

## Job Profile

Job Title: Statutory Grants and Trusts Officer

Directorate: Fundraising, Marketing, Digital and Influencing

Reports To: Trusts and Foundations Manager

Matrix Reporting To: None

Disclosure Check Level: None

Date created/last reviewed: November 2024

## Overall Role Purpose

The Statutory Grants and Trusts Officer helps people with sight loss to live the life they choose by securing in year or multiyear funding from statutory sources, Trusts and Foundations in line with the charity's strategy, aims and objectives and to support the growth of sustainable services.

## Key Responsibilities

- Develop and maintain a robust pipeline of relevant local/regional/national grant funding prospects to develop a sustainable funding portfolio from statutory and trust sources.
- Responsible for generating and growing income from grant giving organisations and stewarding own pool of donors.
- Work in collaboration with key departments in order to build effective funding opportunities that support team, department & organisation objectives and Key Performance Indicators (KPIs).
- Deliver against financial targets and KPIs, evidencing individual performance through tracking and reporting.
- Review and share feedback from funders and monitor funding application successes and failures to support future planning across the organisation.
- Research, scan and review the external funding environment for business critical information that may impact Guide Dogs' service delivery priorities and funding opportunities.
- Keep up to date with relevant government policy and research that may influence the statutory funding landscape.
- Input into the Trusts, Grants and Foundations Team's overall national strategy.

## Breadth/Scope of Accountability

### People Accountability

Number of Direct Reports: None  
Number of Indirect Reports: None  
Number of Volunteers Supervised: None

### Financial Accountability

Annual Income Accountability: £2M+ for Trusts Team  
Assets Managed: None  
Budget Accountability: None

## Application of this Job Profile

All employees are required to carry out other such duties as may reasonably be required to fulfil their role and support functional and organisational objectives.

All employees must also:

- Comply with all organisational policies
- Promote the vision and values of the organisation
- Engage in continuous personal development

This job profile is accurate as at the date shown above. It does not form part of contractual terms and may be varied to reflect or anticipate changes to the role.

## Working at Guide Dogs

As well as other services to enhance the lives of people who are blind and partially sighted, we breed and train guide dogs. Staff and volunteers in all our locations support this work. Therefore, all employees must be comfortable working in environments where dogs may be present.

Guide Dogs is a volunteer-involving organisation and as such all staff are required to support volunteers in their roles. This may or may not mean the direct supervision of volunteers but will require all staff to play a supporting role. From time to time you may be asked to support / volunteer your time at Guide Dogs events that take place outside of normal working hours. All employees will be expected to advocate for Guide Dogs at all times and be a fundraiser.

Guide Dogs is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

Guide Dogs will require proof of identity and the right to work in the UK.

# Person Specification

## Education/Qualifications

### Essential

- Educated to degree level (QCF level 6 / SQCF level 9/10) or equivalent.

### Desirable

- PRINCE2 Foundation level or equivalent.

## Job-Related Experience

### Essential

- Proven track record of securing funding from statutory funding sources, trusts and/or major grant making bodies.
- Experience in securing funding from National Lottery and equivalent.
- Experienced in researching and horizon scanning for funding opportunities.
- Proven track record of achieving income targets.
- Proven confident communicator with a diverse range of people, including those at a senior level within organisations.
- Experienced in delivering presentations to a wide variety of stakeholders.
- Experience of outcomes based commissioning.
- Experience of securing funding from Local Authorities and/or CCG's.
- Experience of partnership or consortia funding collaborations.

### Desirable

- Experience of working within a children or vulnerable adult's environment.
- Excellent knowledge of statutory/institutional funders and grant-making bodies, their funding strategies and techniques.
- Experience of working in the third sector.
- Experience in preparing reports for statutory and National Lottery funding.

## Knowledge

### Essential

- Excellent knowledge of statutory funders and/or grant-making bodies.
- Computer literate with a good knowledge of Microsoft Office packages.
- A broad understanding of the key principles and practices underpinning the development of strong partnerships.

# Skills and Competencies

## Essential

- Excellent oral and written skills.
- Proven ability of writing successful funding applications.
- Sound understanding of monitoring, evaluation and reporting requirements.
- Ability to self-motivate and prioritise demanding workloads and work under pressure to meet strict deadlines.
- Excellent interpersonal, networking and relationship building skills.
- Ability to demonstrate a collaborative approach and promote partnership working across different departments internally.
- Proactive approach and driven by results with the ability to identify and act on opportunities.

## Desirable

- Proven confident communicator with a diverse range of people, including those at a senior level within organisations.

## Behaviours

Our behaviours capture the essence of what it is to be Guide Dogs people, whether staff or volunteer. They describe the experience we expect everyone - the people we support, donors, partners, our volunteers and staff - to have while working with us. Guide Dogs people are:

- **Person-centred** - We are a group of people working to help each person affected by sight loss. We listen, and recognise that every individual is different in where they've come from and where they're going. We are open, empathetic and inclusive. We place the person at the centre of every decision.
- **Expert** - We are specialists in what we do. We are committed to excellence and will never stop innovating. We respect our history, but seek out ways to adapt and improve, and are always willing to learn.
- **Optimistic** - We are relentless in our belief that people with vision impairment can lead the life they choose. We are passionate about helping each person, committed to challenging barriers, and proud of who we are and what we achieve.

So, we: -

- **Partner** - We only change lives when we collaborate. We build valued relationships with donors. We work together with our service users and colleagues, volunteers and partners - and our dogs, of course - to deliver great outcomes. We support and develop each other.

- **Lead-by-example** - We can all be a guide. We take the lead and then hand it over, empowering people to make progress independently. We gain trust by having faith in others, and influence by example. We do what we say we will.
- **Engage** - We cannot change lives if we look on from the side-lines. We get involved, take ownership, and feel responsible for all we do, think and say. We celebrate wins big and small, and we hold ourselves and each other to account.

We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours - in ways appropriate to this role - in how they are at work and generally as people.

## Safeguarding

If the role does or may involve working with children, young people or vulnerable adults, or supervising those that do, we'll also be assessing 'safeguarding competencies' as part of the process. These are:

- Appropriate motivation to work with vulnerable groups;
- Emotional awareness;
- Working within professional boundaries and self-awareness; and
- Ability to safeguard and promote the welfare of children, young people and adults and protect from harm.

## Mobility

A flexible approach with a willingness to work outside of core hours and away from home when required.

Home start with the ability to work remotely. Frequent regional travel, some UK travel and overnight stays required. Use of own car insured for business use.

## Job Group (internal use only)

This role has been evaluated as a Specialist Professional, please [follow this link](#) to view the salary band.