



Trusts & Foundations Manager - Role description

About Baby Umbrella

Baby Umbrella is an award-winning small charity offering breastfeeding and early parenting support to families in West Kent. Our vision is for every family in West Kent to have access to skilled and compassionate support during their parenting journey. We are here to listen, support and empower parents to make the decisions that feel right for them and their babies. Our service makes a powerful impact on families right from the start of their journey.

Baby Umbrella was founded in August 2020 and has experienced considerable growth and development in the past 4 years, reaching £100k of income and supporting 1,100 families per year with 1,600 specialist 1-1 appointments and 600 social visits. We were recognised in 2022 as the Kent Charity Awards Start-up Charity of the Year, and in 2023 and 2024 we were Highly Commended in the Kent Wellbeing Awards.

About the role

Baby Umbrella is a small and growing charity and grants from trusts and foundations form around 60% of our income mix. Working closely with the Charity's Management Team and Trustees, the person who takes on this role will become a critical piece of the ambitious plans of our charity, to be there for all new families in West Kent when they need us.

This role is ideal for entrepreneurial self-starters who are happy to spend time working on focused applications, as well as working in collaboration with our small and friendly team with diverse specialisms.

This is a part time, freelance role, mainly based from home but with occasional work and meetings in West Kent (Otford, Sevenoaks, Tonbridge and Tunbridge Wells).

This is a self-employed contract role for someone looking to work 12 hours per month at a rate of £30 per hour.

To apply, you should:

- Review the job description and person specification below
- Fill our [online application form](#).

Applications will close at midnight on 13th January 2025. Interviews will be taking place in late January/ early February. We intend for the role to start in February/ March 2025.



Mission:

To ensure stability and efficiency of Baby Umbrella trusts and foundations income, supporting our charitable activities with West Kent families.

Key responsibilities:

Ensuring our fundraising database is kept up to date with relevant trusts and foundations prospects

You'll ensure we are aware of any newly available grants and deadlines for relevant trusts and foundations, keeping our database up to date with relevant information.

Ensuring grant prospects are allocated to appropriate team members in a timely fashion each month

You'll manage the allocation of grant applications to team members and issue reminders to ensure they are completed on time, updating our database to ensure we can track our progress.

Working to agreed targets for number of applications submitted each month

You'll support direct income generation by taking responsibility to complete two grant applications each month with support from our team.

Monitoring status of grant applications in our pipeline

Working with the team to ensure you have an understanding of follow up timelines for each grant such that we can monitor grant status for our whole pipeline.

Managing timely grant reporting and relationships on successful grants

Working with the team to ensure we meet all our reporting deadlines for our various grant contracts each month, as well as circulating our Annual Report to funders each year.

Key Performance Indicators for this role:

- Value of grants in our pipeline by age and status
- 6 month average number and value of applications made each month
- % success rate on grant applications (by number and value)



Person Specification

Essential:

- Proven experience in grant administration within the charity sector or similar environment.
- Familiarity with funding application processes and grant management systems.
- Excellent written and verbal communication skills for drafting applications, reports and correspondence.
- Strong organisational skills with the ability to manage multiple tasks and meet deadlines.
- Excellent knowledge of Google Docs, Gmail, MS Word, PowerPoint and Excel.
- Excellent numeracy skills and ability to understand and build project budgets.
- Knowledge of current trends and issues in the nonprofit sector, particularly related to grant funding.
- High level of attention to detail and accuracy.
- Ability to work independently and as part of a team.
- A proactive approach to problem-solving and decision-making.
- Commitment to the values and mission of Baby Umbrella.

Desirable:

- Previous experience working with specific trusts and foundations relevant to Baby Umbrella's focus area.
- Experience in monitoring and evaluating grant-funded projects.

We welcome applications from people with a diversity of backgrounds. We pride ourselves in creating a supportive and inclusive environment and adapting to individual needs to ensure you can be your best and enjoy an inspiring and collaborative working environment. Any reasonable adjustments will be made to ensure you can complete this role to the best of your ability.

Safeguarding

Baby Umbrella is committed to safeguarding children and vulnerable adults. This role is subject to a Basic DBS check and two references.