

# TRUSTS & GRANTS EXECUTIVE

Candidate pack

March 2025

Welcome. I am delighted to introduce you to an exceptional opportunity within our organisation – the position of Trusts & Grants Executive.

You will be joining at an incredibly exciting time, where the fundraising team has seen significant investment to support the launch of our ambitious new strategy launching in 2025. Your role will be vital in bringing in essential funds for new and exciting projects that we are launching, as well as supporting the crucial help and advice that we offer every day.

Headquartered in the UK and driven by a global ambition, we have a mission to defeat meningitis wherever it exists. Founded by individuals whose lives were profoundly affected by meningitis, we are dedicated to enabling positive change by uniting people and knowledge to save lives. The Confederation of Meningitis Organisations (CoMO) is our worldwide network of people and groups who are driven by a shared purpose to defeat meningitis. By coming together to share their diverse experience and expertise, they are a formidable global force against this life-threatening condition.

We can offer a dynamic and supportive work environment where your contributions are valued and your professional growth is encouraged. Our team is composed of passionate and dedicated individuals who are united by a common vision of a world free from meningitis.



We believe that with your expertise and our shared vision, we can achieve remarkable progress. I invite you to consider this exciting opportunity and join us in our mission to save lives and improve health outcomes for millions.

Kind regards,

A handwritten signature in black ink, appearing to read 'V. Smith'.

**Vinny Smith**  
CEO, Meningitis Research Foundation

## Joining Meningitis Research Foundation means addressing a devastating disease of global importance

# 2.5 million

cases of meningitis occurred globally in 2019 – including 1.6 million cases of bacterial meningitis, which caused 240 000 deaths

# 1 in 6



people affected by bacterial meningitis die

# 1 in 5



people surviving bacterial meningitis suffer from a long-lasting disability

# 15–20 million

people were living with meningitis-induced long-lasting disabling sequelae in 2019

Meningitis is the fourth-ranked contributor to neurological disorders burden globally



# 16.3 million

disability-adjusted life years (DALYs) in 2019 because of bacterial meningitis, with >95% in low- and middle-income countries

## How we are defeating meningitis

Meningitis Research Foundation (MRF) is the leading global health charity dedicated to defeating meningitis wherever it exists. As such we work closely with international health bodies, like the WHO and UNICEF, as well as governments to raise awareness and advocate for better meningitis prevention, treatment and support worldwide. Our worldwide network of people and groups, The Confederation of Meningitis Organisations (CoMO), now has more than 150 members in over 50 countries, with Africa being our fastest-growing member region. We provide our members with the most effective tools and evidence for campaigning and advocacy in their regions, including the opportunity to come together for our member conference, where we foster collaboration to inspire change.

As well as our global advocacy, campaigning and awareness raising, we invest heavily in meningitis research to improve our understanding of the disease, prevent cases of meningitis through effective vaccination programmes and understand the life-long impacts of meningitis. In the UK, we provide vital wraparound support to those profoundly affected by meningitis. Recognising that while meningitis can be life-threatening, survivors will frequently experience long-term challenges, we offer a wide range of assistance. This includes bereavement support during the most difficult times, as well as connecting individuals with evidence-based information and specialists, enabling them to make informed healthcare decisions following the impact of meningitis.

Above all we put people with meningitis at the heart of all that we do.

## We work hard to make MRF a great place to work

### You'll know you're making a difference in the world

The single most important benefit of working for MRF is knowing every day that you're helping to defeat meningitis. This is a devastating disease that affects more than 2 million people each year around the world, killing over 200,000 and leaving 20,000 with life-long after-effects. This can include deafness and neurological impairment. Working for MRF means you're helping to prevent new cases, save lives and support affected people and in this role you would be doing that as a member of the Senior Leadership Team regularly reporting to the Board with significant opportunities to shape and guide our future. You are doing something very valuable you can be proud of. We strive to ensure everyone who works for us understands the true impact of meningitis, ensuring opportunities to hear from and build connections with those whose lives have been directly affected by meningitis at every available opportunity.

### You'll be close to your team and the people affected

Whatever team or department you work in, you'll have the chance to directly meet with the individuals and families we work for. Many of our team talk to and meet families every day. Everyone gets the chance to be with families at least once a year. We're a close-knit organisation who meet virtually on a regular basis as a whole team, so you'll always hear what's going on in other teams and receive regular in-depth briefings from project leads who are passionate about their work.

