

## **Stella Maris**

### **JOB DESCRIPTION**

<b>Position:</b>	International Trusts Manager
<b>Responsible to:</b>	Head of Major Gifts
<b>Hours:</b>	Three days per week
<b>Salary:</b>	c. £35,000 p.a. pro rata, depending on experience
<b>Location:</b>	Based either in the National Office in London, or remotely.

The Catholic Maritime charity, Stella Maris (formerly known as Apostleship of the Sea), supports seafarers and fishers in over 330 ports in 54 countries. With its new international strategy, and building on its successful response to the COVID-19 pandemic, Stella Maris in Great Britain is now taking a leading role in developing the capacity of the Stella Maris network worldwide. To help support this development, the charity has created this new role of International Trusts Manager to:

- help secure funding for these activities
- provide high quality stewardship to funders
- coordinate the work and liaison between Stella Maris branches around the world and their funders based in Great Britain and/or overseas.

This new role is a fantastic opportunity for those with skills in Trust Fundraising, international development and project management. You will help this leading charity achieve its mission to support seafarers and fishers around the world.

#### **Main purposes of the job:**

In furtherance of Stella Maris' International Strategy, and to support the Head of Major Gifts, the post holder will:

1. Manage and secure unrestricted and restricted income from a portfolio of trusts, foundations, corporate foundations and other grant-giving organisations to support the activities of the Stella Maris network internationally.
2. Support international partners in writing up applications and reports for projects and programmes with which Stella Maris (GB) is involved, and in monitoring that the projects are delivered in line with grant requirements.

#### **Core Responsibilities:**

1. Research and identify charitable trusts, foundations and other grant-giving prospects that may fund the charity's current and future work overseas.

2. Work with international partners to identify and write up projects and programmes in need of funding in furtherance of Stella Maris' (GBs) International Strategy.
3. With international partners, prepare budgets to support fundraising applications.
4. With international partners, write and submit high quality applications to potential funders within set deadlines.
5. Support Stella Maris branches overseas in ensuring that projects are delivered in line with grant requirements, especially in ensuring adherence to reporting requirements to funders.
6. Submit relevant monitoring and evaluation reports required by funders, ensuring high standards are consistently met.

No job profile can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time.

### PERSON SPECIFICATION

Personal skill characteristics	Essential (Tick)	Desirable (Tick)
<b>Experience/Knowledge/Qualifications</b>		
Excellent interpersonal skills including the ability to build and maintain strong relationships with external partners (trusts, foundations, solicitors, etc).	✓	
Excellent written and verbal communication skills.	✓	
Ability to work flexibly and to use your own initiative to meet the demands of the job.	✓	
Ability to prioritise and manage multiple tasks with clear attention to detail.	✓	
Strong commitment to team working, and an ability to build strong, mutually beneficial relationships with colleagues across the whole organisation.	✓	
At least two years' experience of developing successful trust and grant applications.	✓	
Experience of providing detailed reports for trust funders.	✓	
Experience of developing budgets for trust applications.	✓	

Successful track record of achieving targets and growth in Trust Fundraising.	✓	
Experience of researching Trusts.	✓	
Knowledge of the wider charity sector.		✓
Knowledge of the international maritime sector.		✓
Knowledge of the Catholic / wider Christian sector.		✓
Experience of Project and Programme Management.		✓
Experience of fundraising in an international setting.		✓
<b>Strategic Ability / Innovation</b>		
Strong strategic planning, project management and organisational skills		✓
Experience in translating strategic aims into operational delivery.		✓
<b>Personal Qualities</b>		
A confident and effective decision maker with the ability to work as part of a small fundraising and communications team.	✓	
Resilient and robust with a positive outlook.	✓	
Dynamic and energetic personality with a high degree of personal drive.	✓	
Confident in using IT software such as Microsoft office suite and CRM databases (e.g. RaisersEdge, Salesforce, etc)	✓	
An understanding of the teaching and practice of the Catholic Church.		✓
Commitment to the vision, mission and values of Stella Maris.	✓	
Commitment to high quality service, best practice and best value in all aspects of the Charity's operation.	✓	