

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Senior Trust Fundraiser</b>		
<b>Department:</b>	Department of Projects and Operations		
<b>Reports to (job title):</b>	Head of Projects and Operations		
<b>Accountable to:</b>	Chief Operating Officer		
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Project &amp; Operations Team, Property and Estates Team, Finance and parish-based staff and volunteers.</li> <li>• Income Development &amp; Relationships Manager within Caritas</li> <li>• External Grants and Bids Consultant</li> </ul>		
<b>Location:</b>	Cathedral Centre, 3 Ford Street, Salford, M3 6DP  Some flexible working available.  Must be able to reliably commute to the Centre.	<b>Travel Required:</b>	Some travel around the diocese will be required
<b>Level/Salary Range:</b>	£38,155 - £42,303 per annum	<b>Position Type:</b>	Full time, Permanent
<b>Hours of Work:</b>	35 hours per week (Monday - Friday)  Some reduced hours may be considered.	<b>Holidays</b>	25 days per annum plus Statutory Bank Holidays, plus 5 Closure Days during the Christmas & New Year period and Maundy Thursday

## Overview & job purpose

In response to emerging needs and the implementation of our extensive and exciting Property Strategy, we are seeking to appoint a new team member to support and develop funding streams (predominantly trusts, grants and foundations and legacies). The successful post-holder will be part of our Project & Operations Team.

The successful post holder will be expected to represent and work in accordance with the ethos of the Diocese of Salford and to ensure the highest standards of financial management are maintained.

**Job description:**

Main responsibilities:

- To work collaboratively with the Head of Projects and Operations and external consultant to secure funding for capital and revenue projects with the diocese (predominantly trusts, grants and foundations and legacies).
- Working collaboratively with our Property Team and external consultant to support the current and future funding needs of the parishes and diocese, developing timely, tailored grant proposals of the highest standard.
- To ensure that a database of funders, opportunities and grant applications is created and maintained.
- To ensure all bids are managed, monitored, and evaluated to ensure maximum return.
- Develop and maintain strong relationships with funders and donors
- Conduct research and analysis to identify funding opportunities with trusts and foundations
- Prepare and submit grant applications, and manage ongoing reports and feedback
- Work collaboratively with the Communications Team to develop promotional materials and stewardship activities
- Develop a church tourism fundraising plan, including the development of promotional materials and stewardship activities
- Collaborate with other internal teams, parishes and projects to ensure successful fundraising efforts
- Provide regular updates and reports on fundraising activities to the Senior Management Team and Trustees.
- Research planned giving drives at other Dioceses in England and Wales
- To be an active member of the Fundraising Group and keep up to date with latest initiatives and available grant funding opportunities.

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the line manager.

**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications and training:</b>	<ul style="list-style-type: none"><li>• Educated to at least A Level Standard*</li></ul>	<ul style="list-style-type: none"><li>• A relevant fundraising qualification</li><li>• Degree or equivalent qualification</li><li>• Experience of National Lottery Heritage Fund applications</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least two years’* experience in an “income generation” environment.</li> <li>• Proven record of successful applications for funding from Trusts and/or other Grant making bodies</li> <li>• Demonstrate ability to develop relationships with partners, Trusts, and other Grant-making bodies</li> <li>• Experience of researching Trust and Grant funding opportunities</li> <li>• A demonstrable ability to manage projects or extended pieces of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of commissioning / securing funds from statutory bodies</li> <li>• Experience of Project Management</li> </ul>
<b>Knowledge, skills, and abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent written skills with the ability to produce concise and creative bids</li> <li>• Proficient IT skills, specifically Microsoft Office software</li> <li>• Excellent communication and presentation skills required to build relationships with potential funders</li> <li>• Demonstrate ability to plan and prioritise own workload with minimum supervision</li> <li>• Ability to plan ahead and work within agreed timeframes</li> <li>• Ability to demonstrate initiative and work well under pressure</li> <li>• High level of accuracy and attention to detail in all areas of work</li> <li>• Proficient in use of spreadsheets, collating statistics and report writing</li> <li>• Ability to deal appropriately with sensitive and confidential information</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in database/ CRM use.</li> <li>• Understanding of data protection</li> <li>• Ability to understand and generate budgets</li> <li>• Ability to design and deliver training programmes</li> </ul>
<b>Personal qualities:</b>	<ul style="list-style-type: none"> <li>• The ability to remain motivated and resilient and inspire high levels of motivation in others</li> <li>• Able to communicate a problem-solving approach to challenges</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to a check by the Disclosure and Barring Service</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the institutions and structures of the Catholic church or other faith organisations.</li> </ul>

- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups
- Must be able to work within and promote the ethos and values of the Diocese of Salford

**Other Information:**

*\*Equivalent level qualifications will be considered*

*\*Proven experience is essential; however, number of years' experience is a guideline.*

*It is expected that the post-holder will be sympathetic to the aims and ideals of the ethos of the organisation however it is **not** a requirement for the post-holder to be a Catholic.*

**References and Reports**

- Two professional references will be required.
- This post is subject To a check by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

**Health and Safety:** *All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.*

**Confidentiality:** *During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.*

**Data Protection:** *Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.*

**Safeguarding:** *The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.*

*In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.*

**Environment:** *The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.*

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

**Driving:** A driving licence and access to a vehicle will be required along with the ability to travel regularly to various parts of the Diocese.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Head of Projects & Operations	Date:	February 2025
Reviewed By:	HR	Date:	February 2025

I accept and agree with the details contained in this job description:

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory e-Learning modules in relation to safeguarding within my first month of employment.

Print Name:		Date:	
Signature:		Parish:	

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