



# CHEMTrust

Protecting humans and wildlife  
from harmful chemicals

## **Job Description**

<b>Position:</b>	Philanthropy Officer
<b>Based at:</b>	London or homeworking with occasional visits to the London co-working office.
<b>Contract:</b>	Permanent
<b>Hours:</b>	P/T 28 hours/wk (0.8FTE)
<b>Salary:</b>	£30,000 pa (1.0 FTE) plus generous pension contribution
<b>Holiday:</b>	31 working days paid holiday in each holiday year (pro-rata for part time staff), in addition to English bank and public holidays (pro-rata for part time staff).
<b>Line Manager:</b>	Director of Fundraising

## **Background**

### **Mission of the organisation**

CHEM Trust's overarching aim is to prevent human-made chemicals from causing long term damage to wildlife or humans, by ensuring that chemicals which cause such harm are substituted with safer alternatives.

We are a small, dynamic and influential environmental NGO, working mainly at the EU and UK level. We are science-based, working at the science and policy interface. We work closely with NGOs, scientists and decision-makers in the UK, across Europe and globally.

CHEM Trust is a collaboration between CHEM Trust, a UK registered Charity and CHEM Trust Europe eV, which is a charity (eV) based in Germany. Both legal entities work closely together on projects under the name CHEM Trust. More information about CHEM Trust's work and team is available from our websites:

- <https://chemtrust.org/> (public) <https://chemtrust.org/policy/> (policy)
- <https://chemtrust.org/de/> (in German)

## **Purpose of the role**

The Fundraising Team is a driven, creative and determined team who play a pivotal role in ensuring sustainability of CHEM Trust now, and in the future. The Philanthropy Officer is a new post within the team whose focus is:

- To support the research, identification and drive for new income opportunities from trusts and foundations and major donors.

- To support maintaining relationships with existing trust/foundation funders.
- To lead on timeline management; interim reporting to funders, sending the annual report to funders and on making annual applications.

## **Key Duties and Responsibilities**

### **Key Duties**

- Fundraising activity – including identifying new prospects who are aligned to CHEM Trust’s aims, preparing compelling and bespoke proposals tailored to donor requirements, ensuring effective stewardship of charitable trust and major gifts within own portfolio by building relationships with key stakeholders and providing timely reports and updates. Working cross organisationally, ensuring the team get the information they need.
- Developing relationships and networking - including provision of excellent donor stewardship to existing funders and using events, meetings, talks and inspirational writing to help charitable trusts and major donors learn about the work of CHEM Trust and to understand the difference we are making.
- Communication of frequent and compelling updates and reports to our donors, supporters and other stakeholders to keep them informed of our performance and impact, and other engaging and compelling communications as required.
- Recording and reporting maintaining accurate funding data, ensuring records are kept and effectively managed and that CHEM Trust operates within GDPR
- Key working relationships - daily interaction with immediate team, wider CHEM Trust team, funding partners and others, plus possible interaction with trustees.

### **General**

- Represent and be an ambassador for CHEM Trust
- Work to support the mission, ethos and values of CHEM Trust
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of the work
- Treat with confidentiality any personal, private or sensitive information about individual organisations, funders, clients or staff and project and financial data.
- Familiarise with, and adhere to CHEM Trust Processes, Policies and Procedures.

This role may include working outside normal hours - we operate a time off in lieu system. You must also have the right to live and work in the UK.

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

## **Person Specification – Philanthropy Officer**

### **Experience and Qualifications**

Essential	Desirable
<ul style="list-style-type: none"><li>• Developing relationships or funding approaches which have led to significant success</li><li>• Proven success in securing funding from Trusts and Foundations – essential</li><li>• Proven success in project management</li></ul>	<ul style="list-style-type: none"><li>• Proven success in securing funding from Major Donors</li><li>• Proven experience in using a CRM database</li></ul>

### **Skills, Knowledge and Abilities**

Essential	Desirable
<ul style="list-style-type: none"><li>• Promote and use effective ways of collaborating both within CHEM Trust and externally</li><li>• Outstanding interpersonal skills and proven ability to quickly build solid relationships with key internal and external stakeholders</li><li>• Strong writing skills with the ability to tailor to the type of audience, and attention to detail</li><li>• Sound communication skills with experience in face-to-face meetings and telephone calls</li><li>• Robust research and prospecting skills</li><li>• Excellent organisational and time management skills, with the ability to work calmly under pressure to meet multiple deadlines</li><li>• Demonstrate a strong understanding of all areas of trusts and foundations and understand key drivers of why funders look for charity partners</li></ul>	<ul style="list-style-type: none"><li>• Understanding of the landscape and architecture of fundraising, particularly Trusts, Foundations and High Net Worth Individuals in the UK.</li><li>• Understanding of regulatory requirements and best practice policy and guidance relating to:  Charity Commission fundraising regulations  Fundraising Regulator regulations</li></ul>

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from black and minority ethnic candidates, as they are currently under-represented in the UK charity sector.

We understand that the application process can be difficult if you have a condition or disability that you live with. We want to make it as easy as possible for you to shine during your application process, so please let us know what we can do to accommodate you.

**To apply, please send us:**

Your CV and a 2-4 sides (maximum length) covering letter explaining (with examples) how you meet each of the essential (and desirable if possible) skills as outlined in this job description.

Your CV or the covering letter should include the names and contact details of two references with knowledge of your work.

Please send your applications to [people@chemtrust.org](mailto:people@chemtrust.org)

**The deadline for applications is 4pm on 15<sup>th</sup> February 2023.**

**We plan to interview shortlisted candidates online on 9th March 2023.**

Unfortunately, we only have the capacity to contact shortlisted candidates.