

**Action for Global Health Network UK
Senior Trusts and Foundations Officer
Job Description**

- Job Title:** Senior Trusts and Foundations Officer
- Hours:** 35 hours per week, 15-month contract with the possibility of extension. We are open to considering applications for a part time role that would require job share
- Salary:** £34,580 (this salary includes London weighting), plus 6% pension contributions
- Reports to:** STOPAIDS Development & Network Manager
- Based at:** Home Based Working in the UK (some London office based working available, flexible working policy)

People living with or affected by HIV, from Black, Asian or minority ethnic (BAME) backgrounds or from other minoritized groups are particularly encouraged to apply and/or get in touch with any queries about the role – please email Siomha (siomha@stopaids.org.uk)

Action for Global Health UK

The [Action for Global Health Network UK](#) (AfGH) convenes and represents over 60 of the UK’s leading NGOs, research institutions and health experts working to promote and improve global health. AfGH believes that the UK Government should play a leading role in realising the right to health for all globally and works on a broad range of health issues with a focus on the quantity and quality of UK development assistance for health. AfGH provides a unique co-ordination and convening role mobilising UK global health advocates working towards a common strategy to hold UK government and global health institutions and stakeholders accountable, as well as providing a vital platform for dialogue between UK and global civil society and the UK Government. The network strategy and day-to-day decisions are decided in consultation with the membership and guided by the AfGH Steering Committee and the host organisation, STOPAIDS.

STOPAIDS

[STOPAIDS](#) is the host organisation for AfGH. STOPAIDS is the network of UK agencies working since 1986 to secure an effective global response to HIV and AIDS. With 70 organisation members behind us, STOPAIDS raises a united voice to rally and maintain the UK’s leadership in the global response to HIV. Together with people living with HIV, we fight for a global response that respects, protects and fulfils human rights. We give decision-makers the proof – and the push – they need to make the right, smart choices to help improve the lives of the millions of people around the world needing HIV treatment, prevention, care and support. Increasingly we also work on addressing issues relevant to both HIV and broader human rights and development such as access to medicines and sustaining development gains in middle income countries.

Benefits of working at STOPAIDS/Action for Global Health

We offer a number of benefits including:

- A group stakeholder pension scheme with 6% employer contributions
- An individual learning and development budget allocated to staff members each year
- 25 days of annual leave per year (excluding bank holidays), plus 1 day for every year of service
- Flexible working and work patterns, including arrangements such as non-standard working hours and working from home
- Enhanced maternity and paternity pay for employees with 1 years' service or more

The Position

This is an exciting opportunity for a self-motivated Senior Trusts and Foundations Officer. In collaboration with STOPAIDS and AfGH colleagues you will support with the development of the network's fundraising strategy and will lead on its implementation. Your primary responsibility will be managing and soliciting grants through the development of high quality proposals from a portfolio of trusts and foundations (the network's primary income source). You will also support with the growth of the network's other income source, membership fees, by identifying and recruiting new members.

The role will require some travel to and from London for AfGH related activities.

Key Accountabilities include:

1. To lead on the development of fundraising proposals to trusts and foundations to ensure the network's ongoing sustainability and growth [70%]
2. Support the growth of AfGH's membership by working with AfGH colleagues to identify and recruit new members [15%]
3. To support with the organisation of AfGH events [10%]
4. Other duties as directed by the Development and Network Manager [5%]

1. To lead on the development of fundraising proposals to trusts and foundations to ensure the network's ongoing sustainability and growth [70%]

- Responsible for the implementation of AfGH's fundraising strategy, with support and oversight from the Development and Network Manager.
- Develop a pipeline of potential funders and make approaches to new prospects, through timely and high-quality written proposals
- Propose and develop ideas for generation of unrestricted income to contribute to AfGH's sustainability
- Support the Students for Global Health (SfGH) Coordinator with fundraising for SfGH, and work on joint applications for both network's on-going sustainability
- Working closely with colleagues across AfGH to understand project detail, impact and need
- Lead on the preparation of annual and project budgets for donors

- Lead on ensuring high quality donor reporting and updates on the projects they have funded
 - Provide regular fundraising and membership updates to the network (both through email updates and quarterly member meetings), and to the Steering Committee at monthly meetings
- 2. Working with AfGH colleagues support the growth of AfGH’s membership by identifying and recruiting new members [15%]**
- With guidance from the STOPAIDS Development and Network Manager and working with AfGH colleagues, develop a membership recruitment pipeline and actively recruit new members to grow the network
 - Working with AfGH Colleagues, motivate & encourage members to maximise their engagement with the network and ensure members are aware of the full range of opportunities to engage with AfGH’s work
 - Update membership policies as needed
- 3. To support with the organisation of AfGH UK events [10%]**
- Work with AfGH colleagues on the organisation of AfGH events and meetings
 - Develop clear structures and opportunities for member involvement in AfGH events and meetings
 - Encourage membership attendance at and participation in AfGH events and meetings
- 4. Other duties as directed by the Development and Network Manager [5%]**
- Activities as needed

Person Specification

Knowledge and Experience

Essential

- At least 3-4 years proven experience of working in fundraising and developing successful high net worth proposals for Trusts and Foundations
- Experience in managing your own income pipeline
- Experience in spotting opportunities for securing funding from new sources
- Excellent interpersonal and communication skills and be adept in building and maintaining relationships with both high-level funders and stakeholders.
- Knowledge of international development and/or global health issues

Desirable

- Understanding of AfGH’s current global health priorities, including: universal health coverage, health systems strengthening, health financing, and human resources for health
- Understanding of strategies for increasing membership engagement in networks

Skills and Abilities

- Proven ability to develop and implement fundraising strategies
- Interpersonal skills and ability to work with a diverse range of members and partners
- Excellent written and oral communication skills
- Able to motivate/inspire others with ideas
- Innovative, energetic, solution-orientated approach to driving work forward
- Proven ability to organise and prioritise tasks and to manage own time efficiently
- Excellent organisational and time management skills with a strong attention to detail.
- Ability to understand and manage project budgets
- Computer literate (Word, Excel, Internet, Outlook, Project, Powerpoint)
- Available and able to travel in the UK

STOPAIDS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive positive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, HIV status, national origin, genetics, disability, or age.