills are essential as well as experience in the use of research mechanisms and information management. Strong interpersonal skills and a proven background of managing your own workload are also essential. You will need excellent grammar and a good working knowledge of Microsoft Word, Excel, the internet and preferably charity databases.

### Responsibilities

1. Manage the strategy of applications to existing Trusts and grant-giving organisations ensuring they are submitted in time with each Trust's grant-making schedule.
2. Carry out appropriate customer care for Trust supporters, including thank you letters, updates on projects supported, and arranging and managing visits.
3. Research and identify Trusts whose aims and objectives are comparable to those of EIL UK.
4. Utilise existing proposals and create new ones, ensuring they are based on appropriate projects and are supported by evidence from across the charity with particular reference to the Finance Team and Programme Managers.
5. Ensure that all communications with Trusts accurately reflect EIL UK's brand values and adhere to guidelines and codes of practice set out by the Institute of Fundraising and the charity's regulators.

6. Maintain and update the Trust strategy for the year, and keep the charity's Excel databases up-to-date with all communications made.
7. Be a pro-active member of the EIL UK team, occasionally working across all disciplines of the fundraising and marketing mix where appropriate.
8. Undertake any other tasks as agreed with your line manager that fall within the scope of the role.

### Other requirements

Occasionally the role will require work outside normal hours and travel to other sites for the purposes of meetings etc. The post holder must hold a current driving licence, have access to a roadworthy vehicle and have the appropriate car insurance for business use.

This job description is not exhaustive and is open to review at any time.

### Key Competences

1. Excellent written and verbal communication skills, with proven experience of successfully developing, writing & submitting applications with positive results.
2. A proven background in Trust fundraising, and of managing workloads to meet deadlines and financial targets.
3. Good project management skills, with proven experience of successfully managing a variety of projects.
4. Strong communication skills, with successful experience of managing and developing relationships with a wide variety of individuals and groups.
5. Previous fundraising experience, with good knowledge of the sector and in particular Trust fundraising.
6. Good organisational skills, to research potential Trust donors
7. Ability to work well as part of a team and on own initiative.
8. Some travel will be required across the UK, so a driving licence is essential. There may occasionally be the need to work evenings and weekends.
9. Sound IT skills with experience of Microsoft Office and charity databases. Experience of Raisers Edge would be an advantage.
10. Commitment to the aims and values of the organisation.

### Other information

A full enhanced DBS check will be required which will be paid for by EIL UK.

### How to apply

In the first instance, interested candidates are invited to send a CV along with a personal statement of no more than 1200 words outlining how you meet the needs of the role.

Email your application to [info@eiluk.org](mailto:info@eiluk.org) or post it to EIL UK, 17 Graham Road, Malvern, Worcestershire WR14 2HR.

The closing date for receipt of applications by EIL UK is 17:00hrs on **Friday 31 March 2017**.

NO AGENCIES

Reg. Charity No: 1070440

March 2017