

Sheffield
Hospitals
Charity

Trusts and Foundations Officer

Job Description

March 2025

Hello you!

I'm Beth, CEO at Sheffield Hospitals Charity.

My background is in fundraising and I'm **really excited** that we have this new role to recruit to.

Since I started in Summer 2023, we've made some big changes. Internally, we've **grown the team** from 14 to 21 people, **overhauled our systems and processes** (IT, CRM, Finance), developed new HR policies to provide **more support and flexibility** to staff, recruited new Trustees, and have moved into a **new office in Leah's Yard** in the Heart of the City.

Last year, we launched our three-year strategy (2024-27) which seeks to put us on track with exceptional relationships across both our beneficiary NHS Trusts, develop meaningful relationships across the broader healthcare sector in Sheffield, and ensure that our grant-making is driving the greatest possible impact. Importantly, we're committed to raising our brand profile and engaging new audiences through sustained investment in communications and fundraising. We've delivered creative and far-reaching appeals with high profile people including Pete McKee and our Ambassador, Tony Christie, and have more in the pipeline.

We are now entering into year two of our strategy with robust budgets, excellent projects to fundraise for and productive relationships with our key stakeholders.



Our NHS Trusts employ over **22,500 staff** who care for over **two million people** each year. As the official charity of Sheffield Teaching Hospitals NHS FT and Sheffield Health and Social Care NHS FT, we have the largest health remit of any charity in the city. With various specialisms across our Trusts, patients from the surrounding areas in South Yorkshire and North Derbyshire are also cared for in Sheffield.

This role is a great opportunity to create a step-change in our income by securing funding for life-changing projects that will support the health of people in Sheffield and beyond.

If you're passionate about improving healthcare, are a great communicator and have experience of securing income from Trusts & Foundations, we'd love to hear from you.

- **Beth Crackles, CEO**



We are Sheffield Hospitals Charity

We help Sheffield's hospitals, community teams and health and social care services to cover costs their NHS budgets can't. We fund support for patients and staff, life-changing research and more, so that we can enhance care from **birth to the end of life and everything in between.**

We provide additional funding to **Sheffield Teaching Hospitals NHS Foundation Trust** and **Sheffield Health and Social Care NHS Foundation Trust** who support people at every stage on life's journey. From welcoming babies into the world on the **Jessop Wing**, to supporting cancer care at **Weston Park**, and specialist care at the **Royal Hallamshire, Charles Clifford** and the **Northern General**.

Somewhere along the line, our funding is likely to have helped you or someone you love.

As well as funding provisions for patients, our grants also contribute to training, equipment and wellbeing projects for NHS professionals.

By looking after the staff and services at the centre of patient care, we're making sure they're ready to look after you.

The work we fund is only possible through generous donations, fundraising events, corporate support and a coming together of our community. With your help, we'll make sure that the care you and your loved ones receive is the best it can be.

Further information:

[Sheffield Hospitals Charity Strategy 2024-27](#) and [Impact Report 2023/24](#).

Our **vision**

Every person cared for and working in our hospitals, community and social care services is treated with compassion and has access to the best equipment and treatments in the best environments.

Our **mission**

We help Sheffield's hospitals, community teams and health and social care services to cover the costs that the NHS can't. By funding support for patients and staff, life-changing research and more, we enhance care from birth to the end of life and everything in between.

Our **values and behaviours**



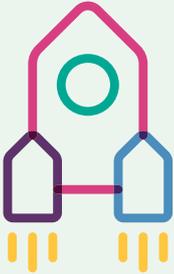
We're the best together

We work collaboratively with our beneficiary Trusts and other organisations to have the greatest impact for the people of Sheffield. We help our supporters and volunteers to give back to the NHS in ways that suit them. We employ talented people and encourage each other to be the best we can be.

Expected behaviours:

- I seek input from my colleagues and take advice from others to deliver the best I can
- I proactively seek out opportunities to collaborate with others so that we can achieve more for our NHS
- I look after and look out for my colleagues; lending a hand and lifting them up

We go the extra mile



Whether you're a patient, NHS staff, supporter or employee, we strive to make people feel uplifted. Our funding is always above and beyond what the NHS can provide, and we ask, 'How can we fund the best outcomes in this area?'. We go the extra mile for each other, our beneficiaries and our supporters, and ask, 'How can we help?'. As a team, we celebrate our successes and work hard to improve and innovate.

