



ROLE PROFILE

TRUSTS RESEARCH VOLUNTEER

The role of a Trusts Research Volunteer will be to support the Trusts & Foundations team with various research projects, necessary to their development.

A research volunteer would enable us to identify new prospects that can generate income, supporting the running of our Hospice.

You will be supported by the Trusts & Foundations team, and they will brief and guide you on the projects you will be researching.

RESPONSIBILITIES

- Undertake a review of the back catalogue of our new prospecting subscription. We have recently signed up to a database called GRIN which provides us with daily bulletins on funding opportunities, but it also has a large database which is updated monthly. To make the most of our subscription we are looking to undertake a review of all of the potentially relevant trusts and foundations listed on this spreadsheet and carry out some initial research to see who might be worth pursuing.
- Ongoing research of UK grant-making trusts and foundations through a range of online sources and through our existing list of prospects. Identify which ones HDH meets the funding criteria

- Undertake some research into Corporate Foundations. This is a relatively under-researched area for us at the moment, mostly we have identified opportunities with these kinds of funders on an ad hoc basis, but we are looking to increase our prospect list in this area and understand the potential scope of income relevant to our work from corporate foundations. Conduct internet research and review some existing lists and resources to gather and review potential prospects.
- Carry out due diligence checks for prospects with potential grant award value of over £5k
- Document research findings in Excel/Word format

TIME COMMITMENT

- This is a remote role
- 3-7 hours a week, flexible to your lifestyle

EXPERIENCE & REQUIREMENTS

- You will ideally have access to a laptop with internet connection and access to Microsoft programmes such as Word, Excel and Outlook. Knowledge of using these programmes will be necessary
- Basic experience in a similar role or familiarity of the role description would be desirable

QUALITIES REQUIRED

- Happy to work independently on projects and use your own initiative
- Confident with internet research and navigating spreadsheets
- To have good time management and organisational skills
- Good communication and writing skills
- Reliability

BENEFITS

- Being a part of a friendly, supportive team and meeting new people
- Gain new experience and knowledge in the fundraising with regards to trusts and foundations and corporate foundations
- Gain experience of undertaking prospect research and presenting your findings.
- Sense of satisfaction knowing you are making a difference by supporting Helen & Douglas House