

## **Appointment Brief: Trust & Grants Administrator**

### **Welcome from the Fundraising Manager**

We are delighted that you are interested in the role of **Trust & Grants Administrator** with Action for Pulmonary Fibrosis (APF). This is an exciting time to join our team, as we work through a significant period of development and growth.

Pulmonary fibrosis (PF) refers to a specific group of lung diseases thought to be affecting around 70,000 people in the UK. The nature of these diseases all cause hardening and scarring of the lungs, preventing the transfer of oxygen into the bloodstream. The debilitating nature of these diseases has a devastating impact on quality of life and life expectancy.

Pulmonary Fibrosis affects every area of family life. As people become increasingly breathless, their need for physical and emotional support becomes greater. Yet there is very little dedicated support available to patients and families. We are determined to change that.

Since APF was set up as a charity in 2013, we have established ourselves as a respected and influential charity. We have grown in impact and scale through our campaigning, education, support and research, and now aim to reach and support even more patients and carers across the UK.

Patients and families tell us that clear information and peer support helps to overcome the fear and isolation that comes with a diagnosis. They also tell us that research into the disease and finding a cure is important to them. We are committed to ensuring that more people living with PF feel supported, informed and have hope for a better future.

APF's Fundraising team is pivotal in enabling this. As a charity that receives no government funding, we are reliant on charitable income. As Trust and Grants Administrator, you will develop excellent relationships with grant making trusts, helping us grow APF's income to fund our vital services and research.

We are a collaborative, hard-working and fun team, with lots of mutual respect and support to reach our goals. In your role you'll need to demonstrate attention to detail and excellent organisational skills, as well as good written communication skills and compassion. If you believe you have the experience, skills and qualities we are looking for, we very much look forward to hearing from you!

*Sarah Seymour*  
Fundraising Manager

## **Our vision, mission and values – drives everything we do**

APF's vision is to find a cure for pulmonary fibrosis so that everyone affected by the disease has a better future.

We work to achieve this vision by making it our mission to provide support to families, raise awareness, campaign and educate to improve access to the highest standard of care for everyone affected. We are committed to finding a cure through funding research.

## **Our values drive everything we do:**

- **Patient led:** We empower patients, who are at the heart of everything we do.
- **Caring and compassionate:** We respect and understand the needs of patients and carers, and help them to get the support they need.
- **Striving for excellence:** We work with integrity and professionalism in all that we do.
- **Open and approachable:** We ensure people affected by pulmonary fibrosis feel able to turn to us for advice and support in their time of need.
- **Ambitious:** We will improve the lives of people affected by pulmonary fibrosis and be bold in the ways we do this.

## **Current Plans**

APF has ambitious plans to grow support for patients and families affected by pulmonary fibrosis; increase education; and fund new research through our Hope for All research Appeal.

We want more patients and families to have increased access to information and support so they can make informed decisions, feel empowered and actively contribute towards a better future. We want to drive a national conversation that leads to improved services and support for anyone living with PF and to inspire and fund even more research. We want to deepen and develop new partnerships, raise the profile of pulmonary fibrosis significantly, and grow and use our resources even more effectively to help many more people. And we want to build and support our fantastic team of staff and volunteers – which is where you come in.

## **The Role**

You will play a key part in helping to deliver our exciting plans. By building relationships with grant making trusts and supporting a rolling programme of grant applications and reporting, you will help increase APF's income to fund the vital services, support and research we plan to develop. This role is an opportunity to make a real difference to the pulmonary fibrosis community. We do hope you feel inspired to apply!

**Diversity**

Action for Pulmonary Fibrosis is an equal opportunities employer and welcomes applications from candidates of any race, age, gender, sex, gender identity, sexual orientation, disability, religion or belief, or marital or civil partnership status.

## Terms of Appointment

**Contract:** permanent, part time, 20 hours per week.

**Salary:** £19,000 - £24,000 dependent on experience, pro-rated.

**Pension:** Automatic enrolment to workplace pension unless already an active member of a qualifying workplace pension.

**Holiday:** 25 days per year (1 Jan to 31 Dec) plus 8 bank holidays, pro-rated.

**Location and scope:** Home working plus occasional travel to the national office in Peterborough.

**Hours:** Normal hours are 9am to 5.30pm with flexibility to maintain a good work/ life balance. The role will involve some out-of-hours work, with time off in lieu.

**Other benefits:** The ability to flex hours, take 'time off in lieu' for extra hours worked, and access training/support for your personal development. Reduced gym membership.

**Equipment:** Work phone and laptop

**Probationary and notice of termination periods:** an initial 6 month probationary period during which notice is one week on both sides and then extending to two months thereafter.

## How to Apply

To apply please provide the following by email to [recruitment@actionpf.org](mailto:recruitment@actionpf.org) putting the role title 'Trust and Grants Administrator', and where you saw the post advertised, in the subject line, by the deadline: **10am on Monday 1<sup>st</sup> November**.

- Your CV (no more than three sides, minimum 11 font size)
- A supporting statement (1-2 sides of A4, minimum font size 11) that sets out why this role is the right move for you and how you meet the knowledge and experience criteria (in part one of the person specification)
- We would be grateful if you would complete and return the equal opportunities monitoring form, to help us to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We need your help and co-operation to enable us to do this but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you have any questions about the form contact Claire Baker on 01733 475642.
- Details of two referees, including your last or current employer plus a personal referee who has known you for at least two years. (We will only contact referees after an informal offer has been made.) Please include their phone, email and brief description of how they know you.
- We would be grateful if you disclosed your salary expectations (optional).
- In your application, please include if you have lived experience of pulmonary fibrosis.

**We expect online interviews to begin from 15<sup>th</sup> November 2021.**

If you have any questions and would find it helpful to have an informal conversation, please contact [recruitment@actionpf.org](mailto:recruitment@actionpf.org) to arrange a call.

*Registered charity: 1152399 (England and Wales); SC050992 (Scotland)*  
Registered address: Stuart House, St John's Street, Peterborough, PE1 5DD [www.actionpf.org](http://www.actionpf.org)