



# Trusts & Foundations Manager

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Job Pack – May 2025





## We're getting to grips with guts. Will you join us?

Thank you for your interest in joining our team at Guts UK.

Guts UK Charity is committed to a world where **digestive conditions are better understood, better treated and everyone who lives with one gets the support they need**. Too many people are suffering or dying in silence or alone. They don't know where to turn for information or support, diagnosis takes too long for many, and treatment can often come too late.

We are the only UK charity funding research into the digestive system from top to tail, covering the gut, liver and pancreas. We raise vital awareness of digestive conditions, fund life-saving research, and provide patients and loved ones with expert information and support – we are informed by evidence and expertise, our community, and the patient voice.

Our Board of Trustees recently approved a new five-year strategy, and we have big ambitions for the future. We are seeking a **Philanthropy and Trusts Manager** who shares our passion for helping the UK get to grips with guts; someone whose skills, expertise, and dedication to our cause can help us reach and support even more people.

This is a very exciting time to be joining Guts UK. We look forward to hearing from you.

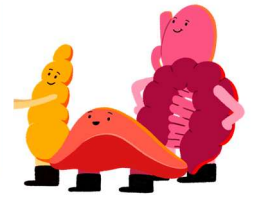


**Suzanne Hudson, Chief Executive**

# Who are Guts UK Charity?

## Guts UK is the charity for the digestive system

People are suffering. People are dying.  
All because of a lack of knowledge about our guts.



Guts UK is the only charity that covers the digestive system from top to tail, including the gut, the liver and the pancreas. We work actively and collaboratively with other charities across the UK. However, with our own limited resources, we choose to focus particularly on the conditions that have no other specific charity or voice - conditions that are underserved, such as pancreatitis, diverticular disease, irritable bowel syndrome (IBS), childhood gut and liver disease, and digestive cancers.

**Our vision** is a world where digestive conditions are better understood, better treated and everyone who lives with one gets the support they need.

**Our mission** is to improve the lives of the millions of people affected by digestive conditions.

We deliver this through **three objectives**:

**Providing expert information:** when armed with the right information, patients can take control of their health and make informed decisions. We provide evidence-based information and guidance to patients, carers and health care professionals.



**Raising public awareness:** Research shows that 58% of people are embarrassed to talk about their digestive conditions or symptoms. We run campaigns and events to spread awareness and education to empower people to speak up and seek help.

**Funding and driving research:** We fund awards, grants, prizes and fellowships into the entire digestive system. We involve our patient panel in all our research decisions and in our work on policy, pathways and treatments, and we run Priority Setting Partnerships to ensure research is focused in the areas that will drive the most difference.



# Being part of our team



## Pay and progression

- We benchmark our salaries and review annually
- We are committed to training and development for all team members and have a budget to support external training and conferences dependent on need.
- We have a performance management process which includes development planning designed to support our employees.

## Location and flexible working

- We have offices in London and Huddersfield which are easily accessible by road or public transport. We support hybrid working but attendance in one of the offices is required and minimum requirements will vary depending on the nature of the role. If you are interested in the role and have queries about office-base requirements, please contact us to discuss.
- Home working is fully supported, and necessary adjustments can be made as needed.
- As a small national charity, it is important for us to get together in person as a team. Travel and overnight stays are required for team and other days, with expenses and travel costs met by the charity.
- As a small team, we share the responsibility of representing Guts UK at events and conferences. Again, travel and expenses will be met for authorised work activities.

## Benefits and wellbeing

- We offer 27 days annual leave each year (calculated pro-rata for part-time employees), with an additional three days off at Christmas and two at Easter.
- Our Employee Assistance Programme provides mental health support, remote GP access, physio and personal training, legal and financial support alongside savings, discounts, and wellbeing training and courses. These free services are available to you and subject to eligibility criteria, family members.
- Income protection and a Group Personal Pension plan (3% employer contribution).
- We pride ourselves on the health and wellbeing support for our team, a few of whom live with health conditions and have agreed reasonable adjustments to support them in their roles.



## Trusts and Foundations Manager - Overview

Hours:	Part-time: 22.5 hours week
Salary:	£37,000 - £43,000 Full Time Equivalent + £2,000 London weighting. £22,200 - £25,800 pro-rata for 22.5 hours per week <i>Exact salary will be dependent on experience levels</i>
Location:	London (NW1) or Huddersfield (HD1). Hybrid working with a minimum of 1 day per week in the office.
Reports to:	Senior Fundraising Manager

### Overall purpose of the Trusts and Foundations Manager

The Trusts and Foundations Manager is an exciting new role and will join our small but expanding Guts UK fundraising team. Trusts and Foundations is a relatively new income stream for us, with real potential.

You will be responsible for prospecting, soliciting, developing, engagement and stewardship while retaining key relationships with trust and foundations in line with Guts UK's strategic framework.