### You'll receive a competitive salary

Within the charity sector and compared to charities of similar size, similar funds, and similar scope we work hard to make sure our salaries are competitive. We do this by benchmarking every role to available sector data. We use this to inform our salary bands

that have lower and upper levels that are updated annually to account for market conditions and inflation. We publish these bands and make sure all staff know what they are.

### You'll receive career development support

Your development starts the minute you join us. You will receive a comprehensive induction to our work and your colleagues, supported with a suite of online resources and training. Your probation goals will show the support you will need from your manager and wider organisation so you settle in quickly and can be up to speed as fast as possible. From that point on you will receive regular contact time with me as CEO every week who will discuss your ongoing work and development priorities.

Your development will be a continuous, year-round process. Though more formal development conversations take place at least twice each year, this is an ongoing conversation.

In your annual appraisal you will describe and set your personal development plan for the year within a wider discussion with me about your career ambitions. This discussion will also show the training support you need. We believe this works best when staff drive their career development and help research and recommend training and support needed. The more you drive this, the more ownership over your own direction you have. Halfway through the year you will have a mid-year check-in to see how your plan is going.

At Meningitis Research Foundation we believe development can take place within a role, through training, through exposure to working with colleagues in other teams, and through trying new experiences that build skills and confidence beyond the norm. This can be within your existing team or by taking the opportunity to get involved in cross-team

projects. You will be given the opportunity to try all of these should you choose.

To support this, we provide a dedicated training and development budget per person, per year. In addition, via our 'Great Place to Work' Sharepoint site we provide easy access to free online training and resources that can be used at any time.

### You'll design your work-life balance

We're deeply passionate about our mission and our work. But not at the cost of your wellbeing. Work is very important to us - but so are you. That's why we want you to have as much control as possible over how you work and where you work so that when you are working you can deliver to the very best of your capabilities.

To support this before you start you will be asked where you want to work. We have staff who work at home, in the office or a mixture of the two. We have staff who choose one of these and then change their patterns. What we want are great, happy people. The roof that's over their head isn't what we measure people by.

Depending on the needs of your role, when you've chosen where you work within the UK, we can discuss how you work on a more regular basis. We have staff who work full-time or part-time though this is set by the job they applied for. We have staff who work 9-5, Monday to Friday. In fact, lots of us still choose to do that. But we also have staff working compressed hours on 4-day weeks.

And in the circumstances where there is no other choice but to pull all the stops out to make something happen and you've needed to work some extra hours you can claim it back to get the rest you need. There's a simple online form to fill in for Time off in Lieu (TOIL). That's so we can see if you need to do this too often, in which case we need to look at hiring more people or reduce your workload.

### You'll experience diverse perspectives in person

We love flexibility *and* we love commitment. You'll meet people virtually every day through MS Teams, Zoom or similar platform, but being humans we need to meet other people in person too. That's why wherever you work, our minimum commitment is that you meet your manager and team in person at least once a quarter. You'll meet everyone at MRF for a whole staff meeting twice each year, where we put just as much emphasis on ensuring you can connect with your colleagues as we do on updating, and getting your input, on our key strategic priorities. It's expected that, where practical, teams meet at HQ in person for complex problem solving, celebrating success and working on culture and behaviours that support our success. In these circumstances, the diversity of our knowledge, experience and talents is better shared in person than can ever be recreated online.

### You'll have great office facilities & location

We believe that great people need to work in a great environment. If you work from home, your décor is your own business, but we will ensure you have the right equipment including a suitable desk and chair alongside IT. When you come to work in the office, you'll find somewhere with a high-quality communal meet-and-greet area; access to great coffee and fridges that work; a cycle store and showers; touch screens in modern spec meetings rooms; and video conferencing facilities.

### You'll get expert advice and support when you need it

Every member of staff and their immediate family (which includes spouse/partners and children aged 16 to 24 in full-time education, living in the same household) has access to a 24 hours/day, 365 days/year Employee Assistance Programme run by a company called Health Assured. This is a confidential employee benefit designed to help you deal

with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. The service includes:

- **Life support:** Access to counselling for emotional problems and a pathway to structured therapy sessions (employees only) at your convenience.
- **Legal information:** For issues that cause anxiety or distress including debt management, consumer, property or neighbour disputes (employees only).
- **Bereavement support:** Health Assured offers qualified and experienced counsellors who can help with grief plus legal advisors to help with related legal matters.
- **Medical information:** Qualified nurses are on hand to offer support on a range of medical or health-related issues offering practical information and advice.
- **Online Cognitive Behavioural Therapy (CBT):** We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative fact sheets and invaluable advice videos from leading qualified counsellors.

