

Trust Specialist

Ronald McDonald House Charities UK



Ronald McDonald
House Charities™
United Kingdom

Keeping families close™



Candidate Pack

Contents

- Information about the role
- Summary of benefits
- How to apply
- Our Stories

Information about the role

Job Title: Trust Specialist

Salary: £35,500 per annum

Reports to: Partnerships and Philanthropy Manager

Location: Hybrid working, working two days a week from Ronald McDonald House Alder Hey

Contract: Two-year fixed-term contract, up to full time, 28-35 hours a week

Job Purpose:

We are seeking an experienced and motivated Trust Fundraiser to support us on a fixed-term basis. We have an exciting opportunity to raise funds for a major refurbishment of our largest Ronald McDonald House, Mac House, at Alder Hey Children's Hospital. Our Mac House transformation is a major £17.3 million redevelopment project which will provide new and improved multi-functional spaces, better accessibility, an overhaul of the outdated building services and infrastructure and a brighter modernised House that better supports the well-being of the families we serve. The successful candidate will play a role in securing six figure donations towards the appeal.

Key responsibilities:

Trust and Foundation Engagement

- Build and maintain a robust pipeline of prospective funders, ensuring regular and meaningful engagement
- Craft compelling, tailored proposals, applications, and cases for support to secure major grants

Relationship Management

- Cultivate and steward relationships with existing and prospective trusts and foundations, ensuring they remain engaged and invested in the appeal
- Provide exceptional reporting to funders, showcasing the impact of their contributions through updates, case studies, and financial reports
- Represent the Charity at meetings, events, and site visits to inspire and engage potential funders

Collaboration and Coordination

- Work closely with internal teams, including Project Management, Finance, and Communications, to gather information, align messaging, and ensure funding requirements are met
- Collaborate with other fundraisers to maximise cross-team opportunities and share insights on high-value prospects
- Ensure accurate record-keeping and tracking of relationships, proposals, and outcomes using the Charity's CRM system

Reporting and Compliance

- Monitor and evaluate the performance of trust fundraising activities, providing detailed reports to Senior Leadership and funders, as required
- Ensure compliance with all relevant fundraising regulations and best practices



Information about the role

Knowledge and Experience

- Proven track record of securing six-figure grants from trusts, foundations, or institutional funders
- Demonstrable experience of working on major capital appeals or high-value fundraising campaigns
- Exceptional written communication skills, with the ability to craft persuasive and tailored funding applications
- Strong research and analytical skills to identify funding opportunities and align them with strategic priorities
- Excellent relationship management skills, with the ability to build and sustain long-term partnerships
- Experience using CRM systems to manage and track donor relationships and activities

This role will require travel within the UK, particularly to Ronald McDonald House Alder Hey.

Our Values

- We celebrate the diversity of our people and our programmes
- We focus on the critical needs of children and their families
- We value our heritage
- We operate with accountability and transparency

Our Diversity Statement

We aim to cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences should be celebrated as this enables us to be a better team - one that makes better decisions, drives innovation, and delivers better results.

Equal Opportunities Employer:

The Charity is an equal opportunities employer and welcomes applications from all suitably qualified individuals regardless of race, ethnicity, religion, sex, gender identity, sexual orientation, disability, or age.



Summary of benefits

We are able to offer the successful applicant a highly competitive salary and benefits package



Pay

£35,500 per annum



Charity Sick Pay

20 days' Charity sick pay per tax year, pro-rata for part-time



Private Healthcare and Employee Assistance Programme

We give all staff, their spouse or civil partner and any dependant children up to the age of 25 free membership of a private medical care scheme. You can also access a free Employee Assistance Programme and Doctor@Hand service.



Pension Scheme and Enhanced Life Assurance

The Charity offers a Stakeholder Pension Plan to all salaried employees. This pension includes a minimum of cover of 1x annual salary life assurance. You will have the option to upgrade your life assurance to 4x annual salary.



Holiday and Sabbatical Leave

28 days' annual leave entitlement (including bank holidays) per annum (pro-rata for part-time), rising to 30 days (including bank holidays) after 3 years' service. You will be entitled to an eight-week paid sabbatical for every 10 years' continuous service.



Training and Development

You can request time to train or to undertake accredited programmes leading to qualifications, or, for unaccredited training, request assistance to help you develop your skills related to your job.



Enhanced Family Friendly Leave

After one year's continuous service, you will be entitled to enhanced maternity, paternity and adoption leave.



Recognition

To celebrate major service anniversaries, we give all staff vouchers which you can redeem at a number of High Street and online retailers. The value of the vouchers increase each five years. Our employee of the quarter scheme recognises five employees each quarter with a £50 voucher.



Employee Discount Scheme

You will have access to a discount scheme through Rewards Gateway; this includes discounts from a wide variety of High Street and online retailers.

How to apply

Closing date:

Sunday 2 March 2025

All applications must be submitted before midnight on this date to be considered.

Please enclose:

- A full CV
- A cover letter

Applications should be sent to:

RMHC Recruitment Team via:
rmhc.recruitment@uk.mcd.com

If you would like to talk about the role before applying, please email: rmhc.recruitment@uk.mcd.com.

All applications will be considered and then informed following the closing date if they have been shortlisted for a first-stage interview.



Our stories

Unexpected complications: Lilly's story

When 10-year-old Lilly was just five, an accident at a trampoline park caused her to break her leg and left her needing surgeries, including the insertion of a metal plate. On 10 May 2021, Lilly went into Noah's Ark Children's Hospital in Cardiff, for what should have been a routine procedure to have the plate removed. However, whilst she was being anaesthetised, unexpected complications arose as Lilly's airways closed, leaving her in a critical condition and in intensive care for several days.

Thankfully, after moving from intensive care to Owl Ward, where she spent another two weeks, Lilly finally got to go home. Lilly and her mum Amy are now hoping to fundraise thousands of pounds for Ronald McDonald House Charities UK, after Amy was accommodated at the Cardiff House during Lilly's unexpected hospital stay.



Fearing the worst: Sienna's story

When Marie's waters broke at 24 weeks pregnant with her second child, she was fearing the worst. Doctors said Marie's baby girl would have a 50/50 chance of survival. Two days later, Marie, from Eastbourne in East Sussex, gave birth to tiny baby Sienna at Brighton University Hospital. She weighed just 1lb 7oz. Sienna stayed in hospital for 96 days, during which time her family was accommodated at the Ronald McDonald House Brighton.

We call ourselves 'operation buddies': Noah's story

Noah, from Reading in Berkshire, was just four weeks old when he was diagnosed with congenital nephrotic syndrome, a condition causing the kidneys to leak large amounts of protein into the urine. The first child of his parents Jessie and Thomas, Noah spent the first six months of his life in hospital, during which time Ronald McDonald House Southampton provided free 'home from home' accommodation for his family.

In November 2021 baby Remy arrived, making Noah a proud big brother and just three months later, after several years of infusions and dialysis, Noah finally received a kidney transplant. Dad Thomas was his donor and they became 'operation buddies'. Noah is now back at nursery and looking forward to starting school in September.

