



The Mission to Seafarers

Appointment Brief

Trusts and Foundations Manager

April 2024

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 1836, 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.

As an industry-related charity, we have access to thousands of companies across the whole world of shipping, and its associated industries, in order to generate income and we have been particularly successful in significantly growing the corporate income stream.

However, many in the industry still have no charity budgets and charitable giving around the world is dependent upon culture. Nevertheless we are breaking new ground, as evidenced in our recent Adventure Race Japan in May 2023 which raised U\$1.35m gross. We are investing more in growing our Events team to enable us to deliver more outstanding results in 2025 and 2027.

The Director of Development has a large network of corporate contacts across the world and we anticipate that corporate income will continue its growth pattern to £400K in 2024, with events income being in addition to this. We launched a new Global Ambassador programme which is instrumental in widening our reach through using personalised approaches.

Development Team (cont.)

The Trust & Foundations income stream has produced valuable income for MtS over the years and the present incumbent, who is retiring, is leaving these relationships in a strong position. We have a number of large, loyal and regular funders who will need maintaining, along with the medium and smaller funders. A new departure in 2024 is our approach to USA funders - of which there are many - to fund our new USA expansion programme. We believe this is going to be essential and an efficient way to fund this new area of work.

We have a range of projects for funding, along with the essential core funding needed.

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.

Job Description

Role:	Trust and Foundations Manager
Department:	Development
Responsible to:	Director of Development
Other Key Working Relationships:	Development Team Senior Management Team Regional Directors Programme Team Finance Team and other IHQ staff
Key External Relationships:	Trusts and Foundations Livery Companies
Job Purpose:	<p>Support the work of The Mission to Seafarers in securing annual net income against agreed targets from Trusts and Foundations in the UK and from international and institutional donors</p> <p>Maintain and grow levels of income in line with budgeting expectations</p> <p>Maintain and grow current income levels from existing large funders who contribute most of the income, reporting back to funders as required</p> <p>Seek funding for specific project related work</p> <p>Research and apply to new funders to grow income</p>

Principal Duties and Responsibilities

- Develop and submit applications to relevant Trusts and Foundations, thanking and reporting annually on the impact of these grants
- Write high quality and compelling grant funding applications, in line with the requirements of potential funders
- Identify and research national and international Trusts and Foundations and other grant making Bodies who have the potential to make a wide range of donations to the Mission to Seafarers and establish relationships, where appropriate
- Manage a portfolio of UK and International Trusts and Foundations, Livery companies and other Grant Making Bodies to ensure applications and reports are submitted according to agreed schedules
- Liaise with the Programme team for relevant information in support of applications and impact reporting, and budgetary details
- Monitor all income with regard to Trusts and Foundations Fundraising, liaising with the Finance Team and Programme Team on ensuring funds processed
- Reporting on the impact of existing grants to major funders

Principal Duties and Responsibilities (cont.)

- Include the breakdown of project costs in applications from information provided by the Programme team
- Maintain accurate records and information regarding all supporters and applications and ensure that the Mission to Seafarers database is kept up to date
- Ensure repeat donations are secured in a timely fashion
- Operate according to best practice and legal requirements which impact this area, including ensuring information is kept secure and used in accordance with MtS policies on confidentiality and GDPR

Person Specification

Knowledge and Skills

- Proven expertise in maintaining current and cultivating new relationships with Trusts and Foundations.
- Proven track record of success in generating and growing income streams from Trusts and Foundations and other Grant Making Bodies.
- Exceptional writing skills with the ability to write compelling and persuasive cases for support from funders
- Excellent communication, influencing and negotiation skills, both verbal and written
- Able to establish rapport and credibility with a wide range of stakeholders
- Experience of using supporter databases, preferably Raiser's Edge, to store donor information and plan fundraising approaches.
- Creative thinker with a can-do and solutions-focused approach
- Experience of working for an international charity would be helpful but not essential
- Computer and web literate (Word, Excel and PowerPoint etc.)

Personal Qualities

- Empathy with the work and purpose of The Mission to Seafarers
- A highly motivated self-starter, able to work under own initiative and with minimum supervision
- Collaborative and inclusive, able to work as part of a wider team in contributing specific 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 seeking and valuing the perspectives of others
- Flexible in approach with the ability to adapt to changing priorities
- Strong work ethic, able to effectively manage multiple priorities and to work to deadlines

Personal Qualities (cont.)

- Able to demonstrate sound judgment, sensitivity and political awareness
- Able to quickly develop productive working relationships
- Demonstrates integrity, acting at all times in the best interests of MtS
- Takes ownership for work, proactively seeking to learn and develop
- Takes accountability for the work of the team
- Empathetic, supportive and understanding with good self-awareness

General Requirements

- Applicants must already have the right to live and work 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 Equal Opportunities 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 to adhere to the Health and Safety and Safeguarding Policies.
- All employees are required to be aware of their responsibilities towards the EU General Data Protection Regulation (GDPR) and to adhere to MtS's GDPR and Data Retention Policies.

Terms of Appointment

Location: London-based

Hours of Work: This is a full-time or part-time role (minimum 4 days per week, to include Monday), 9:00am to 5:00pm. MtS operates hybrid working and 1 day per week (Monday) must be worked in the office.

Remuneration: Salary in the range of £40,000 to £45,000 (pro-rata for part-time) commensurate with experience

Annual Leave: 25 days per annum plus Public Holidays (pro-rata for part-time)

Benefits: *Workplace Pension:* 7% employer contribution / 3% employee contribution

Life Assurance: 3x base salary

Other: 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 why you are suitable for this position.

When writing your statement, please consider the skills, knowledge and personal qualities being sought for the role.

The Recruitment Process

The selection process will include interviews and a written submission on a given topic.