

Prison Fellowship - Job Description

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| Job title | Trusts and Legacies Officer (full-time; 35 hours a week) |
| Location | Support Office, London SW1 |
| Reports to | Head of Fundraising and Communications |
| Main responsibilities | To implement the delivery of PF's trust and legacy programmes |

Critical Competences:

- Self-motivated
- Excellent organisational skills and strong attention to detail
- Ability to show initiative and flexibility in a fast-changing environment
- Ability to analyse problems and find efficient solutions
- Excellent time management and ability to work to deadlines
- Good team member, with interpersonal sensitivity
- Clear and creative communicator (both written and oral)
- Aligned with Christian ethos and values of Prison Fellowship
- Able to promote Christian mission of the charity

Knowledge and skill requirement:

- Preferably at least a year's experience in a similar charity fundraising role
- Commitment to accuracy and attention to detail
- Ability to plan, balance and manage competing priorities to achieve results
- Good working knowledge of MS Office applications and experience of using databases to record accurate and up to date information
- Good level of numeracy and literary skills

Working with:

- Reporting to Head of Fundraising and Communication
- Support Office team
- Other Prison Fellowship Staff and volunteers
- First point of contact with Prison Fellowship donors and prospective supporters

Key Accountabilities

Trusts

To work in conjunction with the Head of Fundraising and Communications to carry out the following tasks;

- Maintain and develop further the ongoing partnerships we have with existing supporting Trusts through;
 - Sending grant applications
 - Reporting back at regular intervals to the Trusts on projects they have supported
 - Using appropriate channels to build the relationship with trusts
 - Seeking opportunities for PF representatives to meet face-to-face with Trustees
- Researching potential new Trusts from all available sources.
- Developing proposals to bring on board new Trusts from those researched.
- Development of Major Trusts through careful research, relationship building with Trustees.
- Retaining full knowledge of all current PF projects available in order to develop best proposals.
- Maintaining excellent records of Trust activity in our Raiser's Edge database.

Legacy

- Working with the Head of Fundraising and Communications and the Communications Officer to deliver the Legacy Marketing strategy, ensuring that all aspects of the strategy are progressed satisfactorily:
 - Oversee Legacy Programme activity and co-ordinate response handling with Supporter Care Administrator.
 - To develop and market a basket of legacy products to build and steward productive legacy pledger relationships
 - To ensure that requests for further information from supporters are met promptly.
 - Research legacy stories for use in PF communications in conjunction with Communications Officer.
- Maintain an up-to-date knowledge of legacy law and administration
- To carry out any Legacy Administration work required and where necessary to liaise with the Head of Finance on legal issues.
- With Head of Fundraising and Communications, to research requirements for and to develop an area of our Raiser's Edge database to assist with all areas of Legacy administration and to assist in PF's legacy marketing activity.
- To keep up-to-date with Legacy Fundraising trends across the sector.

Other

- Participation in staff prayer meetings
- Periodic visits to PF group activities, including prayer meetings and visiting prisons.

Work Basis and Salary

- £24,000 annual salary, based upon 5 days per week (35 hours). Working flexibly as organisational needs demand.
- Willing and able to work occasional evenings / weekends and travel to support PF volunteer and supporter events across England and Wales