



# Application Pack

**Ref: WA247**

**Trusts & Grants Manager**

**Salary £40,756 per annum**

**Permanent – full time  
[40 hours per week]**

**Closing Date: 12 February 2024**

**Westminster Abbey**



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# About Westminster Abbey

Westminster Abbey is a major centre for Christian worship, a leading venue for tourism and a treasured part of Britain's heritage. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is the House of Kings, where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great men and women from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians. Westminster Abbey is a Royal Peculiar, and the Dean and Chapter of Westminster are directly responsible to the Sovereign.

## **The Dean and Chapter of Westminster defines our Mission in these terms:**

- To serve Almighty God by offering divine Worship daily and publicly;
- To serve the Sovereign by daily prayer and by a ready response to requests made by or on behalf of His Majesty;
- To serve the nation by celebrating the distinctive witness of the Christian faith; by upholding the place of religious faith within national life; and by active engagement with Parliament, Whitehall and others in positions of public service;
- To serve all pilgrims and visitors to the Abbey, and to maintain a tradition of hospitality.

## **Our values**

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

The Abbey attracts approximately one million paying visitors each year, from all around the world. A large number of people also attend services which take place seven days a week. Daily services are only part of the Abbey's work, for there are also many 'special' services and events throughout the year. Westminster Abbey currently employs around 300 staff in a variety of roles and a similar number of volunteers.

The Abbey receives no regular income from the State, the Church of England or the Royal Family, and relies primarily on monies raised from visitors to ensure that the building can be properly maintained and remain open as an amenity for all.

# Job Description

<b>JOB TITLE:</b>	Trusts & Grants Manager
<b>ACCOUNTABLE TO:</b>	Director, Westminster Abbey Foundation
<b>KEY RELATIONSHIPS:</b>	Conservation & Curatorial teams, Clerk of Works office, Finance Department, offices of grant-making organisations, and the Abbey's US development board- The American Fund for Westminster Abbey,
<b>JOB SUMMARY:</b>	<p>To work alongside the Director of the Westminster Abbey Foundation to increase income from trusts, foundations and statutory funders to broaden the donor base in this area and to maximise the fundable opportunities within the Abbey. This includes, in particular, income generated to support the upcoming <i>King Charles III Sacristy</i> project, the first building of significance in the country to be named after our new King.</p> <p>This is an important role within the Foundation team and critical to the Trust &amp; Grants income stream. It involves research, information gathering, writing and interpersonal skills plus strong administrative abilities to manage and track application processes.</p> <p>The role also supports the Director in the preparation of applications to major donors/personal trusts.</p>

## MAIN DUTIES AND RESPONSIBILITIES:

1. Secure gifts from a wide range of UK trusts, foundations and statutory bodies, increasing the Abbey's income from these sources to meet agreed targets.
2. Responsible for researching and identifying personal and institutional trusts, foundations and other grant-making bodies which might support the work and projects of Westminster Abbey. As appropriate all researched and identified trusts are to be entered into the CRM system and all steps of approaches to be logged and tracked.
3. Work with the Director to agree priorities from the sector and be responsible for an agreed annual fundraising target.
4. Work with various departments to gather project details (both current and new), budgets and any other information needed or required by trusts for grant consideration.
5. Monitor the financial management of the various grants and the appropriate application of funds throughout the project.
6. Responsible for writing and preparing applications to trusts with the highest quality and standards of Westminster Abbey.
7. Responsible for the management and monitoring of all administrative systems for trusts to ensure deadlines and application dates are met. This includes spreadsheets, paper files and data records kept within the CRM system to ensure a complete donor history is recorded.

8. Preparing and sending out required updates, information and progress reports along with publicity to ensure we are meeting all terms and conditions of grants, and keeping them on file.
9. Maintain relationship with donors and prospects by ensuring key contracts are invited to appropriate events at the Abbey and by maintaining regular contact.
10. Produce and update trust income forecasts with the Director assessing timing and probability of success, as well as level of interest and support.
11. Research and work within the Corporate trusts and foundations area as above with a view to corporate philanthropic support but also to look beyond charitable support to identify, where possible, sponsorship opportunities if charitable grants may not be possible.
12. Attend and assist with occasional Abbey events, including evening events, organised by the Foundation.
13. Undertake other duties as may be requested by the Director of the Westminster Abbey Foundation.
14. Be a sensitive, discreet internal and external ambassador for the Westminster Abbey and the Foundation to help build and uphold its profile.



# Person Specification

## **JOB TITLE: Trusts & Grants Manager**

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

### **Essential**

#### ***Education/Training/Qualifications:***

- Educated to degree level or equivalent
- Microsoft Office especially Word and Excel

#### ***Skills/Aptitudes/Knowledge:***

- Excellent writing skills
- Knowledge of trusts and statutory fundraising requirements and practices
- Ability to gather and synthesise complex and varied information sources
- Ability to create and articulate a convincing, coherent fundraising case in writing and in person
- Ability to communicate and work effectively with colleagues from all disciplines and at all levels
- Interest in learning new areas of fundraising.

#### ***Experience:***

- Having worked in a trust fundraising environment

#### ***Personal Attributes:***

- A resourceful, lateral thinker with initiative and flexibility.
- Discreet and able to work confidentially. Also to be sensitive to issues relating to donors and Westminster Abbey.
- Excellent networking and interpersonal skills
- Able to work using own judgement and experience
- Able to work in a small team and be a motivated/motivating team player
- Ability to work under pressure and to meet multiple and simultaneous deadlines in a timely manner
- Strong administrative skills and attention to detail
- A smart dress appearance appropriate to meeting donors and attending events.

### **Desirable**

#### ***Education/Training/Qualifications:***

- Knowledge of databases
- Best practice awareness of trusts sector through training courses by organisations such as Directory of Social Change or the Institute of Fundraising.

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***Skills/Aptitudes/Knowledge:***

- Passion for history, architecture, historic conservation or archaeology
- Familiarity with heritage sector
- Good research skills

***Personal Attributes:***

- A sympathy with and understanding of the work and mission of Westminster Abbey.

***Circumstances:***

- After-hours work may be required from time to time to support events or other key fundraising activities.

**Safeguarding**

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

December 2023

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# Working for us

## **Employment Status**

This post is permanent.

## **Salary**

The salary is c £40,000 per annum. Salary is reviewed annually.

## **Working Hours**

These are 40 hours per week. The normal arrangement of working hours is 9am to 5pm Monday to Friday, however the postholder may occasionally be asked to work outside the normal routine should there be an event or critical deadline.

## **Annual Holidays**

The full-time holiday entitlement is 31 days per annum which includes 23 days of annual leave and 8 recognised public holidays. This rises to 33 days per annum in the fifth year of service, which is 25 days of annual leave in addition to 8 public holidays.

## **Training**

On-site and external training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## **Pension Scheme and Life Assurance**

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## **Staff Discount**

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo food outlets at the Abbey, which serve refreshments.

## **Season Ticket Loan**

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

## **Medical Insurance**

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

## **Uniform**

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

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# Equality Statement and How to apply

## Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

## Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

## How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 12 noon on 12 February 2024. Interviews are scheduled to take place at the end of February 2024.**

*We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.*