Coventry City of Culture Trust
Trusts and Foundations Manager

Reports to Chief Executive

Role: Trusts and Foundations Manager
Reports to Chief Executive

Salary: Up to £35,000 per annum dependent on experience

In July 2020, we announced that Coventry’s City of Culture programme will start in May 2021 and run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year while providing some much-needed certainty and resources to our artists and communities.

This is your opportunity to be part of telling the story of a city on the move.

Context

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. Now that we have been successful in securing the prestigious title, we are recruiting the team ready to deliver an ambitious UK City of Culture year in 2021/22 and legacy.

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

• Welcoming 2.5m additional visitors to Coventry in 2021/22
• 80% of the city’s residents experiencing at least three events in 2021/22
• Increasing audience attendance from under-represented communities by 20%
• Activating more than 16,000 volunteers and participants
• Making long-lasting, tangible social change in Coventry
• Transforming who holds the power to create and curate in the city
• Starting a wave of cultural investment across the region

Job Description

The Trust is looking to appoint a Trusts and Foundations Manager to lead on bid writing and relationship management with trusts and foundations, developing strong and sustainable funding relationships to support the delivery of Coventry’s year as UK City of Culture and its legacy projects. The ideal candidate will have a strong track record of trusts and foundations fundraising.

The Role

• Work with the Chief Executive and the Head of Corporate Partnerships to implement the strategy to achieve the trusts and foundations fundraising target
• Lead on the writing of all proposals and applications to trusts and foundations, working closely with colleagues
• Undertake research to identify private charitable trusts and non-statutory grant makers with the potential to support Coventry UK City of Culture
• Co-ordinate completion of monitoring, reporting and evaluation requirements for grant funders
• Manage day to day relationships with grant funders, including acting as first point of contact with trusts and foundations
• Actively engage with the organisation’s vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring

• Be aware of, and undertake to comply with the Trust’s GDPR, Health and Safety and Diversity and Equality Policies

Personal Specification

• Experience of working with trusts and foundations in a comparable post

• A proven ability to solicit major (five and six figure) grants, managing the process from research, to meeting, submission and reporting

• Excellent written and spoken communication skills, with the ability to build strong professional relationships with both internal and external stakeholders

• An understanding of the arts and culture sector, of UK charitable giving and an interest in the Trust’s other areas of work such as social change, wellbeing, skills, digital and the environment.

• Excellent planning and organisational skills, including the ability to work to tight deadlines and deliver to multiple priorities while maintaining thorough attention to detail

• Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners

General

We aim to reflect all the city’s communities in our workforce and as such candidates from currently under-represented groups, including those with disabilities, are especially encouraged to apply.

Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

Process

Please submit up to a 2-page letter plus an up to date CV addressing your interest and suitability for the post with reference to the personal specifications.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities google form available at www.coventry2021.co.uk/jobs.

Applications should be sent in PDF format to recruitment@coventry2021.co.uk

Timetable

Advertised – Tuesday 14 July 2020

Applications close – Wednesday 19 August 2020, noon

Interview date – Wednesday 2 September 2020

Following government guidelines, interviews will likely be held via video conferencing software.
Salary – Up to £35,000 per annum dependent on experience

Terms and Conditions

- This is a fixed term post until March 2022.
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed.
- The salary is paid monthly in arrears.
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager.
- Pension auto-enrolment is applicable and employer contributions are currently 5%. The Trust’s appointed pension provider is NEST. Further details are available.
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues.
- Main place of work is the Trust’s office with frequent attendance at meetings offsite. However, given current government guidelines all Trust employees are currently homeworking. The successful candidate will be supported through this process via a robust remote onboarding strategy.
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is three months.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk