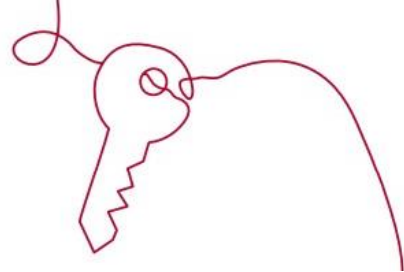


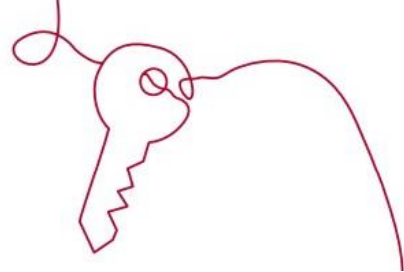


Charity



TRUSTS AND FOUNDATIONS MANAGER APPLICATION PACK





Message From the CEO



Watch this video message from our CEO, Duncan, to learn more about the impactful work we do at St Martin-in-the-Fields charity and how you can contribute to our mission.

Click here: [Message from the CEO](#)

Dear Candidate,

Thank you for your interest in the opportunity to join our team at St Martin-in-the-Fields Charity.

At St Martin-in-the-Fields Charity, we work collaboratively to support frontline workers across the UK, aiming to help individuals facing homelessness find and maintain a safe place to live. The Charity offers essential assistance to secure housing, including emergency grants through the Vicar's Relief Fund, which quickly addresses immediate housing needs and brings transformative changes to people's lives.

Our Frontline Fund supports projects and initiatives that work with those experiencing homelessness, funding various projects across the UK that help individuals obtain and sustain secure living arrangements through services like healthcare, legal advice, and mental health support to facilitate the transition out of homelessness.

And the Charity supports The Connection at St Martin's, aiding numerous individuals from across London on their journey to overcome street homelessness.

At St Martin's we provide consistent high-quality support for frontline workers, by running the Frontline Network. This network operates throughout the UK and offers funding opportunities, events for knowledge sharing on innovative approaches to helping people out of homelessness and empowering staff on the frontline groups to make a positive impact on homelessness.

Alongside the Network we offer training grants to individuals and groups of frontline staff to enable them to gain knowledge and increased confidence in delivering their vital work.

It is an exciting time to join us as we build towards the 100th BBC Radio 4 Christmas Appeal with St-Martin-in-the-Fields in 2026 and launch our new five-year strategy to diversify our income. As we approach this significant milestone, the Charity is building the team to ensure we are able to maximise the impact of the Appeal and our Programmes in future years and develop impactful communications to highlight the issues and solutions to preventing homelessness.





Charity



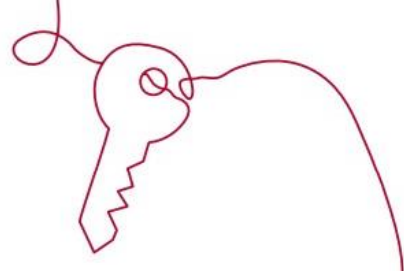
We are looking to build a team who will be collaborative with high emotional intelligence and possess excellent written and oral communication skills. You will also have a proven ability to form effective working relationships. Finally, you will have a genuine commitment to our values and ethos.

If this sounds like you, and you have the skills and experience we are looking for, then we would love to hear from you.

Warm regards,

Duncan Shrubsole
Chief Executive Officer





About St Martin-in-the-Fields Charity

Who we are

St Martin-in-the-Fields Charity is a UK-wide homelessness charity. We fund a range of projects across the UK, providing innovative services within healthcare, legal advice and mental health support to facilitate a long-term transition out of homelessness. We work to prevent this situation from happening in the first place. When it does happen, we provide emergency financial assistance that can transform the lives of those who are homeless or at risk of homelessness, helping them find and keep a safe place to live and call home.

The charity is at a pivotal stage in their development, building on the hugely successful BBC Radio 4 Appeal that will enter its 100th Anniversary in 2026 and diversifying income streams to create year-round opportunities to donate and support their diverse programmes.

Our Vision

Everyone has a safe place to call home and the support they need to keep it.

Our Goal

Homelessness is prevented. When it does occur, people receive the best possible support that enables them to secure and keep a safe place to live.

Our Heritage

We were established in 2014 as an independent homeless charity, to support anyone at risk of or experiencing homelessness to have somewhere to call home. But our heritage pre-dates that. Since the 1920's St Martin-in-the-Fields has been caring for people when they needed it most.

In 2024, we will be running the 98th Christmas Appeal with BBC Radio 4. The Christmas Appeal was first delivered on Sunday December 5, 1920, when Dick Sheppard asked his congregation for donations to support families at Christmas. In December 1925 the Christmas Appeal was incorporated into the broadcast Christmas service, and in 1927 the appeal was included in the BBC Radio Times.

