



*Being there for you  
and your family*

## **JOB DESCRIPTION**

- JOB TITLE:** Trusts and Grants Officer
- RESPONSIBLE TO:** **Philanthropy Fundraising Manager**
- LOCATION:** **LOROS Hospice**
- JOB PURPOSE:**

The Trusts and Grants Officer is responsible for securing and growing income from charitable trusts, foundations and other agreed grant-making bodies to support LOROS' core services and strategic priorities.

The post holder will develop and manage a high-quality pipeline of trust and foundation prospects, produce compelling and evidence-led funding applications, steward funders through excellent reporting and relationship management, and contribute to the wider philanthropy and major giving programme.

The role plays a key part in maximising voluntary income, strengthening long-term funding relationships, and ensuring LOROS' work is clearly communicated through impact, outcomes and insight.

## **Key Responsibilities**

### **Trusts and Foundations Fundraising (Primary Focus)**

1. Research, identify and assess charitable trusts, foundations (including community, corporate, family and national grant-makers) and other agreed funding sources aligned with LOROS' mission and strategic priorities.
2. Develop and maintain a robust trusts and grants pipeline, including an annual applications calendar, re-application timelines and horizon scanning for new funding opportunities.
3. Prepare high-quality, tailored funding applications, expressions of interest and concept notes, ensuring each submission:
  - Is strategically aligned to funder priorities
  - Clearly articulates LOROS' case for support
  - Demonstrates measurable need, outcomes and impact
  - Reflects a personalised and relationship-led approach
4. Work collaboratively with colleagues across the organisation to gather programme information, financial data, monitoring and evaluation evidence, and strategic context to support compelling bids.

5. Manage grant reporting and funder compliance, ensuring all narrative and financial reports are submitted accurately, on time and to a high standard, with a strong focus on stewardship and relationship development.
6. Build, develop and steward long-term relationships with trusts and foundations, using appropriate communications, updates and engagement to encourage repeat and increased funding.
7. Stay informed of developments, trends and emerging practice in trusts, foundations and philanthropy to inform strategy and opportunity identification.

## **Major Giving and Philanthropy Support**

1. Contribute to the planning and delivery of the major giving programme, supporting cultivation, stewardship and engagement activities where appropriate.
2. Promote legacy giving messages sensitively and appropriately within funder and supporter communications, working closely with colleagues responsible for gifts in wills.

## **Leadership, Collaboration and Management**

### **Data, Systems and Insight**

1. Be an efficient and proactive user of the CRM system (Raiser's Edge), ensuring:
  - Accurate and timely record-keeping
  - Pipeline management and income forecasting
  - Meaningful reporting and analysis to inform decision-making
  - Compliance with GDPR and data protection requirements
2. Contribute to internal reporting for the Director of Fundraising, other Senior Management and colleagues, providing clear updates on pipeline health, income performance and funding trends.

## **Governance, Compliance and Representation**

1. Ensure all fundraising activity complies with:
  - Fundraising Regulator guidance and the Code of Fundraising Practice
  - GDPR, data protection and gift aid legislation
  - LOROS policies, procedures and ethical standards
2. Represent LOROS professionally in the community, at funder meetings, sector events, networking opportunities and presentations, acting as an ambassador for the organisation.
3. From time to time, provide support at LOROS fundraising events and community activities, including occasional out-of-hours working.

## **Other Duties**

- Provide support to the fundraising inbox, telephone enquiries and general correspondence as required.

- Assist with administrative and operational tasks that support the effective functioning of the fundraising team.
- When required, assist with receiving donations, welcoming visitors or providing tours of the hospice.
- Work flexibly across LOROS sites where needed to support fundraising activity.

## General Requirements

- Comply with Equal Opportunities legislation, Health & Safety at Work Act 1974, safeguarding responsibilities and LOROS' policies and procedures.
- Undertake mandatory safeguarding and infection prevention training as required.
- Take reasonable care for the health and safety of yourself and others.
- Contribute positively to LOROS' Vision, Mission, Values and Behaviours at all times.

### GENERAL:

**The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.**

Signed..... Date.....  
**Postholder**

Signed..... Date .....

**Line Manager**

