



The Mission to Seafarers

Appointment Brief

Junior Trusts & Foundations Officer

October 2025

About The Mission to Seafarers

Collectively, there are an estimated 1.89m seafarers across the world operating on 74,000 ships. These men and women of all nationalities, spend up to nine months at sea, far from families, friends and loved ones.

With a history dating back to 1856, The Mission to Seafarers (“MtS”) supports the men and women working at sea when they need us most through providing emergency assistance, practical support, and a friendly welcome in ports all over the world. Operating under the trusted sign of the “Flying Angel”, MtS touches the lives of seafarers in numerous ways, responding to their needs and connecting them with local communities, including:

- Advocacy, advice, and counselling
- Communication, transport, and centre hospitality
- Emergency response
- Hospital and prison visitation
- Ship visitation
- Spiritual support

The Mission to Seafarers (“MtS”) has a presence at over 200 ports in 50 countries, operating day and night, 365 days a year. As a Christian-based organisation, our help is importantly offered regardless of nationality, rank, faith or no faith.

Our core work is face-to-face ship visiting which is undertaken by our chaplains, welfare officers, ship visitors, volunteers and centre managers. In more recent years, we have added a digital element to our work in response to the pandemic and the increased speed of ship turnaround times in ports.

In addition to our port-facing work, we have also expanded our portfolio of services to include Family Support Services in the Philippines and India, WeCare training courses in social communications, financial wellbeing and suicide awareness and MtS’s Happiness Index.



Our Values and Culture

MtS is a collaborative, collegiate and respectful organisation. We place great importance on our values which define and reflect our organisational culture.

- **Pioneering:** We encourage innovative thinking and seek to be flexible and entrepreneurial in our ways of working.
- **Inclusive:** We are unconditionally committed to the support of all seafarers and their families without discrimination
- **United:** We are one global, intergenerational, multicultural family united in vision and purpose, while respecting diversity of culture and context.
- **Collaborative:** We are co-operative in our approach to our work – in relation to individuals, the church, ecumenical partners, and organisations and institutions that work for the welfare of seafarers.
- **Accountable:** We are accountable as stewards of the resources entrusted to us, to each other in recognition of our mutual inter-dependence and to those charged with governance at station, regional and international level.
- **Caring:** In all our dealings we strive to behave with compassion, to act with integrity and to treat everyone with respect.

The Development Team

Since 2017, the current Development Director has built a strong and effective team focused on all aspects of fundraising and communications. We have set ambitious fundraising goals and have successfully overcome challenges to increase the voluntary income. Our sources of income include corporate partners, trusts and foundations, legacies, and events.

Although the focus of MtS's work may be a new area of need to prospective applicants, shipping is a fascinating industry, and the right candidate will find this role extremely rewarding. At the heart of our work are the 1.89m seafarers who each have their own story to tell, the majority with large families reliant on their salaries. We are their friends in the ports they visit, we are the support for their families at home, and we provide the resources from which they can draw mental and physical support when needed 24/7.

Seafarers are real people with real lives who, in many cases, are simply trying to make a better life for themselves and their families. The work of MtS truly changes lives. We know we have saved lives and we have certainly provided the much-needed hand of friendship during times of distress, as well as sharing times of joy. There is no doubt you will be touched by the seafarers' personal stories.

This is a new role within the Development team, working to maximise income for The Mission to Seafarers' projects and programmes, and will offer the right candidate a great opportunity to shape and grow the role.

Job Description

Role:	Junior Trusts & Foundations Officer
Department:	Development
Responsible to:	Trusts & Foundations Manager
Other Key Working Relationships:	Director of Development Development Team Finance Team Other IHQ Colleagues Regional Directors
Job Purpose:	Provide comprehensive support to the Trusts and Foundations Manager to meet the needs of MtS. Support with the daily administration of the trusts and foundations fundraising function. Manage a portfolio of four figure donors. Research and build a pipeline of new trusts and foundations that align with the priorities of MtS. Maintain the trusts fundraising database.

