



Trust and Statutory Manager

Job description

Grade	E
Type of contract	Permanent
Directorate	Fundraising
Team	Partnerships – Trust and Statutory
Reports to	Head of Trusts and Statutory
Responsible for	Trust and Statutory Officer
Location	Flexible - likely to be hybrid mix of homeworking and time in Stratford/Cardiff office,
Hours	35hrs p/w

About the role

Reporting to the Head of Trusts and Statutory, you will have responsibility for managing a number of high value grant partnerships, work on high value reactive bids and take responsibility for a small number of proactive applications. You will manage key relationships with funders including statutory partners and major foundations, as well as coordinating cross-organisational responses to large opportunities. You will take responsibility for creating internal processes such as a grant management risk register. You will act as the key relationship holder for one of Mind's non-financial funding partnerships, helping to secure funding for a flagship programme of work through effective liaison with our non-financial partner. You will line manage the Trusts and Statutory Officer, providing support to build relationships with our small and medium trusts.

You will be a supportive, proactive member of Mind's high-performing Trusts and Statutory team, helping us to build on the enormous success of 2020/21.



Key Responsibilities

1. Managing several major grant programmes, holding the relationship with the funder and ensuring that they receive effective stewardship and reporting through implementing strong cross-organisational systems.
2. Submitting high-value reactive statutory (national government grant) or large foundation bids when available, working with colleagues across Mind to create a compelling narrative about our work and assessing the suitability of content and budgets.
3. Owning a few high-value prospects (6-7 figures), offering stewardship and engagement to build relationships to the point of bid submission; submitting high quality bids, reporting and grant management as required.
4. Line manage the Trusts and Statutory Officer, supporting them to grow the income raised from their portfolio, providing them with support and professional development opportunities.
5. Developing processes to be used across Mind, to codify our approach to grant management and ensure appropriate escalation points across the organisation.
6. To manage fundraising consortiums within Mind, organising joint fundraising with a partner organisation. You will be responsible for developing appropriate processes, liaising with the partner about prospects and joint bids, collating the pipeline of opportunities and liaising with colleagues in Major Giving and Corporate on their opportunities for this programme.
7. Lead on statutory horizon scanning for English statutory sources e.g. DCMS, DHSC
8. Any other duties as reasonably required by the Head of Trusts and Statutory, including supporting the wider Trust and Statutory team as needed.

Expectations

We are committed to becoming actively anti-racist in everything we do. This is a critical priority for Mind. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Role expectations:

- To travel to meet funders or attend meetings/conferences when needed and in line with risk assessments, including occasionally working unsocial hours.
- To attend and contribute to team and departmental meetings.
- Keep abreast of internal and external developments and respond accordingly.



- To attend and contribute to supervision and appraisal process, meetings, training, and other events as required.
- To adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring an appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring H&S of own and others at all times) and any other relevant/charity law.

All members of staff at Mind are expected to embody our mission, values and competencies. This includes an expectation that they will:

- Show passion for what Mind does and the changes that we are making for people with mental health problems.
- Work collaboratively across teams, departments, locations and organisations.
- Stand up for what they believe is best and trust in themselves and each other.
- Be open to others and ourselves and show a commitment to learning.
- Be open to change and respond flexibly and quickly to the changing world.
- Demonstrate organisational awareness and see the bigger picture while working towards objectives.
- Communicate effectively, ensuring their messages are understood and that they strive to understand others.
- Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people's different skills and talents to enhance the quality of their own and other's work.
- Take responsibility for their decisions.
- Attend and contribute to Mind staff training and any other training identified as appropriate for the post.
- Occasionally travel to meetings in England and Wales and/or work unsociable hours, which may require the need for an overnight stay, evening and weekend work.
- Ensure that all responsibilities and activities within their post are consistent with the terms and spirit of Mind's mission, vision, values, policies and procedures.
- Adhere to relevant legal and statutory requirements including the Data Protection Act, Health and Safety at Work Act and relevant charity law.
- To be prepared to work flexibly (e.g. hot-desking, home-enabled working) according to business need
- Maintain an appropriate level of confidentiality at all times.
- Contribute to making Mind a greener workplace.



Person specification

Essential criteria

1. Proven track record in trust and statutory fundraising gained over a substantial timeframe, including leading on applications and winning multi-year grants of more than £100k.
2. Experience of line management including being able to delegate effectively, meeting deadlines and performance targets.
3. Up to date and thorough knowledge of the principles and practice of trust and statutory fundraising, charity legislation, major trust and statutory funders' grant criteria and of the general trust and statutory fundraising landscape.
4. Excellent communication skills and the ability to understand and translate complex information to a variety of audiences – both written and verbal. This includes presentation, negotiation and influencing skills and the ability to deal with people at all levels (internal and external) with tact and diplomacy.
5. Experience of managing complex projects, including putting in place appropriate tools and process to monitor progress.
6. Proven ability to monitor, assess, evaluate and report back to funders on how their support has made a difference to Mind, including rating and escalating risk internally.
7. Experience of working with project teams to develop fundraising proposals and successfully manage funder expectations for grant funded projects.
8. Well-developed numeracy and analytical skills. Proven ability to manage budgets including forecasting and monitoring project budgets.
9. Excellent organisation skills with the ability to manage and take responsibility for own workload, to work independently with minimal supervision as well as work productively as part of a team.

Desirable criteria

1. Direct or indirect experience of mental health problems
2. Experience of using the MS Dynamics database or similar to monitor and manage funder relationships.