

Trust & Foundations Manager - Job Description

- **Salary:** £34,275 - £37,000 gross per annum at 1.0 FTE (starting salary will be in the lower half of this bracket)
- **Working pattern:** full-time (37.5 hrs per week at 1.0 FTE) or part-time at 0.8 or 0.9 FTE
- **Contract:** permanent with a 6 month probationary period
- **Team:** Fundraising Team
- **Location:** This position is available as a remote role with two days per month in the London office, or hybrid or office-based.
- **Reporting to:** Head of Fundraising

Safe Passage is recruiting a **Trust & Foundations Manager** to support continuing and sustainable growth in our ground-breaking work to ensure that safe routes to sanctuary exist for all people seeking asylum.

This is a new role, which through collaboration with the Head of Fundraising, will develop innovative and compelling proposals for maximising engagement and income from charitable trusts, foundations, and institutional donors. The role will focus on managing strategic relationships and stewarding existing funders; identifying, researching, and engaging new funding prospects in the UK, Europe, and the USA; and writing and submitting persuasive grant applications and evaluation reports. To undertake these responsibilities, we are looking for strong bid-writing and report-writing skills, as detailed in the Person Specification below.

Actively supporting the Head of Fundraising, you will facilitate the work of Safe Passage International across all our entities in the UK, Greece, and France whilst primarily providing support to our Fundraising team based in the UK.

Experience in a similar role would be welcome, **but this could also be your first paid position in the charity sector, or you could be returning to work after time out.** This position will have a dedicated training budget and you will be supported to grow and develop within your role.

We value equality and diversity in our organisation, and are striving to build a workforce reflective of the communities we work in. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, or disability. People with refugee or asylum-seeking backgrounds are experts by experience and are particularly encouraged to apply.

As a refugee charity, we offer a guaranteed interview for people with lived experience of seeking asylum who meet most of the essential criteria outlined in the Person Specification. If you have first-hand experience of applying for asylum in any country, please let us know in your application.

We respect that people's identity is not defined by their past experiences and do not expect candidates to describe their lived experience during the interview process unless they wish to.

If you have any questions about our Trust & Foundations Manager role and your experience, please contact Sarah Miguel, Head of Fundraising: sarah@safepassage.org.uk

Key responsibilities

Provide fundraising support to enable Safe Passage to work effectively, to continue growth in our ground-breaking work to facilitate safe routes for people seeking asylum and defend the right to seek protection:

- Identify and broker relationships with key institutional funders capable of funding against our fundraising priorities.
- Provide high-quality relationship management, using appropriate communication tools and channels to maintain relationships with key individuals and organisations.
- Manage clear planning processes to prepare funding applications, providing clear guidance to staff, and external partners, which supports effective collaboration, and ensures the submission of high-quality bids, submitted on time.
- Undertake market research and funding insight to identify new trusts and foundations prospects in the UK, Europe, and the USA.
- Represent Safe Passage International at key fundraising events as required.
- Keep up-to-date and accurate records of fundraising activities and upcoming deadlines, providing quarterly updates to the Head of Fundraising.
- Collaborating across teams to gather data, preparing high-quality monitoring and evaluation reports for funders in line with grant requirements.
- Coordinate with the finance department the drafting and timely submission of finance reports and the preparation of the external audit missions requested by the donor.

Be an effective, active member of the organisation

- Build strong relationships across Safe Passage International at all levels, and work with teams in an integrative way to achieve strategic objectives.
- Always adhere to SPI Safeguarding policies and procedures.
- Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR) and always maintain strict confidentiality.
- Participate in regular team meetings and check-ins with Fundraising colleagues.
- Prioritise and manage own workload well, using initiative and problem-solving skills to manage competing demands.
- Support wider team activities, including participating in organisation wide strategy and meetings where appropriate; attending Safe Passage events; covering for absent/busy colleague.

Person Specification

Essential Skills and Abilities:

We would expect candidates to meet most of the criteria listed below. We have indicated which points will be addressed during the application and interview processes.

1.	Knowledge of public funding (Foundations) and European institutional income streams (e.g. EU funding)	<i>Application, question 1 and interview</i>
2.	A record of securing fundraised income, including the preparation of grant applications and reports (either voluntary or paid)	<i>Application, question 1 and interview</i>
3.	Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	<i>Application, question 2 and interview</i>
4.	Good interpersonal skills, with the ability to build rapport and influence key stakeholders	<i>Application, question 3 and interview</i>

5.	Able to establish and maintain good relationships with external partners/funders and to represent SPI (Safe Passage International) externally	<i>Application, question 3 and interview</i>
6.	Strong administrator capable of keeping accurate and efficient records	<i>Application, question 4</i>
7.	Familiarity using Microsoft Office 365 and a CRM database (e.g. Salesforce)	<i>Application, question 4</i>
8.	Good organisational skills for handling a multi-faceted job in a busy work environment	<i>Interview</i>
9.	A commitment to Safe Passage International's mission and values.	<i>Interview</i>

Desired

These are the 'nice to haves' – you may reference this experience in your application too.

- Lived experience of seeking asylum
- Knowledge or interest in refugee issues
- Working knowledge of European funding applications and the funding climate
- Financial literacy, with the ability to understand and collaborate on the development of project budgets
- Awareness and understanding of trends, legislation, and best practice guidance in relation to grant fundraising
- Experience of researching funding prospects and managing donor relations
- Experience working in diverse and cross-cultural environments

Other requirements:

- A commitment to Safe Passage's programme and values
- A strong commitment to and understanding of anti-racist practices and values
- You must already have the full right to work in the UK as Safe Passage is unfortunately unable to sponsor work visas
- A DBS or criminal record check may be required for certain roles, but a criminal record is not necessarily a barrier to working at Safe Passage
- Safe Passage is committed to ensuring safer recruitment practices and participates in the [Inter-Agency Misconduct Disclosure Scheme](#). We request consent from successful candidates to approach each of their employers from the last five years to ask for a Statement of Conduct. All job offers at Safe Passage are made subject to receipt of satisfactory references and Statements of Conduct.
- In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

How do I apply?

To apply for the role of Trust & Foundations Manager, please visit:

<https://www.safepassage.org.uk/jobs>

The 'How to apply' guidance for this role can be found [here](#)

Closing date: Sunday 10th March 2024 at 11.59 pm