

**Reporting To** Trust Fundraising Managers (job-share)

**Job Type** Permanent

**Location**  The Poppy Factory, Richmond, Surrey.

**Hours**  37.5 hours a week.

**Background:**

The Trust Fundraising function is well established and has grown to become a core element of our fundraising strategy. The role provides an exciting opportunity to join the team as we enter a further period of growth and in advance of our capital appeal for major redevelopment of The Poppy Factory’s site in Richmond.

**Purpose of the role:**

To work closely with Trust Fundraising Managers (job share) to play a key part in helping to achieve Trust/Military Charity income targets.

To achieve personal target (£100K in 2017/18 based on full year –pro rata depending on start date).

To work with the Trust Fundraising Managers within the existing fundraising strategy for 2017-18 to ensure that opportunities for generating income from Trusts and Foundations are maximised through identification, research and applications to new funders.

**Key responsibilities:**

Research

* Research and identify new Trust opportunities, taking responsibility for relationship development, applications and stewardship, focusing on opportunities up to £10k.
* Undertake competitor research to systematically identify and manage new prospects.
* Effectively document research results in line with data protection guidelines, keeping fundraising database updated accordingly.
* Help to identify opportunities for larger grants to be managed by Trust Fundraising Managers.
* Maintain knowledge of The Poppy Factory and projects to inform applications and priorities.
* Stay up to date with sector developments that may influence the Trust Fundraising income stream.
* Attend and if appropriate help to arrange Poppy Factory cultivation events.

Applications and stewardship

* Manage approaches to small trusts, growing capacity in this area.
* Effectively steward supporters to encourage long term relationships.
* Manage a pipeline of prospects.
* Support Trust Fundraising Managers to ensure that Trust and Foundation donors are thanked promptly, kept informed and invited to appropriate events.
* Prepare thank you letters.
* Developing high quality proposals up to £10k in value, working closely with colleagues to present a compelling case for support and targeted communications.
* Work with the Trust Fundraising Managers to build excellent collaborative relationships with colleagues across the organisation to maximise income and awareness for The Poppy Factory.
* Support the Trust Fundraising Managers to manage and report on Trust income.

Team working and administration

* Attend internal meetings as required.
* Support the development of fundraising at The Poppy Factory by attending events and promoting the work of The Poppy Factory as required. The post holder may be required to attend a limited number of events in the evening or weekend, for which time in lieu will be granted.
* Keeping up to date records.
* Record trust income against annual budgets and maintain trust and foundation element of fundraising database.

The above list of responsibilities is not exhaustive and will evolve with the role and the growth of the Trust and Military Charity income stream. The post-holder may also be required to carry out such other duties as may be required from time to time which are broadly consistent with the status of the post within the organisation.

**Person Specification**

**Essential Skills & Qualities:**

Qualifications

* Good standard of general education to minimum “A” level standard or equivalent

Experience

* Account management experience from fundraising, or transferable skills from a sales environment

Knowledge/Skills

* Demonstrable knowledge and understanding of the interests and working methods of the Trust Fundraising environment.
* Well organised with proven ability to manage and prioritise a busy workload to meet deadlines and agreed targets.
* Excellent verbal and written communication skills
* Able to champion the work of The Poppy Factory to a wide range of audiences
* Excellent research skills
* Good IT skills including use of Microsoft Office

Attributes

* Able to deliver results working under pressure
* Outgoing and confident in communication with a wide range of people
* Empathy with people who face challenges arising from disability
* Flexible approach with good team working skills
* Proactive and motivated to achieve personal and team objectives

**Desirable Skills & Qualities:**

* Experience of working within a fundraising environment or similar
* Experience of fundraising in the military sector
* Experience of working with a fundraising database
* Proven track record of achieving income targets

**Company Information**

The Poppy Factory is an independent charity which was founded in 1922 with the object of providing paid employment opportunities for disabled ex-Servicemen and women. A factory was established in Richmond to make poppies and other commemorative items to achieve this purpose. The products are sold under special arrangements to The Royal British Legion.

