



TRUST FUNDRAISING OFFICER APPLICATION PACK



CHURCH PASTORAL AID SOCIETY

Registered charity no 1007820. A company limited by guarantee, registered in England no 2673220.

Registered office: CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

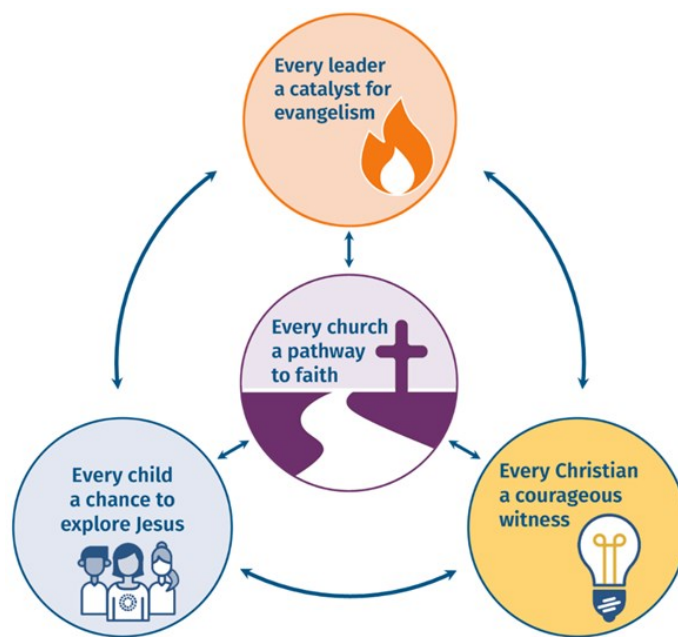
THANK YOU FOR CONSIDERING THE TRUST FUNDRAISING OFFICER POST AT CPAS

ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its patronage work and leadership training are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on patronage, training and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2030, our prayer and aspiration is to see:



The three main areas of our work are:

- Patronage: supporting the appointment process for clergy in nearly 700 churches.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Ventures and Falcons Holidays: for 8-18's to explore life with Jesus on our residential.

CPAS also has a strategic priority to strengthen our operational core. There are a number of strands of work being invested in to ensure the organisation is robust enough to sustain and increase our 3 distinct but collaborative areas of work.

ABOUT THIS ROLE

We are seeking a positive, team-focused, relational and customer-orientated Trust Fundraising Officer to join our creative and busy Fundraising and Communications Team.

You will be responsible for liaising with grant givers, and writing and submitting high quality, compelling funding applications to trusts and foundations. The ideal candidate will enjoy cultivating positive relationships with funders, liaising with our outward focused ministry teams to build excellent submissions and will thrive in a high pressure environment. With your excellent time management and organisational skills, you will take ownership of a portfolio of small-medium grant-makers, contributing towards a shared annual income target.

If this sounds like you, we'd love to hear from you!

ROLE PROFILE

RESPONSIBLE TO: Head of Fundraising and Communications.

KEY WORKING RELATIONSHIPS

- **Internally:** Fundraising and Communications team, wider CPAS teams and senior colleagues.
- **Externally:** Supporters, churches, and members of the public,

JOB PURPOSE

To write and submit high quality funding applications to UK charitable trusts and grant-making foundations. To manage the pipeline of submissions and responses and cultivate positive relationships with funders. To be a representative for CPAS and its Christian values and vision within this.