Our Values

We put... people first

We value those we work with, seeking out and listening to all voices to understand how we can work together to make sure anyone experiencing homelessness is moved into a safe home with the necessary support in place.

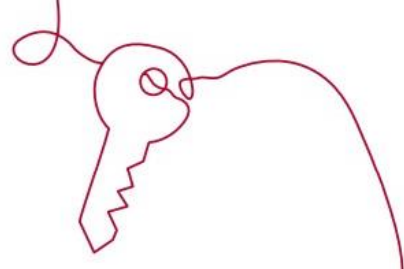
We are... a learning organisation

We reflect on what we learn, act on the evidence, and share learning with others.

We work... collaboratively for change

We build relationships based on trust and shared vision.





Charity Employee Benefits

Policies

- Enhanced maternity pay policy, paternity/second parent pay and leave and parental provision
- Enhanced bereavement leave policy
- Flexible and hybrid working
- 25 days annual leave plus bank and public holidays
- Length of service annual leave increments

Wellbeing

- Free, confidential EAP service with opportunities for counselling sessions
- Employee eyecare provision
- Charity covers the cost of annual flu vaccine for individual team members
- Regular DSE assessment
- Access to online wellbeing resources including information, advice, social chat, playlists
- Regular scheduled wellbeing focus times

Training

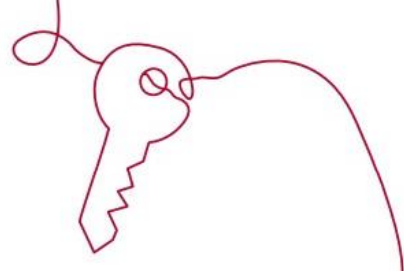
- Training given for managing mental health in the workplace
- Training provided on safeguarding and housing/homelessness sector to new starters
- Staff encouraged to attend Frontline Network and Partner events as well as other professional/sector events
- Generous training opportunities funded by the Charity
- Occasional reward and recognition gifts to staff
- Dedicated monthly Work SMARTER day given over for staff to pursue training and professional opportunities

Financial

- Contributory pension scheme in place (Standard Life) - Charity employer contribution 6%
- Annual salary review
- Travel loan arrangements

We are continuing to develop and improve our employee benefits offer in innovative and meaningful ways.





EDI Statement

St Martin's Charity is committed to developing a diverse, inclusive and culturally sensitive workplace and community for everyone. We will do so by fostering a compassionate and supportive environment that respects and values difference, where everyone feels welcome and confident to be themselves. We are proud to be an equal opportunity employer.

In recruiting for our team, we appreciate the unique contributions that every individual can bring without regard to race, ethnicity, colour, religion or no religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. We actively welcome applications from people of marginalised identities, especially those with lived experience of homelessness.

We are always learning and our processes evolving, so we welcome feedback.

Accessibility information

We understand that different people have different access needs and have made some modifications to the way we do business to accommodate people from diverse communities and abilities.

We offer the following amenities:

- Full DSE assessment conducted
- Purchase of specialist IT/office workstation equipment, e.g., standing desk, ergonomic chairs, screen filters
- Changes to start and finishing times/more frequent or extended breaks
- Flexible working arrangements
- Home and office working workstation set up
- Allowing a phased return to work after long-term sickness absence
- Modifying performance targets for those struggling to maintain a certain level of work
- Providing a working environment that minimises distractions
- Occupational Health assessment paid for by the Charity
- Providing a mentor and/or 'buddy'

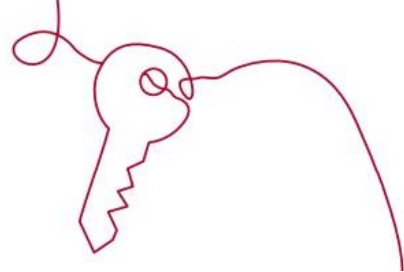
We have an agreed an EDI Action Plan that includes EDI considerations which we will begin working towards in 2025.

Applicants with disabilities or health conditions are invited to contact us in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the role, or if any adjustments or support are required during the recruitment process.





Charity



Trusts and Foundations Manager – Job Description

Job Title: Trusts and Foundations Manager

Location: St. Martin-in-the-Fields Charity, 5 St. Martin's Place, London WC2N 4JH (Hybrid)

Salary: £44,000 per Annum

Contract: Permanent; Full-time (35 hours a week)

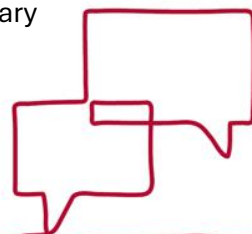
St Martin-in-the-Fields Charity (SMITFC) is looking for a strategic, relationship-driven Trusts and Foundations Manager to help shape the future of our income generation from charitable trusts and foundations. This is a pivotal role within our Philanthropy, Trusts and Foundations Team, working to ensure that we not only maintain but significantly grow our sustainable income streams in support of people experiencing homelessness and extreme vulnerability.

