

## Job Description

<b>JOB TITLE:</b>	<b>Grants Officer (12 month fixed term contract)</b>
<b>BAND:</b>	<b>5</b>
<b>BASE:</b>	<b>Blackpool Teaching Hospitals</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Charity</b>
<b>ACCOUNTABLE TO:</b>	<b>Head of Charity</b>
<b>DBS:</b>	<b>DBS Required</b>
<b>HOURS OF WORK:</b>	<b>22.5 hours per week (flexible hybrid working)</b>

### JOB SUMMARY:

Come and join our amazing team here at Blue Skies, the Charity for Blackpool Teaching Hospitals.

As a key member of the team, the Grants Officer will work closely with the Head of Charity and colleagues across the team to build a sustainable funding pipeline to help generate significant growth by securing grants.

As an integral member of the team, the Grants Officer will be expected to work with a range of internal and external stakeholders.

You need to be proactive, passionate about the charity, represent the charity and portray it in a positive light.

### JOB INFORMATION:

The Grants Officer will work within the Blue Skies team at Blackpool Teaching Hospitals NHS Foundation Trust

As an integral member of the team, the Grants Officer will be expected to work with a range of internal and external stakeholders including:

#### External

- Charitable Trusts and Foundations and statutory funders
- Corporate Foundations
- Colleagues across the charity and NHS sectors

#### Internal

- Key operational and clinical staff members across the NHS Trust including to support the development and delivery of charitable projects.
- Charity team colleagues

The Grants Officer will work autonomously within the Charity department; their work is managed rather than supervised.

## **JOB PURPOSE**

As a key member of the team, the Grants Officer will work closely with the Head of Charity and colleagues across the team to build a sustainable funding pipeline to help generate significant growth by securing grants by:

- Personally securing substantial gifts from Trusts and Foundations (up to £150k)
- Delivering income targets, in line with the annual budget, from a portfolio of Trusts and Corporate Foundations
- Responsibility for researching Trusts and Corporate Foundations in alignment with a wide variety of projects and appeals that address the needs of BTH
- Developing high-quality bids/applications/cases for support for a variety of funders
- Managing stewardship activities for Trusts and Corporate Foundations, including tracking of reports and payments
- Working proactively with contacts within the Trust to identify and scope opportunities to maximise impact and income
- Working effectively with operational and clinical staff to develop and implement opportunities to foster and strengthen long-term relationships with donors and Trust representatives
- Supporting and developing new engagement events and communications
- Supporting the wider team with large communication, stewardship, or impact reporting activities
- Work collaboratively with the Charity Team to develop a new system for collaborative working in regards to Corporate Foundations, COTY applications, and other written bids for support.
- Develop and manage processes for corporate foundation grants to ensure appropriate banking, thanking, reporting and stewardship is undertaken for all corporate foundation grants.

- Create compelling, high-quality applications that meet the unique expectations of corporate supporters.
- Develop regular activity reports and updates on donor funded activities that clearly indicate progress and impact
- Use, update and develop the CRM database to record approach and grant information, meaningful activities and learning, and to generate portfolio management reports.
- Work collaboratively with the Charity Team to develop and implement engagement and stewardship plans in alignment with existing corporate giving plans, including special events.
- Host visits to BTH by donors or Trustees, ensuring the visit maximises the opportunity to improve the relationship.
- Engage with colleagues across the Trust to identify success and excellence stories to share with our supporters.
- Produce materials such as Impact Reports, website information, Cases for Support and Newsletters appropriate for Major Donors and Trusts with support of the Communications team.
- Ensure that all written communications and materials produced comply with design standards; brand guidelines and appropriate legislation (e.g. style guides, document templates, legal wordings, charities legislation requirements etc).
- Undertake any other task that is commensurate with the post as requested

## **Additional information**

*BTH is part of the Lancashire & South Cumbria NHS Collaborative, therefore all roles will be required to support system wide working across the Lancashire & South Cumbria regions.*

## **GENERAL REQUIREMENTS**

### **1. Quality**

Each member of staff is required to ensure that:

- a) The patient and customer are always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

### **2. Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust Disciplinary Procedure and may result in dismissal.

### **3. Data Protection/Freedom of Information Acts**

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

### **4. Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

### **5. Equality & Diversity**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

## **6. Working Time Directive**

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

## **7. Harassment & Bullying**

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

## **8. External Interests**

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in any doubt about a possible conflict of interest

## **9. Mandatory Training**

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

## **10. Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

## **11. Smoke-free Policy**

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

## **12. Safeguarding**

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Rigorous recruitment checks are carried out on successful applicants who may be required to undertake Enhanced Disclosure via the DBS.

## **Sustainability / Net Zero Carbon**

Blackpool Teaching Hospitals are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our

services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy and water, minimise waste in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport

### Active Travel

Blackpool Teaching Hospitals encourages employees to participate in active travel methods to and from their place of work, where possible. All main Trust sites are on local bus routes, have access to good cycle storage facilities and have safe paths for walking. Please note, car parking is limited at main Trust sites and therefore other modes of transport may be a more suitable, healthy, and sustainable choice.