CORE TASKS

- **Write compelling high quality funding applications**
 - ◇ With support from the Head of Fundraising, take ownership of a portfolio of small-medium grant-makers, contributing towards a shared annual income target.
 - ◇ Develop and maintain an excellent knowledge of CPAS' services, working collaboratively with other departments to acquire information and stories to inform the writing of funding applications.
 - ◇ Plan, research and submit high quality, compelling funding applications to trusts and foundations.
 - ◇ Represent CPAS' Christian vision and values in the above applications.
- **Cultivate positive relationships with funders**
 - ◇ Ensure that supporters receive timely and relevant thank you messaging, correspondence and updates about the work of the charity.
 - ◇ Maintain up to date records of funders on CPAS' CRM system.
- **Prospect Research**
 - ◇ Using trust finding databases and the charity commission website, research prospective grant makers and develop a pipeline of funders, in a way that remains consistent with CPAS' Christian ethos.
 - ◇ Identify suitable projects within CPAS that can be packaged as compelling funding opportunities.
- **Represent CPAS to supporters and the public**
 - ◇ Be an ambassador for the charity, presenting formally and informally, primarily to individuals linked to trusts, but also to a wider range of audiences when opportunities arise, representing CPAS' Christian values and vision where needed.

OTHER REQUIREMENTS

- Contribute to the spiritual culture of the team.
- Participate in the prayer life of CPAS.
- Ensure that safeguarding best practice is embedded in your work.
- Occasional UK travel, including attending conferences and events. This could require residential stays.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. This job description will be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.



PERSON SPECIFICATION

KNOWLEDGE AND EDUCATION

Essential:

- A sound working knowledge of Windows-based software, including Word, Excel and Outlook.

Desirable:

- A fundraising or marketing qualification.
- Specific knowledge of how to raise funds from charitable trusts and grant-making foundations.
- An understanding of the Church of England and the CPAS areas of ministry.

SKILLS

Essential:

- Excellent spoken and written use of English language in order to present relevant detail clearly and concisely.
- Excellent time management and organisational skills.
- Able to think laterally to tailor communications to create personal connections with prospective and current supporters.
- Strong administration skills.
- Able to work well in a customer-focused environment.

Desirable:

- Able to read and interpret charitable end of year accounts.
- Able to work well with numbers.



EXPERIENCE

Essential:

- Working positively and contributing to a healthy team environment.
- Working and thriving in a high performing/high pressure environment.
- Knowledge and demonstrable experience of adhering to data handling/UK GDPR and codes of conduct.

Desirable:

- Experience of fundraising in a professional setting, particularly from Trusts and Foundations.
- Experience of using a CRM database.

PERSONAL QUALITIES

Essential:

- Committed to high standards of customer service, efficient delivery and clear communication.
- Enjoys working in a collaborative team environment.
- A committed Christian, an active member of a local church and in agreement with the [CPAS Basis of Faith](#)*.

*CPAS is an evangelical Anglican mission agency, working to support churches across the UK and Republic of Ireland. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in agreement with the [CPAS Basis of Faith](#).



TERMS AND CONDITIONS

1. **Location:** The role will be based in the CPAS offices in Coventry. CPAS has a flexible working policy, and it may be possible to work from home part of the week subject to making an application.
2. **Salary:** £17,023 per annum (pro rata of a full-time salary of £28,372), subject to an annual pay review.
3. **Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a part-time appointment of 3 days per week (0.6 FTE). CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 20 days per annum (pro rata of 33 days full-time equivalent). This entitlement is inclusive of bank and public holidays, and in addition the offices are closed between Christmas and New Year and you are not required to work but will be paid your normal hours. The holiday year begins on 1 January each year.
7. **Long Service Additional Annual Leave:** an additional 2 weeks annual leave is awarded to staff who complete continuous service with CPAS of 10 years or more.
8. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
9. **Start date:** To start as soon as possible.
10. **Safeguarding:** This post will be subject to a Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.
11. **Right to Work:** You must have evidence of your ongoing right to work in the UK.



HOW TO APPLY

Please complete the application form and ensure you demonstrate how you meet the requirements of the person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to recruitment@cpas.org.uk.

APPLICATION CLOSING DATE

Applications will be reviewed on a rolling basis and interviews scheduled as appropriate. Early applications are encouraged.

INTERVIEWS

Interviews will be held at our offices in Coventry.

If you have any questions about the role or about CPAS, don't hesitate to get in touch via recruitment@cpas.org.uk

CPAS VALUES

All CPAS staff are expected to work within the values of the organisation:

Missionally Focused

Graciously Engaged

Boldly Innovative

Courageously Hopeful