Expected behaviours:

- I am audience-led, in line with the needs of the charity, giving people the best experience of working with Sheffield Hospitals Charity
- I am proactive and solutions-focused, bringing proposals and solutions to the table
- When I can't help to deliver a task or solve a problem, I aim to find someone who can

We look to the future



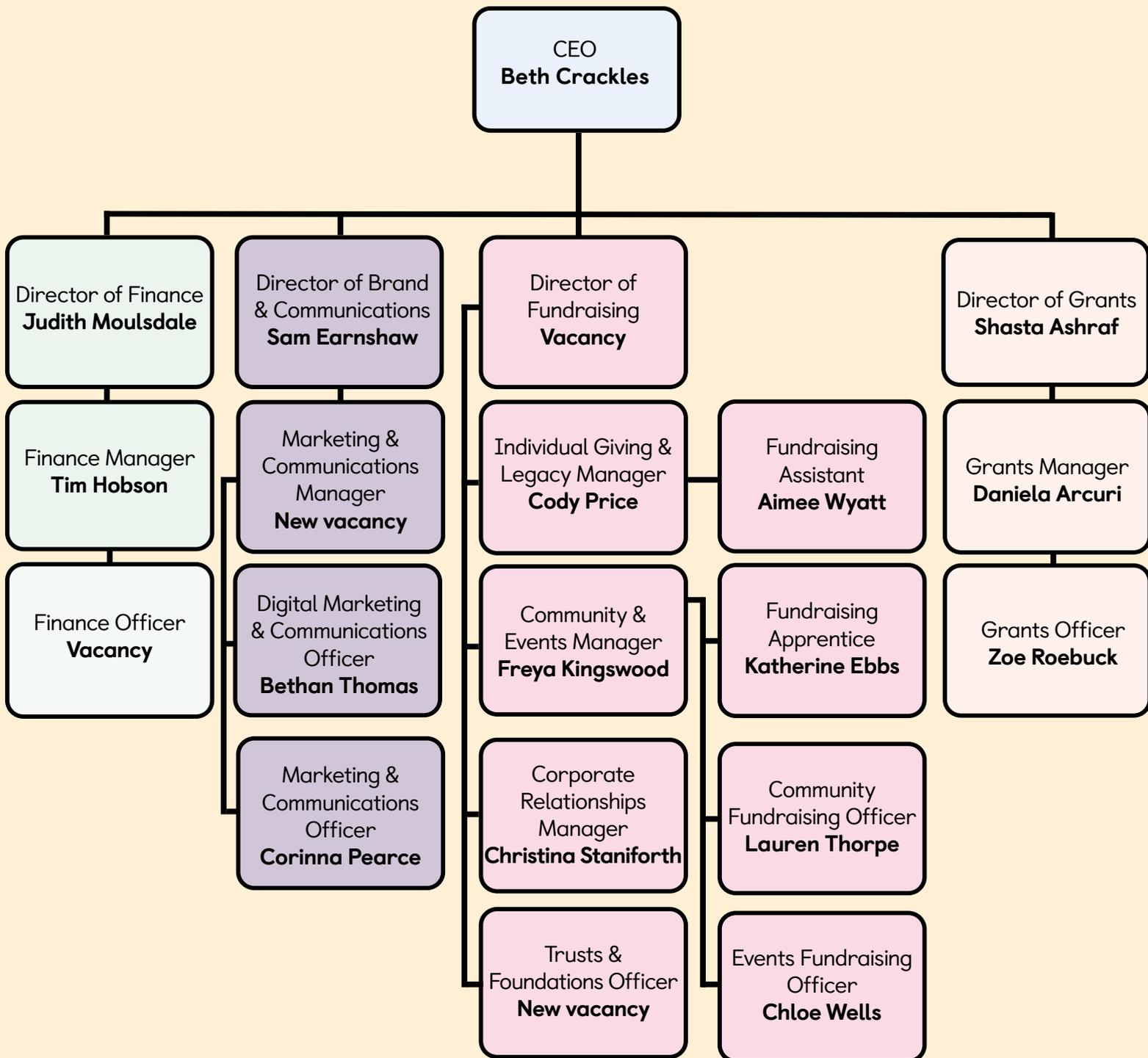
We help build a brighter future for the NHS in Sheffield. When funding, we ask, 'How will this help our Trusts now and in the future?'. As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask, 'Does this help build a sustainable organisation and a happy, productive team?'.

