

**licc.**

The London Institute for  
Contemporary Christianity



APPOINTMENT OF  
**Head of Trusts  
& Foundations**



*'If we want to see our churches revitalised and society changed, we need to equip each other to live as followers of Jesus in all of life, wherever we are, every day of the week – not just on Sundays.'*

## A note from the CEO

Thank you for your interest in this Head of Trusts & Foundations role.

This is an exciting season for LICC. I've never been more convinced about the importance of the whole-life discipleship cause, or more excited by the opportunities open to us.

Despite all the challenges across the church and society, we're seeing significant growth – growth in the appetite for the whole-life vision, not least amongst 18–35-year-olds; growth in engagement with our content and events; and growth in financial support for our mission. We are deeply grateful for God's provision and the amazing generosity of our expanding supporter base.

It is such a privilege to lead an outstanding team of skilled and experienced people who are committed to serving God, each other, and the whole church.

So, if you're committed to being a whole-life disciple of Jesus personally, excited about growing LICC's mission, and experienced at rolling up your sleeves and raising significant funds for a vital cause, please prayerfully consider applying for this role. It could be one of the best things you've ever done!

I look forward to meeting you.

A handwritten signature in black ink that reads "Paul Woolley". The signature is written in a cursive, flowing style. Below the signature, there is a simple, curved line that suggests a smile or a flourish.

**Paul Woolley**  
CEO

*'LICC has been at the vanguard of the movement to liberate all God's people to play their full role in whole-life mission ...their ongoing work is vital not only to empower individuals for daily mission but to help local churches integrate and sustain this seismic revolution...'*

– Archbishop Justin Welby

# About LICC

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## **Imagine if every Christian lived their life as Jesus would.**

It would transform the people and places around them. It would change their organisations, communities, and societies. And it would change the world – as God works in and through them, right where they are.

But most Christians tell us they have neither the vision nor the tools for the task. That's where LICC comes in. We're here to empower Christians to relate the good news of Jesus to all of life. We work to help people know God more deeply, and bring his wisdom, grace, and truth to everything they do, wherever they are – at work, at college, and at home; in the pub, the shops, and the gym; on social media, in the office, and out with friends.

We call this 'whole-life discipleship'. It looks like bearing fruit in every sphere of life: making good work, modelling godly character, ministering grace and love, moulding culture, and being a mouthpiece for truth and justice and a messenger of the gospel. It's about being fully alive.

To make it happen, we work with individuals, church leaders, and those who train them, partnering with organisations across denominations and networks. We delve into the Bible, think hard about contemporary culture, and listen carefully to God's people, exploring the challenges and opportunities they face.

What we do comes out of what we learn. Creative communications, resources, events, training, articles, books, films, stories, and more – all designed to support whole-life discipleship.

Jesus calls people into a movement of hope that will bring life to every human being and the entire planet. Today, the need for whole-life disciples is as great as ever. Could you help us as we work to engage over a million Christians with this whole-life vision?

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*LICC was established by John Stott in 1982 to help Christians integrate the gospel in all of life and see the gospel impact the wider world. Today, we are a mainly London-based team of 28 staff plus associates.*





# Our values

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At LICC, we aspire to embody and exhibit these values in all we do as we join in God's mission to cultivate whole-life disciples.

## WISDOM

We prayerfully discern at the meeting of God's word, the world, and one another's stories the time and place we're in, and search out what makes for fruitfulness right now.

## AUTHENTICITY

We're real and true to our purpose, living out and landing all we do and say in everyday contexts which are relevant to each disciple's frontline.

## CREATIVITY

We seek fresh and prophetic words and ways of communicating the call to whole-life discipleship that cut through the noise of this cultural moment.

## GENEROSITY

We cheerfully give and receive time, talents, resources, and encouragement out of love for one another, collaborating for kingdom wins bigger than ourselves.

## EXCELLENCE

We seek quality in all we do and Christlikeness in all we are, emerging from a desire to glorify God and serve his people in a team effort. Love is our most excellent way.





# The role

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## Structure

This role reports to the Director of Finance & Fundraising and sits within the Fundraising Team. You will also work closely with the Head of Individual Giving and Supporter Communications, the Finance and Fundraising Administrator, and the Strategic Leadership Team (SLT).

This role manages the Trusts and Foundations Researcher (volunteer).

## Purpose

Building on LICC's extraordinary recent growth in reach, impact, and income, this role exists to increase income from trusts and foundations, to broaden the donor base in this area, and to maximise the fundable opportunities within LICC.

This is an important role within the Fundraising Team and critical to the trust income stream. It involves research, information gathering, writing and relationship-building, and requires strong administrative abilities to manage and track application processes. The role also supports the Director of Finance & Fundraising and the CEO in the preparation of applications to major donors.

