

## Trusts & Statutory Manager Job Description and Responsibilities

Reports to:	Partnerships and Philanthropy Advisor
Direct Reports:	None
Indirect reports	Agencies and suppliers
Location of Role:	Guildford based with flexible working from London Office
Contract	Full-time
Salary	Circa £35,000 per annum.

### Purpose of Role:

This new role supports the Partnerships and Philanthropy Advisor, Director of Income Generation and Director of Behaviour Change, with the delivery of Cycling UK's new and ambitious income generation strategy.

A core part of the new strategy will be developing compelling propositions for corporate, philanthropy and trusts and foundations partners. As part of your role, you will be overseeing all of our work with trust and foundation donors, with a particular focus on securing six figure funding, helping support our strategic objectives, change people's behaviour and enable a million more cyclists.

### Scope of Role:

The role will be responsible for managing the charity's relationships with Trusts and Foundations, supporting our statutory relationships, and will look to grow these income streams further. Key to this will be producing and supporting successful applications, prospect research and implementing the charity's operational plans for Trusts and Statutory funding to achieve increasing levels of income in accordance with our five-year strategy.

This position offers the opportunity to be an integral part of a new team as well as working closely with our programmes team, to make a real impact on the charity's work.

### Specific Duties:

1. Develop and implement the Charity's plans to grow Trust and Statutory income.
2. Research and evaluate new prospective funding opportunities for generating new income.
3. Write and support with compelling propositions and bids to Trusts, Foundations, and statutory bodies capable of attracting and maintaining multi-year grants.
4. Supporting our relationships with Trust and Statutory bodies, and, where relevant, reporting on progress and milestones as and when necessary.

5. Supporting the team with driving new major funder relationships and expanding our philanthropic networks.
6. Manage the income budget of Trust and Statutory funders.
7. Actively contribute, generate ideas, participate in and give feedback on the wider work of the Income Generation team and other Cycling UK colleagues where relevant.
8. Support the Partnerships and Philanthropy Advisor and Director of Income Generation with other projects and specific duties as required.
9. Follow and monitor procedures to ensure compliance with data protection codes, financial data protection, accurate information provision and all other areas of compliance.
10. To follow and abide by Cycling UK's policies and procedures as detailed in the Staff Manual at all times including Health and Safety, Equal Opportunities and Confidentiality.
11. To be an ambassador for Cycling UK at all times.
12. To carry out other duties as may be specified by line managers and senior management from time to time.
13. Some weekend and out of hours work may be necessary.

This is a description of the job as it is presently constituted. It is the practice of Cycling UK to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, Cycling UK reserves the right to insist on changes to your job description, after consultation with you.

Job Holder : .....

Date : .....

Line Manager : .....

Date : .....

HR/Office Manager : .....

Date : .....

## Trusts & Statutory Manager - Person Specification

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

Req	Essential	Desirable
Qualifications	Educated to degree level or equivalent	Further fundraising qualification
Experience/ Knowledge	<p>Proven experience of securing Trust and Foundation grant funding.</p> <p>Experience of creating compelling propositions, applications and campaigns with the ability to write and present to captivate and convince</p> <p>Used to managing and developing external relationships and engaging new funders.</p> <p>Experience of stewarding and building a broad range of internal and external contacts.</p> <p>Good knowledge of data protection, GDPR regulations and The Code of Funding Practice</p>	<p>Held role in similar organisation</p> <p>Knowledge of the Trust and Foundations landscape</p>
Skills	<p>Strong written and oral communication skills</p> <p>Excellent copy writing and presentation skills</p> <p>Excellent digital marketing skills</p> <p>Strong organisational ability and able to prioritise work using own initiative</p> <p>Financially literate</p> <p>High levels of computer literacy to include MS Office, databases</p> <p>Ability to innovate and generate creative solutions to practical challenges</p>	<p>Strong attention to detail</p> <p>Meeting targets and deadlines</p> <p>Proven ability to work co-operatively with others</p>

Personal	<p>Relationship builder both internally and externally</p> <p>High levels of initiative and able to work independently, but with the ability to work as part of a team</p> <p>A can-do, hands-on attitude to work, concentrating on solutions rather than focussing on difficulties</p> <p>A supportive and collaborative colleague</p>	
Other	<p>Supporter of the aims and objectives of Cycling UK</p> <p>Flexible in terms of travel and working hours including occasional weekend and evening working</p>	Enjoys cycling

Job Holder: .....

Date: .....

Line Manager: .....

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