We work with an outsourced specialist HR provider called Peninsula who can provide any member of staff with confidential HR advice. As part of this service, you will receive access to an online platform called BrightHR which enables you to book holiday, TOIL and record sickness in one place. Alongside this, you will

have direct access to Bright Safe which is a free online suite of training courses. We also have a nominated in-house mental health first aid member of staff you can go to any time.

We work with an outsourced IT provider called Cascade that supplies a support service for all our IT needs through a service centre, including all software, hardware and telephony given we run entirely through Microsoft Teams and Microsoft 365.

### You'll be working sustainably

We're proud of our environmental sustainability policy and network of green champions embedded within every team. It's not just words – we've divested all funds from companies associated with oil and gas. Next we're reviewing all banking and pensions too. We have no one that drives to work regularly. Our suppliers and partners need to show their commitment to working sustainably, or we won't be working with them.

### You'll be helping us get better all the time

We're proud to work at MRF, but we know we can always do better. This year we're working on a Great Place to Work Project that helps to support people to attract, recruit, onboard, develop and keep great people even more effectively. We have systems and processes for these already but it's time to make them a standout great experience.

## Our Values

**We are evidence-led.** We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

**We operate with integrity.** To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

**We pursue our goals with determination.** We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

**We are a passionate advocate.** We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

**We collaborate to make progress.** We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on the ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

**We act with compassion.** We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

## Job Description: Trusts & Grants Executive, Full-Time, £27,000 - £31,500 pa, hybrid or remote working based in the UK.

### Position Overview

In this role, the successful candidate will be responsible for securing income from a portfolio of small trusts and grant funders. Supported by the Senior Trusts & Grants Manager, the Trusts & Grants Executive will craft compelling applications and reports, and through effective donor stewardship, they will secure new grants, renew existing funding, and increase the value of grants received. The role will also provide administrative support to the Head of Fundraising to support our Pharmaceutical Partner fundraising stream. Whether you come with direct Trusts & Grants fundraising experience or have transferable skills that the role requires, we will support and develop you to excel in your role.

### Key responsibilities

This role will be responsible for raising funds from small trusts and other grant givers (<£10k) towards Meningitis Research Foundation's portfolio of projects including:

- [Research programme](#)
- [Support Services](#): helpline and ambassador programme.
- [World Meningitis Day](#) and other global health days
- [Race to 2030](#) – global advocacy and civil society involvement in the Roadmap to Defeat Meningitis by 2030
- [MRF International Scientific Conference](#) & [Spotlight Symposium](#)

### Skills and Experience

All applicants must have demonstrable experience and skills in the following areas:

- Excellent written and verbal communication skills;
- Excellent attention to detail;
- Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines;
- Strong project management skills and the ability to work on multiple projects simultaneously;
- Able to understand and manage financial information;
- Effective team player with an ability to build good working relationships;
- Self-motivated and able to work on own initiative;
- IT competent, including with Microsoft Office package applications – inc. Teams, Outlook, and Excel.

Desirable experience:

- Experience using a CRM or database;
- Experience of working in the charity sector;
- Experience of fundraising for health, research or advocacy causes.

In addition to skills, during the short-listing process and interview a strong emphasis will be placed on assessing fit to MRF's values (above) and ensuring the successful candidate shares and can promote our culture.

### Location

Remote or hybrid based out of our office in central Bristol.



### Annual Salary

Band £27,000-31,500 per annum FTE, dependent on experience. Includes 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

### Contract type & hours of work

Permanent full-time position 36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Option for compressed working patterns.

### Annual leave

25 days + statutory & public holidays. The charity's holiday year runs from 1st April to 31st March.

## Application Process

All candidates are requested to submit a covering letter, explaining why you think you are suitable for this role and a CV. No application will be considered without a covering letter.

The final closing date for completed applications is 5pm GMT 21 March 2025.

There will be one interview stage, which will be held in person in our central Bristol office. Candidates with individual access or disability support requirements are encouraged to communicate their needs, to enable support to be provided throughout the interview process.

If you have any questions, or would like to discuss the role further, please contact Joe Goodlad, Senior Trusts & Grants Manager [joeg@meningitis.org](mailto:joeg@meningitis.org)

Please return applications via e-mail to [talent@meningitis.org](mailto:talent@meningitis.org)

## Equal Opportunities

Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation.

## Safeguarding

Meningitis Research Foundation is committed to safeguarding, and any advertised role will require references, confirmation of your identity and your right to work in the UK. Following receipt of satisfactory references, the successful candidate will be able to start work soon after receiving their offer of employment.