



Sustainable Community Development

Trust and Programme Officer

Job Details

Location: Temwa Office, Bristol City Centre

Duration of work: 3 days per week

Salary: £22k-£25k pro-rata (depending on experience)

Job Description

The Trust and Programme Officer is a newly developed role at Temwa with your time split across both fundraising and programmes. You will help oversee Trust and Foundation fundraising through grant proposal research, preparation and submission, as well as support project management through project development, reporting and monitoring. You will report directly to the Fundraising and Communications Manager as well as being accountable to the Programme Quality Advisor.

About Temwa

Temwa, meaning 'love within a community' in the language of Tumbuka, is a Bristol-based charity committed to empowering remote African communities. Our goal is to harness the power of bringing communities together. We partner with hard-to-reach communities in Malawi, empowering local people to end poverty and transform their own futures. At the same time, we inspire local communities in the UK to come together to help bring about this change. We have been working in Northern Malawi for over 18 years, and our work currently includes sustainable agriculture, forestry, health and education programmes.

Principles of Temwa:

- Community Driven – Temwa's decisions are made by the community
- Working towards long-term self-reliance
- Commitment to sustainable development
- Belief in inclusive communities
- Working together with integrity, openness, mutual accountability and professionalism

We have a highly skilled team of 24 full-time employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office in Bristol, comprises a small fundraising and operations team of six staff (all of which are part time), 1-3 regular volunteers and interns and a wider family of volunteers and supporters, committed to achieving our goal.

Key Role Responsibilities

Trust and Foundation Fundraising (50%)

- Researching and maintaining a database of trusts and foundations in the UK and overseas to which Temwa could apply for funding
- Fostering long-term relationships with current donors for repeat funding
- Creating and submitting trust and foundation proposals for Temwa's projects, growing the organisation's trusts and foundation portfolio of support

- Identifying institutional funding opportunities for Temwa
- Working to form strategic partnerships with relevant organisations and agencies
- Developing the organisation's case for support and proposal templates for all projects
- Ongoing management of a portfolio of charitable trusts and grant-making bodies

Programmes (50%)

- Supporting with project development and budgeting
- Monitoring progress of projects against targets
- Reviewing internal reports and drafting donor reports
- Liaising with Malawi office on programme queries related to UK fundraising and communications
- Assisting with the implementation of agreed programme management systems

Experience, qualifications and requirements

Essential:

- Educated to degree level or equivalent
- Experience of trust fundraising with proven track record of securing income against set targets
- Knowledge and experience of writing compelling and persuasive fundraising applications and reports
- Experience of researching trusts and foundations
- Experience of building good relationships with staff, external funding bodies and supporters
- Strong written and verbal communication skills
- Highly numerate with strong attention to detail
- Ability to work with competing priorities to tight deadlines and submit information in a timely manner
- Highly proficient in the use of Google Workspace and MS Office, particularly Excel
- An understanding and empathy for development work

Desirable:

- Experience of project management
- Experience of institutional fundraising
- Experience of working for an international development charity
- Understanding of monitoring and evaluation
- Experience of project budgeting

How to Apply

Please send a CV (2 pages maximum) and covering letter (2 pages maximum) to sally@temwa.org

Closing Date is Monday 17th May at 9am

Interviews to be held on Thursday 20th and Friday 21st May