



Post Details

Job title:	Trusts and Foundations Officer
Reports to:	Fundraising Manager
Key relationships:	Campaigns & Advocacy Manager, CEO, Senior Researcher
Working hours:	21 hours per week (equivalent of 3 days a week).
Salary:	Up to £25,000 to £32,000 pro rata.
Location:	Remote working and/or our south London (Brixton) office.

Post Summary

We are looking for a Trusts and Foundations Officer to join our small and dynamic fundraising team. The postholder will lead on building our grant income from trusts and foundations, using their strong fundraising and communication skills to ensure that our world leading research team and campaigns have the resources they need to make a difference in Tibet. You will join a friendly fundraising team of four, each member working with a great deal of autonomy in their own area, but benefitting from cross-organisational ideas and support.

The core of this role is:

- Work with our campaigns & research teams to identify funding priorities.
- Build relationships with new and existing funders.
- Write and coordinate applications for funds.
- Ensure grants are managed effectively and reporting to funders is on point.

Worldwide Covid-19, Hong-Kong, and treatment of the Uyghurs has meant public and parliamentary opposition to the Chinese Communist Party has hardened, and interest in Tibet is high. The post holder will seize this momentum and build new and long lasting relationships with funders. The post holder will work closely with senior staff to help build our small but promising grant portfolio into a stable income stream from multiple sources. You will have strong administration skills, be organised, proactive, confident, and have a track record of securing grants. If this sounds like a challenge you would relish, we want to hear from you.

Tibet Watch

Tibet Watch promotes the human rights of the Tibetan people through human rights monitoring, research and international advocacy. We share an office and work as a team with our partner organisation Free Tibet.

Tibet Watch's field research team in Dharamsala, India, is our most important connection to Tibet. Our team of Tibetan researchers document and expose the ongoing human rights abuse and ensure that the world knows about China's oppression and brutality in Tibet. Our primary means of disseminating information is through our partner organisation, Free Tibet. Our information is also used by national governments, UN bodies, NGOs, campaigning groups and international media.

Our main office is in Brixton in south London, and including the Dharamasala research team and Free Tibet, we are around 15 staff members in total. At present most staff are working from home, and we expect continuing

JOB INFORMATION PACK

Trusts and Foundations Officer



high levels of home working in future. The minimum commitment for time in the office is one day per month. **We therefore welcome applicants from across the UK.**

Benefits include:

- 25 days pro rata annual leave in addition to public holidays and time off over Christmas.
- Equipment to support remote working.
- Flexible working policy.
- Pension scheme.
- Development and growth opportunities.
- Flexibility around other commitments for part-time staff.
- Interest-free season ticket loans.



Job Description

Work with our campaigns & research teams to identify funding priorities.

- Identify the key strengths and selling points of the organisation's work.
- Work with colleagues to identify and agree key funding priorities.
- Development of a grants & trusts fundraising approach to resource the work of Tibet Watch & Free Tibet.
- Lead on researching funders that might support us.
- Assist with budgets and financial projections.

Coordinate applications for funds.

- Coordinate the bid writing process for grant applications.
- Lead on smaller grant applications.
- Provide periodic updates on fundraising results.
- Review and manage proposals and budgets for new projects.

Build relationships with new and existing funders.

- Identify key decision makers in grant making bodies and ensure they are aware of our work.
- Communicate regularly with funders to ensure that they are aware of our successes.
- Work with potential major donors.
- Work with senior staff to draft donor narrative and financial reports.
- Lead on donor communications and ensure the team delivers this effectively.

Reporting & Monitoring

- Provide monthly monitoring and reporting on grant income in order to review and monitor budget targets.
- Ensure funds are spent appropriately and in a timely manner.
- Ensure grant reporting and monitoring satisfies funder needs.
- Maintain and manage fundraising records.
- Draft institutional reports to a high quality, in a timely manner.
- Work closely with all stakeholders to obtain case studies, as well as record and monitor results against agreed outcomes.
- Ensure project milestones and plans are delivered in a timely manner.
- Develop work plans, timetables and deadlines to achieve deliverables.
- Review all project information to be included in donor reports.
- Occasionally lead donor-facing meetings to provide project updates.

General

- Participate actively in regular team meetings.
- Support the Fundraising Team in delivery of their work.
- Provide data for quarterly reports to the Boards.
- Participate in organisational activities and events.
- Any other tasks required to ensure the smooth running of the organisation.



Person Specification

Essential

- Fundraising experience with grants and trusts
- Track record of achieving financial targets and budget management
- Experience of growing relationships with funders
- Ability to identify strengths, listen to organisational priorities, and create funding priorities.
- Experience of monitoring and evaluation, that can be used to report on grants to funders.
- Ability to prioritise competing priorities, work to tight deadlines and remain calm under pressure.
- Commitment to the aims for Tibet Watch.

Desirable

- Knowledge of the situation in Tibet, including an understanding of the social, political and human rights issues.
- The ability to write content for a variety of mediums.

Application Process

You can return your completed application form by email to recruitment@tibetwatch.org.

The deadline for applications is **10:00 a.m. on Monday May 24th**.

Interviews will take place on **Tuesday June 1st**.