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**Trusts and Grants Fundraising Officer (Aylesbury, home based)**

Thank you for your interest in the above position. I am pleased that you are interested in working for Bucks Vision, which achieves such a tremendous amount for blind and partially sighted people.

This Job Description and Person Specification can also be made available to you in large print, Grade 1 or Grade 2 braille, or on disk or tape. Please feel free to ask us if you would prefer to receive it in one of these alternative formats.

If you have a disability and would like assistance with completing an application then please contact me at least three days before the closing date for the role and we shall be glad to help you.

Please read the guidance notes on the careers page of our website before filling in the application form as you may find this helpful when completing the form.

**The closing date for completed applications and interview dates can be found on the job advert relevant to this vacancy on our careers page.**

If you are unable to complete an online application we will accept braille, audio, disk, typed and handwritten applications sent to HR Administrator, RNIB, Human Resources, 105 Judd Street, London WC1H 9NE.

Bucks Vision is committed to being led by our customers (blind and partially sighted people), and one of the ways we do this is through active involvement and engagement in many of our work activities, including the recruitment of new members of staff.

Therefore, please be aware that blind and partially sighted volunteers may be involved in the recruitment and selection process for this vacancy; including reviewing job applications and CV’s, shortlisting and interviews and selection tests.

We want to ensure that as much of our resources as possible go towards supporting people with sight loss and therefore we do not normally contact unsuccessful applicants individually.

If you have not heard from us within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion. However, we would encourage you to apply for other suitable roles.

Safeguarding is everyone's responsibility. Safeguarding is about preventing and stopping both the risks and experience of abuse or neglect, while at the same time making sure we promote people's wellbeing. It is fundamental to high quality health and social care services. You must always be vigilant in your role and if you are concerned about a child or vulnerable adult report your concerns immediately following the processes set out in our child and adult protection procedures

Once again, thank you for your interest in this vacancy and for working for Bucks Vision.

**Tamara Briseno**

**Assistant Resourcing Business Partner**

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# ABOUT BUCKSVISION

BucksVision is a charity supporting people with sight loss in Buckinghamshire and Milton Keynes since 1911. We are a small charity, with six members of staff based in Aylesbury under the management of the Chief Executive and are supported by approximately 280 volunteers across our local area.

We run clubs and activities for blind and partially sighted people groups across Buckinghamshire and Milton Keynes and provide support within hospital eye clinics in our area. We provide advice and information to anyone affected by sight loss and have a resource centre in Aylesbury, providing help with aids, gadgets and technology.

As part of our continued growth and development, we are looking to recruit a Trusts and Grants Fundraising Officer to cover our local area. You will work with our Fundraising Manager and Chief Executive to develop key income sources for the charity to continue to thrive. You will have experience of making applications to large trusts and grant-giving bodies.

As a small charity, we offer an attractive and supportive working environment, where you will play a crucial role in our small team. This is a part-time role with flexible working; you will be able to work from our office or from home, depending on which works best for you.

## JOB DESCRIPTION

**Job Title:** Trusts and Grants Fundraising Officer

**Job Level:**  M3

**Location:** Home based (Aylesbury)

**Type of Contract:** 12 month FTC (possibility to permanent)

**Salary:** £26,905 - £29,596 FTE per annum pro rata

**Hours:** 14.4 - 21.6 hours per week (flexible working, depending on preference)

**Reports to:** Fundraising Manager

**Purpose of Job:**

To work as part of BucksVision’s small team and take the lead in achieving the team’s annual income targets by securing grants from regional and/or national grant making trusts and foundations. To develop donor support in line with BucksVision’s fundraising strategy and service development priorities.

**Impact:**

* Ensuring that potential areas of interest to funders are identified and that effective fundraising proposals to regional and/or national trusts are developed, leading to grants being secured
* Provide effective advice to BucksVision that identifies and finds suitable funding streams and projects for funding and that this helps deliver BucksVision’s fundraising strategy
* Deliver effective personal stewardship of donor funds by undertaking, either personally or through staff and colleagues, appropriate action to fulfil the requirements of financial support made by grant making trusts.

**Financial Responsibility:**

* Total fundraised income target of £180-200k. Includes personal income target of circa £80-100k.

**Decision Making Responsibility:**

Operates with a high level of autonomy and is responsible for managing own portfolio of trusts and foundations. Needs to apply independent judgement which will be guided by policies and precedents.

**Main Accountabilities:**

* Identify and develop grants and trusts fundraising opportunities by working with the Fundraising Manager and Chief Executive
* Develop and manage a portfolio of significant internal and external relationships and advise on funding strategies.
* Develop persuasive, innovative and often complex fundraising proposals to secure grants from regional and/or national grant making trusts and foundations.
* Plan, organise and execute own workload of fundraising approaches to a variety of regional and/or national trusts.
* Arrange and implement application assessment procedures with funders such as service visits, formal assessments, interviews and so on.

**General**

## The following points are common to all job descriptions:

## Undertake any other duties commensurate with the post

## Adhere to all BucksVision policies and procedures

## Person Specification

**Please note all criteria are essential unless otherwise stated**

1. **Specialist Knowledge, Skills and Experience**
   1. An understanding of charities and the voluntary sector and the role we play in helping people disadvantaged in society.
   2. Experience and success in the research, preparation and delivery of proposals for both existing trust donors and prospects.
   3. Knowledge of how computer databases can be used to store, cross-reference and generate information to support fundraising marketing or sales activity.
   4. Ability to use Microsoft Office e.g. Word to produce letters and other documents.
   5. Ability to make simple calculations, understand financial information and produce financial proposals.

**Desirable**

* 1. Experience of working in/with the disability sector.
  2. Experience of working directly with external customers in either fundraising and/or marketing.

**2. People management skills/ team working skills**

* 1. Experience of building relationships with funders/external customers quickly and establish professional relationships with others, based on trust and understanding.

1. **Planning and Organisational skills**
   1. Ability to be proactive, self-starting, enthusiastic and committed.
   2. Ability to work under own initiative and take ownership to ensure delivery of objectives.
   3. Ability to work to strict deadlines with little supervision.
2. **Problem-solving and creative skills**
   1. Ability to identify fundraising opportunities for trusts and foundations from within BucksVision’s projects and services.
   2. Ability to develop attractive funding proposals using photographs, quotes and case studies where appropriate.
   3. Ability to present information on BucksVision’s projects and services in order to meet funder’s requirements.
3. **Communication skills**
   1. Experience of communicating effectively both verbally and in writing to produce funding proposals and reports, deal with routine correspondence and communicate with external customers over the telephone and face to face.
4. **Equal Opportunities**

Ability to understand and demonstrate commitment to BucksVision’s Equal Opportunities Policy and to ensure all activities are consistent with the Equal Opportunities Policy. This includes all staff activities and their interface with the general public.

1. **Special Conditions**

Must be prepared to travel and attend meetings and training as required which will involve occasional overnight stays.

Is a Disclosure and Barring Service Check required?

YES/**NO**

Are any other additional security checks required?

YES/**NO**

If yes

Safeguarding is everyone's responsibility. Safeguarding is about preventing and stopping both the risks and experience of abuse or neglect, while at the same time making sure we promote people's wellbeing.

It is fundamental to high quality health and social care services. You must always be vigilant in your role and if you are concerned about a child or vulnerable adult report your concerns immediately following the processes set out in the BucksVision child and adult protection procedures.

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