

THE SLEEP CHARITY

TRUSTS AND GRANTS OFFICER

CANDIDATE BRIEF



thesleepcharity.org.uk

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Welcome

I am delighted that you are considering applying for this new and exciting role. Since establishing the charity in 2012 empowering others with sleep knowledge has been at the heart of our work. We strongly believe that if we can educate the nation about sleep, we can prevent many of those we support from reaching crisis point.

The Sleep Charity is a small, multi-award-winning organisation and we are currently going through a period of planned growth. We are excited about our future and proud of the work that we achieve because of our team's incredible efforts.

Supporting those that have sleep issues is at the heart of everything we do. With over 40% of the nation suffering sleep difficulties, we know that we need to significantly extend our reach. The Trusts & Grants Officer will play a crucial role in securing funds to help us to reach those most disadvantaged by sleep issues across the nation. This is a new role and there is a real opportunity to develop it significantly which is why we are looking for an ambitious and enthusiastic candidate.

We provide a work environment where all feel valued, embracing challenge in a positive manner. Our team are excited about the future and hope that having read the information provided you will feel excited by the opportunity that we are offering too.

Informal discussions about the role are welcomed, to make an appointment please email me vicki@thesleepcharity.org.uk Applications are to be made by submitting a CV and covering letter to info@thesleepcharity.org.uk

Vicki Bevers

CEO and Founder

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Our Work So Far

The charity was originally known as 'The Children's Sleep Charity', established in 2012, the aim was to ensure that every parent and carer in England and Wales has access to quality sleep support. Our CEO and Founder, Vicki Beevers was once a sleep-deprived mum who used her own lived experience to develop the organisation.

The achievements of the organisation have been recognised through several national awards including the Queen's Award for Voluntary Service, the highest award a charity can be given.

In addition to this the charity has also been awarded the following:

- Third Sector Award for Small Charity Big Impact 2019
- GSK with King's Fund Impact Award 2019
- Royal Society for Public Health Award for children and young people 2018
- Foundation for Social Impact, Small Charity Big Achiever 2017

In 2019, it was decided to re-brand and rename the charity, the constitution was amended in March 2020 to reflect these changes. We widened our charitable objects to encompass adults as well as children alongside the acquisition of The Sleep Council. The charity has bold ambitions for the future and is now building a staff team to lead us into the next exciting phase.

Our Vision

For everyone to be able to enjoy a good night's sleep and to be able to access appropriate, evidence-based support when sleep issues do occur.

Our Mission

To empower the nation to sleep better.

Our Values

Making a positive difference

We will positively enhance the lives of those that we come into contact within our community.

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People

We value all those we work with and alongside by acting in a reliable, enthusiastic, approachable and non-judgmental way.

Innovation

We will be innovative in our approach providing creative solutions to find new ways to address sleep issues.

Collaboration

We value the experience of others and will actively collaborate and seek partnerships to better achieve our mission.

Challenge

We believe in embracing challenges in a positive manner wherever possible finding appropriate ways to meet them.

Our Aims

Our aims for the next 5 years are ambitious:

1. To be the leading independent expert voice on sleep issues in the UK and beyond ensuring the value of good night's sleep for individuals and for society is recognised by the public and policy makers.
2. To deliver world leading programmes, advice and guidance to prevent sleep issues from developing and support those that have sleep issues.
3. To be well resourced with a strong staff team, a high effective and engaged Board of Trustees and well-trained volunteers enabling us to continue to grow to meet demand by ensuring ongoing sustainability and development of service.

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Title: Trust and Grants Officer

Salary: £28,000

Hours: 22.5 hours a week (3 days)

Location: Work from home with some national travel and travel to Doncaster when required

Interviews: Applicants are reviewed and interviewed on a rolling basis

Overall purpose of the role

An exciting opportunity has arisen for an ambitious individual to join The Sleep Charity team to lead our trust and grant fundraising. This is a new role that will support us to maximise our impact across the nation.

Until recently writing of bids has been carried out by our CEO and Founder. You will work closely with the senior management team. You will also benefit from line management from our Corporate Partnership Manager who has extensive experience in this field.

This is a diverse role that you can really make your own. You need to be a flexible thinker and be excited by new opportunities, developing creative ideas to secure funding. This role is essential to the growth of the charity and requires someone with drive and passion. You need to be excited by new opportunities and have a methodical approach to applications.

You will need you to have excellent communication skills and the ability to research and identify suitable grant opportunities. Enthusiasm is key, we are looking for a solution focused person who can work independently as well as part of a team.

Key Activities

To maximise fundraising income to support our mission

- To identify potential funding sources that support our work
- To liaise proactively with funders, creating compelling bids that show the impact of our work
- To work internally with the team to capture relevant data and case studies which enhance written applications.

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- To work internally with the team to capture relevant data and case studies which enhance written applications.
- To develop plans to achieve income targets, identifying opportunities to mitigate shortfalls

To effectively record fundraising activity.

- To accurately record fundraising activity and establish plans for repeat applications
- To establish an excellent pipeline of potential funders and keep updated

To work closely with the senior management team to support fundraising activity.

- To work collaboratively with team members to develop bids
- To develop budgets effectively with support from the Finance Manager
- Work closely with the Corporate Partnerships Manager to ensure grant income fits within the wider fundraising strategy

Person/Organisation Specification

The successful candidate will demonstrate the following experience, knowledge, skills and abilities

Experience

- Experience of achieving income targets in a fundraising role
- Experience of identifying funding opportunities
- Experience of data collection, and monitoring/evaluation tools to support impact
- Experience of developing project budgets

Knowledge

- Awareness of issues experienced by those experiencing sleep difficulties
- A good understanding of cultural issues, anti-discriminatory practice, and equal opportunities
- Sound knowledge of legal requirements around fundraising

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Skills and Abilities

- Excellent relationship building skills
- Ability to identify appropriate funding opportunities
- Strong written and verbal communication skills
- The ability to work individually and as part of a team
- Solution focused, having a positive approach to challenges faced and being able to prioritise
- Competent IT skills, you will be using CRM systems and keeping records with a high degree of accuracy and must be able to pay close attention to detail
- Ability to identify and package projects for potential funders

Values and behaviours

- Embraces the values and aim of The Sleep Charity
- Friendly, enthusiastic and ambitious approach
- Flexible and resilient, with a positive attitude
- Demonstrates a high degree of professionalism and is committed to achieving high standards

Other requirements

- Proof of eligibility to work in the UK
- Professional qualification check and DBS check will be undertaken once role is offered and accepted
- Full, clean UK driving licence, use of a car and able to travel nationally

Terms and Conditions

- 28 days annual leave plus bank holidays
- Contributory pension scheme
- Westfield Health Insurance