LICC exists to envision and empower Christians to live as disciples of Jesus in their everyday lives, wherever they are, whatever they do. As part of our skilled and dedicated team, you'll help make that transformative vision a reality. It's an exciting time to get involved, as we focus on delivering our new strategy to engage a million UK Christians with the vision of whole-life discipleship in the next five years.

## Responsibilities

- Research and identify personal and institutional trusts, foundations, and other grant-making bodies that might support the mission of LICC.
- Write and prepare successful, high-quality proposals and applications, securing gifts from a wide range of trusts and foundations and substantially increasing LICC's income.
- Establish and develop relationships with LICC's actual and potential portfolio of supporting trusts.
- Work with the Director of Finance & Fundraising to agree priorities and hold responsibility for an agreed annual fundraising target.
- Work with teams across LICC to gather budgets, project details (both current and future), and any other information needed to prepare funding proposals or report back to trusts and foundations.
- Work with the Director of Finance & Fundraising to determine the nature of proposals and ensure that any restrictions placed on monies granted are adhered to.
- Hold responsibility for the management and monitoring of all administrative systems relating to trusts and foundations (including spreadsheets, paper files, and data records kept within Donorfy, LICC's CRM system) to ensure deadlines and application dates are met, and a complete donor history is recorded.
- Understand and work with LICC's CRM system (Donorfy), including investigating the use of new modules to maximise opportunities for data analysis.
- Prepare and send out required updates, information, and progress reports along with suitable publicity to ensure we are meeting all donor requirements and keeping records on file.
- Produce and update trust income forecasts with the Director of Finance & Fundraising, assessing timing and probability of success, as well as level of interest and support.
- Attend and assist with occasional events, inviting representatives of trusts and foundations as appropriate.
- Be a sensitive, discreet internal and external ambassador for LICC, helping build and uphold its profile and reputation and extend its missional impact.
- Undertake other duties as may be requested by the Director of Finance & Fundraising.

## Organisational life

- At LICC we encourage personal initiative and creativity across the work. As such, we want staff to be proactive in making improvements to their own work and the wider organisational culture.
- We expect staff to engage with the life of the organisation, participating in daily prayers, the annual staff conference, and other staff discipleship activities.

## Personal qualities

- Committed to LICC's mission to nurture whole-life discipleship in the UK church
- Highly organised and self-motivated
- Has flair and warmth, approachable and fun to work with
- Thrives in an entrepreneurial culture, displaying leadership, character, and prayerfulness
- A resourceful, lateral thinker with initiative and flexibility
- Discreet and able to work confidentially

## Required skills and experience

- Educated to degree level or equivalent
- Experience of working in a trust-focused fundraising role
- Outstanding written, relationship-building, and networking skills
- Strong administrative skills and attention to detail
- Knowledge of trusts and fundraising requirements and practices
- Ability to gather and synthesise complex and varied information
- Ability to create and articulate a convincing, coherent fundraising case in writing and in person
- Ability to communicate and work effectively with others from all disciplines and at all levels
- Ability to work in a small team and be a motivated/motivating team player
- Ability to meet deadlines in a timely manner
- Good working knowledge of Microsoft Office, especially Word and Excel





# Terms and conditions

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The role is a 0.6 FTE to full time, permanent post, based in London with a salary in the range £39,000–£46,000 pro rata depending on experience. Full-time staff currently work Tuesdays and Wednesdays in the London office, with the flexibility to work from home on other days. We are happy to discuss options for applicants looking at a part-time role at interview.

There are 25 days' holiday per annum pro rata, with statutory holidays in addition. Three further days' holiday are given between Christmas and New Year. You will be expected to be available for occasional evening events. A 'time off in lieu' arrangement is in place. LICC also offers a contributory company pension scheme and life assurance cover.

This post is subject to an occupational requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

**You must also have the right to work in the UK.**

## How to apply

To apply for the role please email the following to Nigel Hall, Operations Director ([hr@licc.org.uk](mailto:hr@licc.org.uk)), by Wednesday 27 March 2024 at 9am:

- A full CV.
- A covering letter outlining your motivation and relevant experience for the role.
- Details of three referees – one personal, one professional, and one from your church pastor/ minister. References will only be sought should you be offered the role.

If you have any questions about the role or about LICC, don't hesitate to get in touch with Rowena Biddlecombe by emailing [rowena.biddlecombe@licc.org.uk](mailto:rowena.biddlecombe@licc.org.uk) or calling 07751 427676.

First interviews will take place on Zoom on Monday 15 and Wednesday 17 April 2024. Second interviews will be in person at LICC (St Peter's Vere Street, London, W1G 0DQ) on Tuesday 23 April 2024.