Expected behaviours:

- I consider what is best for the charity, not just my area, and I think about the short, medium and long-term when making decisions
- I make time for learning as an individual and with my team, and take learning into future projects
- I am ambitious for the charity and bring new ideas and ways of working to help us be better



Our structure



Job description

Trusts and Foundations Officer

Responsible to: Director of Fundraising

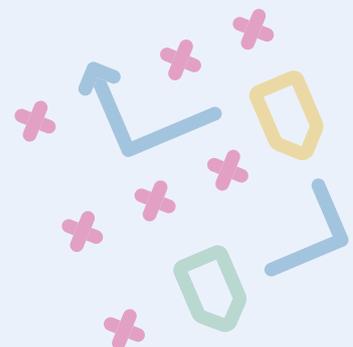
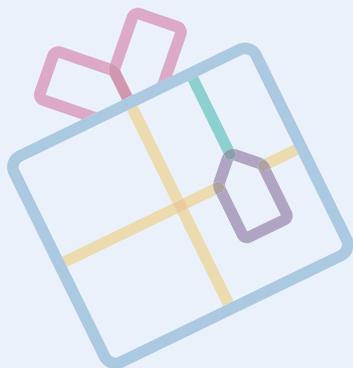
Hours: 1FTE - 37.5 hours per week, permanent

Location: Sheffield Hospitals Charity, Leah's Yard, Sheffield, S1 4HP (hybrid, e.g. some home-working, and flexible working options available)

Salary: £26,000 - £33,000 FTE

Key working relationships: CEO, Directors, Managers and wider charity staff, grant applicants from Sheffield Teaching Hospitals NHS FT and Sheffield Health and Social Care NHS FT, charity supporters (namely T&F, high net worth and corporate supporters), volunteers and suppliers.

Equity and diversity: Sheffield Hospitals Charity is committed to equity and diversity and we positively welcome applications from all backgrounds and sections of the community. Should you require any assistance in applying for the position, please get in touch. If you can do the job and bring a new perspective, we would love to hear from you.



Purpose of the role

Income from Trusts and Foundations forms a vital part of our three-year strategy, focusing on specific projects and appeals that make a real difference to patients, staff and the health of local people.

Key responsibilities will include developing relationships with funders, detailed research, writing and submitting proposals for support, managing the Trusts & Foundations pipeline and supporting the Director of Fundraising with budgeting and forecasting for this income stream. The role also involves the delivery of high-quality impact reports for funders.

The postholder will play a leading role in maximising income through targeted Trusts and Foundations applications, including supporting the successful delivery of the charity's key campaigns, including dementia and tackling health inequalities.

We are looking for a personable and professional colleague, who has strong communication skills and who can build trust and relationships with our supporters. You will be able to powerfully articulate our charity's case for support and be a confident and proactive communicator who can convert complex project/service data into compelling, clear information.

You will have excellent organisational skills, be self-motivated and enjoy working as part of a team.