Principal Duties and Responsibilities

- Take administrative responsibility for the Trusts and Foundations database to ensure it is kept up to date and accurate.
- Build and nurture relationships with funders, with individual responsibility for a portfolio of predominantly four figure donors.
- Research and identify new trusts and foundations whose interests align with the work of The Mission to Seafarers.
- Research and compile information needed for funding proposals and impact reports.
- Collate case studies and photos for impact reports from global teams.
- Support with the drafting of proposals to secure unrestricted and restricted income from trusts and foundations.
- Ensure all new income is recorded and paperwork of successful proposals is shared with relevant departments.
- Send out thank you letters, impact reports and other funder communications.
- Ensure The Mission to Seafarers fundraising activities are GDPR compliant.
- Provide reports on work pipeline as required.

Person Specification

Knowledge and Skills

- Strong academic track record (educated to degree level or holds a professional fundraising qualification)
- Proven research, analysis and reasoning skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent communication skills, both verbal and written. Potential to write compelling and persuasive cases for support from funders
- Confident with numbers and data, able to clearly interpret and summarise data sets
- Strong attention to detail (including the ability to accurately proofread written work)
- Excellent organisational skills, with the ability to manage multiple priorities and meet tight deadlines
- Strong interpersonal skills, able to establish rapport and credibility with a wide range of stakeholders, internally and externally and both in the UK and internationally
- Creative thinker with a solutions-focused approach
- Able to assimilate new information quickly

Personal Qualities

- Empathy with the work and purpose of The Mission to Seafarers
- Flexible in approach with the ability to adapt to changing priorities
- Collaborative and inclusive, able to work as part of a wider team in contributing expertise
- An innovative thinker, open to exploring alternative means of doing things to create positive impact
- Shares ideas and is receptive to those of others
- Resilient and able to remain calm and measured in challenging situations
- Constructively challenges the status quo whilst also seeking and valuing the perspectives of others
- A highly motivated self-starter able to work under own initiative and unsupervised
- Strong work ethic, able to effectively manage multiple priorities and to work to deadlines
- Strong interpersonal skills with the ability to establish rapport and credibility with people at all levels
- Able to demonstrate sound judgment, cultural sensitivity and political awareness
- Able to quickly develop productive working relationships
- Demonstrates integrity, acting at all times in the best interests of MtS
- Empathetic, supportive and understanding with good self-awareness
- Takes ownership for work, proactively seeking to learn and develop

General Requirements

- Applicants must already have the right to live and work permanently in the UK.
- This job description should be treated as a guide to the duties that the post-holder is expected to perform. As a term of employment, the post holder can be required to undertake such duties as are commensurate with his or her position.
- The job description may be amended to meet changing requirements at any time after discussion with the post holder.
- The Mission to Seafarers operates an Equality and Inclusion Policy. The post-holder will be expected to comply fully with this Policy in carrying out their duties.
- All employees are required to be aware of their responsibilities towards Health and Safety and Safeguarding and to adhere to the Health and Safety and Safeguarding Policies.
- All employees are required to be aware of their responsibilities towards the UK General Data Protection Regulation (UK GDPR) and to adhere to MtS's GDPR and Data Retention Policies.

Terms of Appointment

Location:	London-based
Hours of Work:	Full-time, Monday to Friday, 9:00am to 5:00pm (4 days a week would also be considered) MtS operates hybrid working and 1 day per week (Monday) must be worked in the office.
Remuneration:	Salary in the range of £28,000 - £30,000 (pro rata for part-time) (commensurate with experience)
Annual Leave:	25 days per annum plus Public Holidays (pro rata for part-time)
Benefits:	<i>Workplace Pension:</i> 7% employer contribution / 3% employee contribution <i>Life Assurance:</i> 3x base salary <i>Other:</i> Includes Employee Assistance Programme, retail discount vouchers, cycle to work scheme, free eye test, access to training and development opportunities

How to Apply

To apply for this position, please submit your current CV along with a statement of no more than 500 (five hundred) words outlining your suitability for this position to jobs@missiontoseafarers.org no later than **noon on Wednesday 5 November 2025**. We regret that applications received after the deadline will not be considered.

First round interviews: Tuesday 18 November 2025 (in person)
To include a proof-reading exercise (in English)

Second round interviews: Tuesday 25 November 2025 (online)