



**Royal Star  
& Garter**

Care with courage



# Trust Fundraising Officer

Candidate information pack





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# Welcome to Royal Star & Garter

Since joining this amazing charity, I have been humbled by the extraordinary courage our residents show on a daily basis. They join us once they need our support, or feel they are no longer able to live independently. We have the privilege of ensuring that the veterans and their partners we care for can lead happy and fulfilled lives. The teams in our Homes are nothing short of exceptional, while colleagues in Central Services provide unrivalled support.

We are seeking an experienced and enthusiastic Trust Fundraising Officer to join our Partnerships Team. With excellent written communication and stewardship skills, you will have a proven track record of securing income from charitable trusts, foundations and statutory funders. Working closely with colleagues across Royal Star & Garter, including those in our Homes, you will identify funding needs, prepare compelling applications and reports, and cultivate long-term relationships with grant-makers to support our fundraising and organisational goals.

We're looking for someone who shares our values, collaborates well across teams, and can work independently to deliver agreed outcomes. We operate a hybrid model, and while much of the role can be home-based, regular visits to our Homes and our Twickenham office are expected to deepen understanding of our work and foster strong internal relationships.

If this is you, then we look forward to receiving your application. Thank you for your interest.

Halani Foulsham  
Partnerships Manager

## The role at a glance

**Title:** Trust Fundraising Officer

**Location:** Hybrid – with home working and an expectation to work from both our Worthing and Twickenham locations

**Reports to:** Partnerships Manager

**Hours:** 35 hours per week

**Salary:** £28,000 PA



# Job description

## Purpose of the role

1. To generate funds from major trusts, foundations and statutory sources
2. Leading support for this area of fundraising for our Worthing Home
3. Contribute to overall mission to support veterans and their partners living with disabilities or dementia.

## Income generation

- Research, identify, and secure income from major and local trusts, foundations and statutory sources that align with our organisational priorities.
- Write compelling and persuasive funding applications, ensuring all required information is accurate and well-presented.
- Maximise income through both unrestricted and restricted funding opportunities.
- Work closely with the Partnerships Manager to implement the trusts and statutory fundraising strategy effectively.

## Donor stewardship and communication

- Provide excellent stewardship to all funders, ensuring reporting and communication requirements are met timely and professionally.
- Maintain and nurture strong relationships with funding organisations and bodies to secure long-term support.
- Collaborate with colleagues to create impact reports and regular updates that bring our work to life.

## To apply

Send your CV and a covering letter (no more than two sides) outlining how you meet the person specification to:  
**[halani.foulsham@starandgarter.org](mailto:halani.foulsham@starandgarter.org)**

Please include any paid or voluntary experience that you think might be relevant and ensure that you tell us what you will bring to the role.

# Job description - continued

## Finance and administration

- Track and report on income progress against targets, ensuring accurate records are maintained in the CRM system (Donorfy).
- Ensure all fundraising activities comply with relevant legislation and guidelines, including GDPR and safeguarding regulations.
- Support the Partnerships Manager with administrative tasks linked to applications, reporting, and compliance.

## Other

- Stay informed of changes in statutory and trust fundraising landscapes, sharing insights with the team.
- Contribute to broader fundraising projects as required.

We anticipate this role will be hybrid, working from home, our Worthing Home and our Twickenham Office.

**For an informal conversation on the role please contact the Partnerships Manager, Halani Foulsham.**

**[halani.foulsham@starandgarter.org](mailto:halani.foulsham@starandgarter.org)**



# Person specification

## **Experience of:**

- Securing income (five-figure gifts min) from Trusts, foundations and statutory sources.
- Writing successful funding applications with proven income generation.
- Building and maintaining relationships with funders to support long-term income streams.
- Using fundraising CRMs, ideally Donorfy, to track income and manage relationships.

