

JOB DESCRIPTION & PERSON SPECIFICATION

TRUSTS & GRANTS WRITER

TITLE:	Trusts and Grants Writer
HOURS:	21 hours per week
BASED AT:	Clan House, Aberdeen
SALARY:	£17,133.74 (£28,556.23 FTE)
REPORTING TO:	Head of Income Generation

CLAN CORE VALUES:

All Clan employees are required to demonstrate supportive and respectful behaviour at all times, not only to clients but also to colleagues and management. Colleagues are treated professionally with respect and dignity and take responsibility for operational boundaries and expectations to ensure a harmonious working environment. All employees are required to adhere to Clan's five Core Values:

Honesty: We are honest, reliable, transparent and treat others with fairness.

Excellence: We invest and empower people, are committed to excellent and strive to provide high quality, consistent support in a healthy, safe environment.

Accountability: We take ownership for and are responsible for our choices and actions. We are accountable to each other and consider the outcomes of our behaviours on the achievement of our goals and tasks.

Respect: We value diversity of people and thought. We behave in ways that earn trust and support each other.

Teamwork: Clan is a community, we are welcoming and supportive, and we communicate openly. We are strong together.

JOB PURPOSE:

Every year Clan Cancer Support has to raise £2.7million to sustain its emotional and physical support services for local people impacted by a cancer diagnosis. Working under the guidance of the Head of Income Generation, the Trusts and Grants Writer will secure income from charitable trusts, foundations, and statutory sources to support our core operations and specific projects. This role involves managing the full grant lifecycle – from researching prospects and writing high-quality applications to submitting impact reports and building long-term relationships with funders.

The role will also support the management and administration of the charity's legacy income stream, including maintaining accurate records and managing correspondence with solicitors and executors to ensure appropriate and timely stewardship.

The successful candidate will be a key member of the Income Generation team and based at Clan House in Aberdeen.

KEY RESPONSIBILITIES & DUTIES:

- Implement Clan's grant funding strategy to secure the annual target expected from charitable trusts and foundations.
- Identify and research new funding opportunities for Clan's core services, new capital projects and any other fundable deliverables.

- Work cross departmentally to ensure accurate information – stats, case studies, service delivery models are reflected in the applications for funding.
- Develop and maintain strong partnerships/relationships with both current and new funders.
- As the first point of contact for funding bodies, carry out all necessary administration including thank yous, acknowledgments, phone and digital queries.
- Maintain an accurate and up to date record of applications and correspondence in line with both funder and auditor requirements.
- Support Clan's legacy income stream, working alongside the finance team to ensure accurate timely record keeping and excellent correspondence with executors.
- Support Clan's Finance Manager annually to provide required information and evidence to external auditors.
- Meet all reporting requirements for funding bodies and, where possible, ensure best practice to further enhance relationships.

As part of the Income Generation Team:

- Ensure that the Code of Fundraising Practice is followed at all times
- Ensure information is recorded and maintained in line with Data Protection Act 1998.
- Ensure Clan's Health & Safety policies and procedures are followed at all times.
- Write updates for and attend internal meetings as required.
- Ensure professional development is kept up to date by attending training courses or information days as required.
- Ensure all Income Generation Team procedures are up to date and followed.
- Work with the Head of Income Generation to support the overall Income Generation Strategy, including working with the wider team in pursuit of all income targets as required.

As part of the wider organisation:

- Deliver statistical analysis to the Head of Cancer Support Services to aid on strategic service-based decision making as required.
- Provide cover for Clan House reception when required.
- Attend cheque presentations, give tours of Clan, present to supporters and attend events when required.
- Offer support and/or signpost clients/donors if required.

This list is not exhaustive and other duties will be required to be undertaken from time to time to ensure the effective delivery of responsibilities associated with the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to GCSE level (English and Maths). ECDL or equivalent.	Higher/A Levels in English and Maths.
Experience	Proven track record of securing five-figure grants from trusts, foundations, or statutory bodies. Sound knowledge of the funding landscape locally and nationally. Exceptional written communication skills, with the ability to write clear, persuasive, and emotive copy. Strong numeracy skills with experience in developing and interpreting project budgets. Understanding of and committed to, principles of confidentiality and data protection. Knowledge and understanding of data entry and database management. Excellent working knowledge of Microsoft Office (including Excel, Word, Outlook, SharePoint).	Experience of working in voluntary sector, fundraising or similar environment. Knowledge of donorflex – our charity database.
Special aptitudes or abilities	Well organised and structured in approach to carry out duties, with ability to prioritise workload effectively. Excellent ability to communicate clearly to people at all levels, with sensitivity and diplomacy. An excellent team player who can work collaboratively across departments to ensure outcomes are achieved. Excellent attention to detail. Ability to undertake a mixture of duties to a consistent high standard. Ability to manage several deadlines independently.	An understanding of cancer and how it can affect people's lives. Full clean driving licence.
Requirements of the post	Adhering to all of Clan's policies and procedures. Adhering to the Code of Fundraising Practice. Successfully complete the in-house Listening & Support Training Course.	

PERSON SPECIFICATION

TRUSTS & GRANTS WRITER

Line Manager	Employee
Name:	Name:
Signature:	Signature:
Date:	Date: