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**JOB DESCRIPTION: TRUSTS PROGRAMME OFFICER**

**Blesma – The Limbless Veterans** is the national charity and membership association for limbless serving and ex-service men and women and their dependants.

We help all wounded servicemen and women who have lost limbs, the use of limbs or eyes, to rebuild their lives by providing rehabilitation activities and welfare support.

Blesma campaigns for our veteran’s rights and looks after individuals and their families by offering a comprehensive grants and welfare system. Rehabilitation, support, counselling and care are the four principle foundations of our organisation. Together, we can help our men, women and their families face the challenges ahead with renewed confidence and self-belief.

The **part-time** Trusts Programme Officerrole will play an important part within the small and dynamic Blesma fundraising team, supporting the overall Trust Programme.

Current holder New Post

Main purpose To support the Trusts Programme Manager and work as part of the successful Trust Programme Team to identify, build relationships with, make applications to and steward charitable trusts, foundations and statutory grant-making bodies to ensure the continuation of Blesma’s work for our Members.

Location Home working and on occasion (if required) out of Blesma offices – 115 New London Road, Chelmsford, Essex CM2 0QT

Responsible to Trusts Programme Manager

Salary and Benefits £24,000 pro rata depending on experience and qualifications. Two days (14 hours) per week (£9,600).

Blesma offers a contributory pension scheme – employer’s contribution of 5% and a suggested employee’s contribution of 5% and a Death in Service insurance benefit equal to one times annual salary.

Contract Permanent.

Holidays 25 days per annum pro rata, plus statutory holidays.

Equal Opportunities Blesma is an equal opportunities employer and commitment to this is expected.

Full details of Conditions of Employment are set out in Blesma’s Employment Contract, the main features of which are standard for all staff.

We seek to attract and employ the best people from the widest talent pool, as well as those who reflect the diverse nature of our society. Blesma encourages a culture where people can be themselves and be valued for their strengths. With an increasingly agile workforce, we are open to flexible working arrangements where appropriate.

**JOB SUMMARY**

**Main Duties**

* Provide support to the Trusts Programme Manager
* Conduct detailed research on trusts, foundation and similar grant-making bodies using a range of online resources and publications
* Utilise trust/foundation research to write and send appeal letters to potential and existing small to medium sized funders
* Write high quality tailored applications to small and medium sized funders, in line with their requirements, working with colleagues
* Communicate effectively with funders through calls, emails, meetings, updates, and/or reports to build/steward relationships and communicate impact
* Keep accurate and up to date records of all Trust communications using Raiser’s Edge and spreadsheets.
* Assist in project development, where possible, working with service delivery colleagues to create impactful and fundable projects
* Assist in the development of trust marketing material and ensure funders are accurately acknowledged
* Assist in other reasonable duties as they arise

The Main Duties above are issued for the purpose of guidance and may be subject to variation.

**Your Skills and Experience**

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Background** |  |  |
| Good level of literacy and numeracy | ● |  |
| Full UK Driving Licence |  | ● |
| IT skills with knowledge of Word, Excel, Outlook and Internet | ● |  |
|  |  |  |
| **Experience** |  |  |
| Minimum three years’ experience working within a fundraising, sales or other transferable role  | ● |  |
| Experience of using databases such as Raiser’s Edge  |  | ● |
| Proven ability to manage own time, workload, and meet deadlines | ● |  |
| Effective and engaging writing and communication skills | ● |  |
| Experience of undertaking research to identify new opportunities as well as maintaining successful stakeholder relationships | ● |  |
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| **Traits** |  |  |
| A passion for Blesma’s cause and work | ● |  |
| A desire to grow and develop your skills | ● |  |
| A team player with a confident manner; a professional, flexible, positive person | ● |  |
| Tenacity, drive, determination | ● |  |
| Close attention to detail | ● |  |