## **Skills:**

- Excellent written and verbal communication skills, with a proven ability to craft compelling applications and impact reports.
- Strong organisational skills, able to manage multiple projects and meet deadlines effectively.
- Self-motivated and proactive, with the ability to work both independently and as part of a team.
- Proficiency in IT, including Teams, Word, Excel, PowerPoint, and online research tools.

## **Personal characteristics:**

- Passionate about supporting veterans and their partners living with disabilities or dementia.
- Enthusiastic, self-starting, and capable of working well independently.
- Collaborative team player who values respect and integrity.

# Conditions of employment

Any offer of employment made will be subject to the following conditions:

- Satisfactory references from two referees including one from your current or most recent employer
- A pre-employment medical screening
- Enhanced DBS Disclosure
- Proof of the Right to Work in the UK

**We reserve the right to update and amend your job description to ensure it accurately reflects the role.**

## **Our values**



## **With love**



We carry out our work with love, care and compassion.

## **Living positively**



We are optimistic in everything we do, supporting veterans and their families in leading happy, fulfilled lives.

## **As a family**



We work and live as one team, one family, one community.

## **Standing in their shoes**



We show admiration and respect for people and never forget what they have done.

## **Take courage**



We are not afraid to do what is right and what is needed.

# Offer



## Although we are a charity, we offer a generous package

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- Salary of £28,000
- 35 hours per week
- 25 days holiday per annum plus bank holidays
- Employer Pension Contribution of 7.5% with matching Employee contribution of 5%
- Life insurance of 3 x salary (until age 70)
- Ten weeks full occupational sick pay, one month half pay before statutory sick pay
- Access to appropriate professional bodies and payment of relevant membership fees after six months of employment
- Learning and development – opportunities to support you in your role



# About us



## Our mission

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Royal Star & Garter was founded in 1916 to care for the severely injured young men returning from the battlegrounds of the First World War. Today, our mission is to provide outstanding care and support that recognises the needs of veterans and their families.

## Our care

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We provide care, support and friendship for those who have had the courage to serve so that they can live well. We deliver that through high quality Homes, a range of services in the local community, by driving innovative practice and by setting the standards for others to follow. We offer:

- Nursing care
- Dementia care
- Short-break/respite care
- End of life care
- Day care
- Lunch Clubs
- Telephone Friendship Service

# About us



## Our future

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We are developing new services beyond our four Homes, including an outreach service to provide support in veterans' own homes and a community for younger veterans. We continue to reach more ex-Service personnel in residential care through the Veteran Friendly Framework. Our work to promote greater collaboration will deliver better outcomes for the Armed Forces community.

## Our knowledge

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We have over 100 years' experience in providing pioneering nursing and therapeutic care to veterans living with disability and dementia. We are committed to sharing our knowledge and skills with other organisations to promote better care for all veterans and older people. We partner with health care, military and academic organisations for the benefit of our local communities.

## Sharing our experience

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We are passionate about innovation in our care to improve the lives of veterans and their families. We have been championing the development of nursing associates in the social care workforce for several years and support many of our carers to develop new skills.

# Our Homes



# High Wycombe

Our High Wycombe Home has been designed with comfort and wellbeing in mind. There are plenty of activities to enjoy, opportunities to socialise with friends, or simply relax in the spacious lounges and landscaped garden.



# Solihull

Our Solihull Home is rated Outstanding in all five areas by the Care Quality Commission. Loving, compassionate care is tailored to each individual and every detail designed for comfort and wellbeing, it's a place where residents and their families can truly feel at home.





# Surbiton

With its stunning foyer and relaxed, spacious lounges, our Surbiton Home offers a warm, friendly welcome. Highly trained staff provide specialist care in comfortable surroundings, where the focus is always on the individual.



And rated **'Outstanding'**  
in the care category.



# Worthing

Our Worthing Home places each person at the heart of their care, with personalised rehabilitation plans that promote independence, confidence and wellbeing. The dedicated team includes in-house physiotherapists and occupational therapists who offer hands-on support with warmth and encouragement.

