

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 post of Trust Fundraising Officer at CPAS.

About CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its residential holidays influence the lives of thousands of young people each year. Its leadership training and patronage work are shaping the current generation of church leadership. 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 training, patronage 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 2025, our prayer and aspiration is to see:



The three main areas of our work are:

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

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. You will be joining us at a great time, as we look to strengthen and grow our team.

ROLE PROFILE

RESPONSIBLE TO: Head of Fundraising and Communications.

KEY WORKING RELATIONSHIPS: Supporters, churches, members of the public, Fundraising and Communications team, wider CPAS teams and senior colleagues.

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.

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/GDPR laws 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 a Christian 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 up to two days per week, subject to making an application.
2. **Salary:** £27,701 per annum, 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 Lay Workers Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a full-time appointment of 37 hours per week. CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 33 days. This entitlement is inclusive of bank and public holidays, and there are, in addition, three days of paid leave between Christmas and New Year when the CPAS office is closed. The holiday year begins on 1 January each year.
7. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
8. **Start date:** To start as soon as possible.
9. 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.

You must have evidence of your 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.

CLOSING DATE AND INTERVIEWS

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

If you have any questions about the role or about CPAS, don't hesitate to get in touch with David, our Head of Fundraising and Communications at dskoppek@cpas.org.uk