



Job Description

Trusts and Foundations Manager

Can you help Coach Core to identify and cultivate new Trust partners whilst providing first-class stewardship to our existing funders, so we can meet our mission to transform the education and employment prospects for young people?





At Coach Core, we believe in the power of diverse perspectives.

We are actively committed to growing and supporting our diverse workforce and welcome applications from all backgrounds and communities.

We particularly welcome applicants with lived experience from the communities that we serve.

About us

Coach Core is an education and employment charity that aims to improve the life-chances of under-represented young people across the UK, who experience barriers, discrimination and a lack of opportunities. We help people age 16-24 year develop the skills, confidence and knowledge to unlock long-term employment opportunities through the power of sports apprenticeships. Since 2012, we've enabled over 1,000 young people to find meaningful employment across 21 UK cities. We convene and support 250+ employers of all sizes to diversify and enhance their workforce through advice, additional funding and unparalleled training for all.

- 70% of our apprentices complete their apprenticeship - 21% higher than the national completion rate
- 80% have gone onto employment or further education

It's an exciting time to join Coach Core. Project 1500, our 2024-27 strategy, will help tackle the decline in entry-level apprenticeships and rising levels of youth unemployment. By turbo-charging our community sports apprenticeship programme over the next three years, we are giving life-changing opportunities to marginalised young people to deliver sport and physical activity in their communities.



Project 1500

By 2027, we are committing to:

- Providing 500 new life-changing community sports apprenticeships for young people to deliver sport and physical activity to 8.5 million people.
- Increasing the number of Coach Core Foundation apprentices from ethnic minority backgrounds from 21% to 30% (16% higher than the national average for apprenticeships).
- Increasing the number of Coach Core Foundation apprentices from top 30% most deprived areas of the UK from 43% to 50% (30% higher than the national average for apprenticeships).
- Increasing the number of apprentices with Additional Learning Needs from 22% to 40% (30% higher than the national average for apprenticeships).

Increasing the number of apprenticeship achievers from 70% to 80% (27% higher than the national average for apprenticeships).





Job Details

Hours: 37.5 hours per week.

Location: Hybrid / Flexible

Salary: £35,000 – permanent contract

- 25 paid holiday days per year (plus bank holidays)
- Competitive salary with a clear salary scale for progression available.
- 4% matched employer pension scheme
- Death in service cover and employment insurance as standard.
- CPD budget and a commitment to aid your development and ambitions
- Occasional overnight travel, stays away from home and attendance at events may be required as well as meetings during evenings and weekends

At Coach Core, our team can work in the best location for the task. Sometimes that is in the office and sometimes that is at home. Face-to-face working is an important part of our team culture and we use our office in London Bridge to do that.

The role is contractually based in our gorgeous London Bridge office at More London, where you will be expected to attend the office a minimum of once a fortnight (if you are based outside of the South-east of England) or once a week if you are within the south-east, on a Monday. For those who enjoy working in the office more frequently or need to have meetings with external stakeholders, we have office space available for you to do this in, across other weekdays. We enjoy the perks of secure cycle storage space and showers within our office space for those who like to commute by bike or run to work.

Team Structure

The Trusts and Foundations Manager post sits within a small, friendly and highly collaborative Fundraising Team.

You'll be working with a Trusts and Foundations Officer, and alongside a Corporate Partnerships Manager, a Fundraising Apprentice and the Director of Fundraising who's specialised in high value fundraising her whole third sector career.

It's a busy team where there's loads of hands-on support, a strong emphasis on a coaching culture and opportunities to make this role your own in every sense.





About the job

Coach Core is focused on growing its income from Trusts and Foundations, In 2024/5, we secured £203,370 income from Trusts and Foundations (£98,500 in 2023/4). This next year, we plan to raise a £330,000 from this income line.

You will be responsible for identifying and cultivating relationships with Trusts and Foundations, as well as corporate trusts, to secure mid-value gifts in the range of £10K - £40K per annum. We are also keen to commence a rolling small <£5K unrestricted trust programme. Working in a small team brings the advantage of you also having the opportunity to work on much larger bids, where the team is working in a collaborative manner to secure <£100K per annum gifts.

If you would enjoy the opportunity of working flexibly and gaining experience of developing a multi-size philanthropy portfolio where you can build your skills and experience, whilst also developing funder relationships in the areas that can yield the greatest return for Coach Core, then this is a great job for you.



What you'll be doing

- Developing a pipeline of medium to high value prospects, with a focus on high value, strategic and multi-year funders that can garner £50K+ gifts.
- Developing a rolling small trust programme to solicit <£5K unrestricted gifts.
- Creating compelling high quality written funding bids on a range of different themes, to generate gifts that align with funder interests. As part of this, you will be responsible for leading the storyboarding and development of proposals and project budgets along with our Programmes Team and Monitoring, Impact and Learning Manager, to ensure we produce bids of the highest quality.
- Developing cultivation and stewardship plans for funders that engage and attract new and existing donors alike.
- Providing high quality relationship management, communicating with new and prospective donors in a variety of different ways in order to cultivate and maintain relationships.
- Updating our Salesforce CRM, so that records are maintained and kept up to date.





About your skills

- You'll have excellent written and verbal skills and an eye for detail to communicate complex thematic cases for support to funders that demonstrate the impact of Coach Core's work.
- You will have great prospect research skills, used to identify and qualify new funding opportunities.
- You will be a relationship builder, driving new opportunities forward internally and externally.
- with other Coach Core team members.
- You'll have excellent time management and task prioritisation skills, and the ability to triage your work with conflicting priorities and levels of value.
- You will be approachable and a self-starter; with the ability and desire to support others flexibly within a small and busy team where teamwork is an important aspect of our culture.
- You will be target-focused and keen to meet the Trust and Foundation income targets that will enable Coach Core to deliver its organisational plans.

About your experience

- Developing a pipeline of medium to high value prospects, with a focus on high value, strategic and multi-year funders that can garner £50K+ gifts.
- Experience in creating bespoke 5-6 figure value multi-year written proposals and reports for Trust and/or Statutory funders
- A track record of building and managing a pipeline of high value prospects.
- Experience in securing six-figure gifts from Trust, Foundation funders
- Experience in running small trust programmes
- Experience of planning, preparing, and writing high project summaries and budgets and maintaining effective systems for reporting back progress to funders.
- Relationship building with internal and external stakeholders of all levels of seniority.
- Working to financial and non-financial KPIs in a target-driven environment.
- Using a CRM databased to record donor information and manage a pipeline of donor prospects.



Application Process

All applications are to be made through Ashby Jenkins Recruitment at this link:
<https://www.ashbyjenkinsrecruitment.co.uk/job/trusts-foundations-manager-5/>

Application Close Date: 5:00pm, Monday 9th June

1st Stage Interviews: 10th and 11th June

2nd Stage Interviews: 16th June

QR code link to application page:





COACH CORE FOUNDATION

A Charitable Incorporated Organisation registered in England,
Scotland, Wales and Northern Ireland.
Registered Charity, number 1186782

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