You will proactively lead on identifying and progressing opportunities, developing and stewarding relationships, thinking creatively and strategically to develop compelling proposals.

You will work closely with the Senior Fundraising Manager and CEO as we establish, develop, and retain these valued relationships.

### Who we are looking for?

The successful candidate will be an experienced, relationship-focused trusts and foundations fundraiser, excited by the opportunity to play a key part in developing and elevating this income stream.

You will pride yourself on outstanding stewardship, relationship building and prospect development and have a wealth of experience securing multi-year grants and long-term support from trusts and foundations.

A committed and inspiring ambassador for Guts UK, you will also be a great team player who enjoys collaborating with colleagues to deliver a dynamic and innovative programme of donor cultivation and stewardship.

## Job summary

### Key responsibilities:

- Development and implementation of the trusts and foundations programme for Guts UK in line with the fundraising strategy.
- Lead on the research and production of compelling proposals for trusts and foundations showcasing innovative approaches for growing and developing a pipeline of new prospects
- Develop and implement annual workplans achieving in year targets and other key objectives
- Produce and manage comprehensive stewardship ensuring engaging and tailored account management with robust systems and processes
- Proactively build long lasting relationships with funders to reach our ambitious fundraising income target
- Ensure timely and compliant reporting
- Maintain internal systems to effectively and transparently manage the range of restricted trust income
- Play a key role in on-going work on measuring impact across the charity, finding ways to demonstrate how our impact aligns with the needs of funders
- Maintain accurate database records to ensure effective and timely communication with trusts
- Report regularly to the Senior Fundraising Manager
- Maintain regular contact and collaboration with internal stakeholders to ensure a high-quality suite of materials and stewardship plans specific to trusts and foundations
- Keep abreast of the trust fundraising environment

### Wider charity responsibilities

- Represent Guts UK at meetings, conferences and events, as required
- Ensure compliance with charity policies and all relevant legislation
- Demonstrate behaviours in line with the charity values and maintain the reputation and standing of the charity

## Person specification:

### Skills and attributes (essential)

- Minimum of three years' trusts and foundations experience
- Proven track record in identifying and securing five figure multi-year donations from trusts and foundations, while maintain pipelines to achieve income targets
- Proven financial acumen to comfortably evaluate financial information and manage budgets, with strong attention to detail in analysing data to draft comprehensive reports
- Experience of successfully executing cultivation plans and retaining positive key relationships with charitable trusts and foundations

- Researching and developing relationships with senior stakeholders plus current and prospective funding partners
- Proven experience in prospect research, relationship management and reporting
- Resilient and able to maintain momentum in response to unsuccessful applications
- Ability to critically evaluate your own work paying close attention to detail, effectively managing multiple work activities

### **Skills and experience (desirable)**

- Knowledge and experience in the health charity sector
- Experience of working within a small team environment
- Commitment to the values and strategic aims of Guts UK
- Knowledge and awareness of the needs of people affected by digestive health conditions
- Commitment to professional development

### **Notes**

- Equity, diversity and inclusion (EDI) is integral to all we do, not only for all in our Guts community, but also for our staff and volunteers. The team at Guts UK reflects and understands the experience of and the communities we serve.
- Guts UK is an equal opportunity employer. We welcome applications from people with disabilities and from minority groups.
- If you have a disability which means you are unable to meet some of the job requirements, specifically, because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.
- You must be eligible to work in the UK at the time of application. If you are invited to interview, you will be asked to bring the original documentation that proves your right to work in the UK.
- The purpose of this job description is to focus attention on the most important aspects of the jobholder's role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day-to-day performance of the job will include tasks not listed above. The list of duties for which the jobholder is responsible may reasonably be varied or added to at the discretion of the charity.

### **How to apply**

Hopefully you are inspired to apply for this role and will join us in helping the UK to get to grips with guts. If there is anything else you want to know about the role or our charity that hasn't been covered, please email Dani Freedland, Senior Fundraising Manager at [dfreedland@gutscharity.org.uk](mailto:dfreedland@gutscharity.org.uk)

- The closing date for applications for this role is **Friday 30<sup>th</sup> May**
- All applications (CV and cover letter) should be submitted online through **CharityJob**. The cover letter should highlight your skills, experiences, and what you will bring to the role. CVs will not be accepted without a cover letter.
- If you anticipate having problems using CharityJob, please contact us at **info@gutscharity.org.uk** or on 0207 486 0341. Please be aware that applications will not be accepted through alternative means without prior discussion.

First interviews will be scheduled in our London office on **Friday 6<sup>th</sup> June 2025**.

If you have a disability or health condition and wish to request reasonable adjustments at any stage of the recruitment process, please contact **info@gutscharity.org.uk**.