

ROLE DESCRIPTION

Role	Grants and Trusts Fundraiser (Part-Time, Term Time Only)
Reports To	CEO
Works With	Core Team, Mentors and other external partners
Salary	£15,164
Duration	One Year Contract from Sep 2025, with option to extend
Hours	20 hours a week over 5 days, with the option to work flexibly across the working week. Minimum in-person requirement of 1-2 days p/m.

MAIN PURPOSE AND SCOPE OF THE ROLE

Lifespace Trust has been supporting the wellbeing and mental health of young people (7 to 19) across South Warwickshire since 2004 and we're committed to putting young people and their voices at the heart of everything what we do.

We have ambitions to support more children and young people; expanding our range of services based on robust evidence-based outcome measures and developed in conjunction with young people. The post holder will be a committed individual to manage and develop the day-to-day delivery of our mentoring programmes in primary, secondary and special schools as well as online and in the community.

Our current post holder has delivered excellent service for the past 10 years and built a strong track record and evidence base. She's not going far and will still be a member of the team, providing an opportunity for an extended handover to the new post holder.

The Grants and Trusts Fundraiser will be responsible for identifying, applying for, and securing grant funding to support Lifespace's programmes and initiatives. This role is crucial in ensuring the financial sustainability and growth of our organisation.

DUTIES AND KEY RESPONSIBILITIES

GRANT FUNDING

- Identify and secure grant funding from national funders, charitable trusts, family trusts, businesses, churches, community groups, and high-net-worth individuals to meet the annual budgeted target.
- Develop and write compelling grant proposals.
- Complete accurate and timely funding reports and letters of thanks/receipt.

FUNDRAISING EVENTS

- Support the CEO to organise and run 2-3 charitable fundraising events per year, such as dinners, lunches, and sponsored events.
- Attend occasional charitable networking events and presentations.

GRANT REPORTING

- Prepare and submit detailed and timely reports to funders and key stakeholders, ensuring compliance with all grant requirements and demonstrating the impact of funded programmes.

DEVELOPMENT

- Take part in termly in-house training to better understand Lifespace's work and ethos.
- Attend and contribute to occasional internal meetings and meetings with partners and clients.

GENERAL RESPONSIBILITIES

- Engage with our Youth Panel to develop compelling applications and reporting, ensuring the lived experience of young people is reflected.
- Work collaboratively in order to deliver effective services.
- Support service delivery that ensures the safeguarding of young people at all times with awareness of safeguarding process.
- To uphold the Lifespace Values:
 - **Inclusive** - We promise to treat people fairly and with respect.
 - **YOUth-led** - Young people are at the heart of everything we do.
 - **Trustworthy** - We create and nurture supportive, safe and non-judgmental spaces.
 - **Ambitious** - We do our very best for each young person we support and all young people in our community.
 - **Approachable** - We're open, warm and here for young people when they need us.
 - **Collaborative** - We choose to work in partnership with organisations that share our values so that we can make a bigger difference.
- Undertake any other reasonable duties as requested by the CEO.

ADDITIONAL INFORMATION

- You will be paid monthly.
- You will be entitled to holiday pay equivalent to 5.6 weeks per year, inclusive of bank holidays. This is calculated within the salary.
- Access to and ability to drive is desired due to the nature of our work, but postholders using public transport may be considered.
- Hours will be predominantly daytime with occasional early evening and weekends.
- Travel and other reasonable expenses will be paid.
- A standard DBS check is a requirement of the role.

Prepared April 2025

PERSON SPECIFICATION

	Requirement
<p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Strong research and analytical skills. • Ability to work independently and manage multiple deadlines. • Proficient in Microsoft Office and other relevant software. • Excellent interpersonal and relationship-building skills. • Detail-oriented and organised. • Proactive and self-motivated. • Ability to think creatively about solutions to problems. • Diplomatic and persuasive approach with proven negotiating skills. 	<p>Essential Essential Essential Essential Essential Essential Essential Essential</p>
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Proven experience in grant writing and fundraising. • Experience of securing substantial funding from trusts and grant-making bodies. • Experience of organising and running fundraising events. • Experience of building and maintaining relationships with funders and stakeholders. • Experience of working in the voluntary sector. • Experience in managing budgets and financial reporting. 	<p>Essential Desirable Desirable Desirable Desirable Desirable</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of UK trusts and foundations. • Understanding of the principles of fundraising and grant applications. • Familiarity with the charity sector and its funding landscape. • Knowledge of safeguarding processes and policies. • Knowledge of data protection regulations. 	<p>Essential Essential Essential Desirable Desirable</p>
<p>PERSONAL ATTRIBUTES/OTHER</p> <ul style="list-style-type: none"> • A positive attitude and appreciation of strengths in other people. • Willingness to take ownership of projects. • Relish new challenges and have an appetite for personal learning and development. • Able to deliver a youth and mentoring service that demonstrates the Lifespace values: Inclusive, YOUth-led, Trustworthy, Ambitious, Approachable, Collaborative. • Willingness to attend Lifespace training as applicable. • Enthusiasm for self-development and reflective practice, to improve the quality and impact of your work. 	<p>Essential Essential Essential Essential Desirable Essential</p>