What you'll be **responsible** for

- Develop and actively manage a pipeline of Trusts & Foundations, maintaining communication records and financial information using our CRM (Beacon).
- Create and tailor compelling cases for support, and use complex project information to create detailed, concise and compelling applications and reports for funders.
- Develop, prepare and submit funding applications to Trusts & Foundations to contribute to the unrestricted and restricted fundraised income.
- Build and maintain long-term relationships with funders through a bespoke, one-to-one approach to relationship management.
- In collaboration with the Grants Team, monitor the progress of all projects for which Trusts & Foundations income has been secured.
- Manage/draw down any phased payments from funders.
- Ensure that regular reports are submitted to funders as required and/or as appropriate.
- Where appropriate, work in partnership with other charities on joint funding applications.
- Work with the Director of Fundraising to develop and agree annual income targets for Trusts & Foundations.
- Work with the Grants Team to identify projects with the greatest need and potential for Trusts & Foundations funding.
- Work with the Finance Team and Grants Team to ensure accurate reporting of financial data in line with the requirements of prospects and funders.
- Work with the Brand & Communications Team to ensure that people and project stories are communicated in line with our brand and tone of voice.
- Build strong working relationships with internal colleagues with NHS staff across our Trusts.
- Represent the Charity when required, for example, at external events or funder presentations.
- To participate in training and undertake appropriate learning and development, as identified and mutually agreed with your line manager.

N.B This job description summarises the key features of this role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil.

What you'll bring



Experience and knowledge	Essential or Desired	Assessment A/I (Application/Interview)
Experience of optimising income from Trusts & Foundations	E	A,I
Experience of analysing complex project information to create compelling and fully costed funding proposals	E	A,I
Experience of building relationships with key stakeholders including initiating and developing relationships with funders	E	A,I
Experience of researching and identifying funders to create a robust pipeline of prospects with the propensity and capacity to give to a range of projects	E	A,I
Experience of gathering monitoring and evaluation data, and creating project reports for funders and other audiences	E	A,I
Understanding of trends and key funders in the philanthropic sector	E	A,I
Experience of using a CRM system to manage data and relationships	D	A
Excellent interpersonal skills, both written and verbal	E	A,I
Ability to self-organise, prioritise, and meet deadlines and financial targets	E	A,I
Ability to work collaboratively as well as autonomously	E	A,I
Commitment to continuous professional development	E	A,I
Good IT skills (Microsoft Office Suite – Word, Excel, Powerpoint, Outlook, internet)	E	A

Employee **benefits**

We want all our team at Sheffield Hospitals Charity to be passionate, professional, friendly, and inclusive. We care about what we do to support our NHS and the work we do together.

Sheffield Hospitals Charity benefits include:

- 25 days annual leave (plus Bank Holidays)
- 3 days additional leave covering office closure over the Christmas period
- 6% pension contribution
- Westfield Health Cover
- NHS Blue Light Discount Card
- Death in service cover
- Excellent training and development opportunities
- Open plan offices at Leah's Yard in the Heart of the City



How to **apply**

Polly Symondson *Recruitment*

Polly Symondson Recruitment, our recruitment consultants, would welcome the chance to speak with you in more detail about the role.

www.pollysymondsonrecruitment.co.uk

Email the team (info@pollysymondsonrecruitment.co.uk) or call **01242 691683** for an informal chat.

Please send your CV and a supporting statement outlining how your experience matches the person specification and why you think you are the right candidate for the job to info@pollysymondsonrecruitment.co.uk quoting reference number: **2526**.

The supporting statement should be no more than two sides of A4.

Please note Sheffield Hospitals Charity will not accept direct applicants for this position.



Key dates:

The closing date for applications is **30 April 2025, 5pm**

Interviews with PSR: **1 May 2025**

Interview with Sheffield Hospitals Charity: **12 May 2025**, in person

If you are unavailable for the above interview day, please state your nearest possible availability in your covering letter.

Polly Symondson Recruitment Statement:

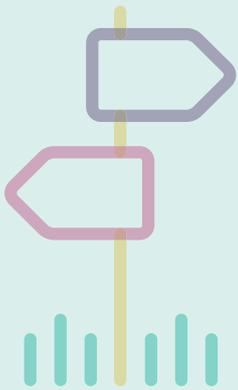
We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

Don't meet every single requirement? We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with the job description, we encourage you to apply anyway. You may be just the right candidate.

We actively encourage applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we believe diverse voices are instrumental in creating transformational change.

Sheffield Hospitals Charity, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments please contact PSR on 01242 691683. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Where to **find us**



Sheffield Hospitals Charity,
Leah's Yard,
20 Cambridge Street
Sheffield
S1 4HP



www.sheffieldhospitalscharity.org.uk



sheffieldhospitalscharity



sheffieldhospitalscharity



sheffhospitalcharity



SHCFundraising