Whilst the charity continues to provide paid employment through its Factory for disabled ex-Servicemen and women, it also facilitates paid and meaningful employment opportunities for wounded, injured and sick (WIS) ex-Servicemen and women throughout England and Wales, via its community based employability service. We can also provide assistance in Northern Ireland.

This is an excellent opportunity to join The Poppy Factory at an exciting period of expansion in its activities supporting veterans. We hope you are inspired to join us in our important and exciting work to create a world in which every workplace values disabled veterans.

**How to apply**

To apply for this position please prepare your CV and a covering letter clearly outlining how you meet the essential criteria in the person specification. You may address your covering letter to **Charlotte Dymock, HR Business Partner**.

The deadline for completed applications is **midnight on Sunday 28th January**. Please note that we cannot accept late or incomplete applications. Interviews are expected to take place on **Wednesday 31st January.**

For an informal conversation about the role, please contact **Charlotte Dymock** on 020 8439 2841.

[Apply for Trust Fundraising Officer](https://poppyfactory.has-jobs.co.uk/trust-fundraising-officer-london/185485/0/apply)

**Benefits, terms and conditions**

The Poppy Factory aims to be a model employer and offers equitable terms & conditions of employment and a range of enhanced benefits, as outlined below:

**Salary:** All our salaries are benchmarked based on the requirements of the job description and comparable roles in the charity sector. Salaries are subject to annual review.

**Hours of Work:** Unless otherwise stated, contracts are normally offered on a full time basis, 37.5 hours a week, Monday to Friday.

**Location:** The Poppy Factory, 20 Petersham Road, Richmond, Surrey TW10 6UR (or home based if applicable).

**Contract:** unless advertisement states otherwise all posts are offered on a permanent contract (subject to completion of a six-month probationary period).

**Pension:** on completion of three months service staff will be auto-enrolled into the Poppy Factory occupational pension scheme offered by Standard Life. Contribution rates on auto-enrolment are 1% employer and 1% employee (via salary sacrifice). Staff may choose to increase their contribution rate to either 2.5% or 5%. The Poppy Factory will contribute double the rate i.e. 5% or 10% respectively.

**Annual Leave:** Full time staff entitlement is 24 days per year with 1 day’s additional leave on completion of 3, 4, 5 and 9 years’ service (i.e. to a maximum of 28 days) plus 1 day in lieu of Armistice Day plus public holidays.

**Reservists Leave:** Staff who are members of the Reserve services are entitled to five days paid leave to support their reservist activities.

**Life Cover:** Life insurance cover of 3x annual salary.

**Employee Assistance Programme**: 24 hour/365 days confidential service offering a wide range of advice and support.

**Family Friendly:** Enhanced parental benefits (subject to meeting statutory requirements).

**My Work/Life Benefits:** Childcare vouchers scheme (via salary sacrifice), cycle to work scheme, and access to our benefits portal offering a wide range of discount vouchers and promotions for high street shopping, restaurants, experiences and days out.

**Equality, Diversity and Inclusion**

We are committed to equality, valuing diversity and promoting inclusion within our workforce, including the volunteers who give their time to us. We work to maintain an environment where the needs and aspirations of all employees are met, irrespective of characteristics protected under the legislative framework of the Equality Act 2010. We expect everyone to understand and accept their personal responsibility to recognise and value differences and the unique contributions that people make to the way we deliver our work.

As an equal opportunities employer our commitment is to take positive measures to recruit people from underrepresented groups, and we actively encourage applicants from diverse backgrounds. As a Disability Confident employer, we offer a guaranteed interview for any job applicant with a disability who meets the essential criteria for the role. Please indicate in your application if you wish to be considered under this scheme. We are also happy to discuss reasonable adjustments to the application or interview process to accommodate disabled candidates.

We are a family friendly employer and happy to discuss flexible working.