Working alongside the Philanthropy Manager and Prospect Researcher, this role will be responsible for identifying and securing new 5-6 figure+ gifts, maintaining and deepening engagement with our existing funding partners and developing a pipeline of future funding opportunities designed to spread risk and build for a reliable, realistic income growth over time.

Key Responsibilities

The successful candidate will:

- Work with the Head of Philanthropy, Trusts and Foundations (P&TF) to develop the Charity's Trust and Foundations growth strategy ensuring it maximises sustainable net income from both general and restricted Trust and Foundation funding sources, diversifies income and starts to spread income timelines away from a reliance on our Christmas appeal period.
- Work collaboratively across the charity to acquire an excellent knowledge and understanding of SMITFC values and programmes, to inform the creation of bespoke donor materials, cases for support, funding proposals and reports.
- Lead on the creation and submission of bespoke proposals and reports to existing Trusts and Foundations, maintaining accurate development and submission deadlines and excellent records of progress and outcomes on CRM.
- Lead on the cultivation and maintenance of strong relationships with existing funders and trustees, identifying opportunities for key decision makers to become active and engaged in the Charity's activities, whilst gaining a greater understanding of a project's long term aims and consequent impact.
- Work in collaboration with the Prospect Researcher to develop a pipeline of new 5-6 figure + Trusts and Foundations prospects able to give within the next 3 years.
- Lead on the bespoke stewardship and engagement of newly identified 5-6 figure + Trusts and Foundations prospects and ensure that submission deadlines are met, and reporting schedules observed.
- Work with the P&TF team to deliver our annual Christmas Appeal – to include the development of the P&TF Christmas Appeal 2025, deliver the annual Christmas Appeal Launch event, and optimize the use of social media and other platforms to reach potential new funders over the Christmas period and beyond.
- Work with the P&TF team to develop the high value offering for the 100 Anniversary appeal 2026.





- Ensure that resources and budgets are managed effectively and provide Trust and Foundation fundraising financial information as required by the Head of P&TF – including contributing to income risk assessments, identifying gaps or shifts in funding and support contingency planning with the wider P&TF team.
- Ensure accurate records of funding opportunities, donor contact details and prospect research are maintained across CRM and finance systems.
- Work collaboratively with SMITF partner charities to align stewardship, donor asks and maximise income.

Experience and Skills

We are looking for someone who has:

- A positive, collaborative, creative mindset, who likes working as a part of high functioning team and enjoys building relationships across an organisation whilst having the confidence and autonomy to drive things forward and advocate for doing things differently.
- A strong record of securing and managing major Trust and Foundation partnerships, including six-figure grants.
- Demonstrable experience of building tailored cases for support to a range of funders
- Experience of collaborating with internal teams in the creation of funding proposals and reports.
- Experience engaging with senior stakeholders, including trustees and high-level volunteers.
- Experience of balancing managing relationships with high value funders, managing expectations and negotiating challenges.
- Experience of optimizing prospect research to identify and develop a funding pipeline
- Experience of optimising CRM systems to help monitor and report on fundraising activity.
- Excellent written and verbal communication, with a proven ability to produce persuasive proposals.
- Experience of managing multiple deadlines and a varied, demanding workload.
- Sound knowledge of fundraising from Trusts and Foundations and current sector trends

Our Team: We are friendly, ambitious, creative bunch, who value and maintain relationships of trust and transparency with our donors. We all work flexibly between home and the office but love to come together to plan, get creative and enjoy some lunch in the Crypt at St Martins Church.

About us: St Martin in the Fields Charity exists so that everyone can have a safe place to call home, and the support they need to keep it. To achieve is, we work with individuals, frontline workers and community organisations, providing people who are at risk of losing their homes, or urgently need to find a place to live, with grants from our Emergency Fund – and the support they need to keep that home. And we advocate for real and lasting change at a local and national level, using insights and data drawn from our direct experience with individuals, frontline workers and community organisations.





Charity



How to apply

Please submit your CV and a covering letter outlining your suitability for the role to Gurpreet Virdee via email on gurpreet.virdee@stmartinscharity.org.uk



Main Charity website [St-Martin-in-the-Fields | UK homeless charity \(smitfc.org\)](https://www.smitfc.org)

BBC Radio 4 Christmas Appeal webpage [BBC Radio 4 - Radio 4 Christmas Appeal](#)

2023-24 Year in Review [Year in Review-Final-05.10 \(fliphtml5.com\)](https://www.fliphtml5.com)

Charity's YouTube channel [St Martin-in-the-Fields Charity - YouTube](#)

Charity's Facebook: [St Martin in the Fields Charity | London | Facebook](#)

Charity's X: [\(20\) St Martin-in-the-Fields Charity \(@SMITFCharity\) / X](#)

Charity's LinkedIn: <https://www.linkedin.com/company/st-martin-in-the-fields-charity/>

