

Job Description



Trusts and Grants Officer

Post Title	Trusts and Grants Officer It is an occupational requirement that applications are open to women only, as permitted and defined under Schedule 9 Part 1 of the Equality Act 2010 and appropriate guidance.
Responsible to	Fundraising and Communications Manager
Location	Nottingham Women's Centre 30 Chaucer Street, Nottingham, NG1 5LP Flexible Hybrid working available
Hours	Full time – 37 hours / week
Salary	£29,909 - £32,838 per annum
Contract	Permanent
Closing date	Tuesday 30 June 2026; all candidates will be informed of shortlisting outcomes by 6 July
Interview date	Week commencing 20 July onwards, with flexibility

About us

Nottingham Women's Centre is a women's community and services space dedicated to helping women to overcome barriers, have their voices heard and seek solutions that create a better future for themselves. We do this by offering a network of services that include counselling, advice and guidance, courses, health and wellbeing activities, volunteering, focused campaigning and activism.

General Description

We are seeking an experienced and motivated Trusts and Grants Officer to develop and manage relationships with new and existing funders, securing five- and six-figure income in support of Nottingham Women's Centre's recently purchased building and the organisation's services and activities. This is an exciting time for our organisation's growth and development, and the role will play a key part in supporting services for women and the renovation of our building. This includes producing high-quality funding proposals and reports, working collaboratively with colleagues to identify opportunities, and using insight and evidence to create compelling cases for support that reflect the impact of our work.

Key Responsibilities

The list below highlights the main responsibilities of the role, but it's not exhaustive. You may be asked to take on other tasks and contribute to the Centre as part of this role, where appropriate.

Trusts and Grants Fundraising

- Research, identify and prioritise new funding opportunities from charitable trusts, foundations and statutory bodies at local, regional and national levels

- Develop, write and submit persuasive grant applications, expressions of interest and funding bids that align with funder priorities and organisational strategy
- Manage a rolling pipeline of applications, ensuring timely submissions and follow-ups.
- Maintain a structured trusts and grants plan with clear income targets.

Funder Stewardship and Reporting

- Build and maintain positive, professional relationships with funders
- Produce accurate and timely narrative and financial reports
- Ensure compliance with funding agreements and support audits or monitoring visits.

Collaboration and Impact

- Work with service managers and finance colleagues to gather data, budgets and impact evidence
- Support outcomes, monitoring and evaluation frameworks
- Contribute to impact reporting, case studies and learning.

Data, Systems and Best Practice

- Maintain accurate records using the CRM system
- Monitor performance against targets
- Keep up to date with fundraising best practice.

Wider Fundraising and Organisational Contribution

- Contribute to the overall fundraising strategy
- Represent the Centre at events and meetings
- Support ethical, inclusive and values-led fundraising.

Why work for us?

At Nottingham Women’s Centre, you’ll be part of a passionate, feminist organisation where women are at the heart of everything we do. Our Fundraising and Communications team plays a vital role in supporting the staff and volunteers who deliver life-changing services every day and creating opportunity for growth and increased impact.

We believe that everyone’s voice matters. We are open to new ideas, suggestions and ways of working, and we encourage colleagues to contribute to shaping how we grow and improve as an organisation.

Beyond your day-to-day role, you’ll have opportunities to get involved in events, policy campaigns and wider organisational activities, giving you the chance to feel even more connected to the community we serve and the impact of our work. Whether it’s supporting key events, contributing to discussions about how we evolve, or collaborating across teams, you’ll be part of a supportive and committed community.

We offer a flexible, reflective and values-led working environment where collaboration, wellbeing and continuous improvement are genuinely encouraged.

We believe that people do their best work when they feel trusted, supported, and valued. As part of our team, you'll enjoy:

Generous Pro Rata Leave Entitlement

We offer 25 days of annual leave, plus bank holidays, as well as an additional 3–4 concessionary shutdown days over the Christmas period - giving you plenty of time to rest and recharge.

A Truly Flexible Working Culture

We don't believe in clock-watching or tying you to your desk from 9am to 5pm. Instead, we treat you like the adult professional you are. We trust you to deliver your role to the best of your ability, and we support you to work in a way that helps you thrive.

Hybrid Working

Depending on the role and department, hybrid working arrangements are available, helping you balance work and life in a way that suits you.

Commitment to Wellbeing

Your wellbeing matters to us. Our Employee Assistance Programme offers confidential support whenever you need it, and we're committed to creating a positive, healthy environment where colleagues feel cared for and connected.

Notes

- If you have any questions or would like an informal conversation about the role, we would be happy to hear from you.
- As part of our anti-racism work, we aim for 50% of shortlisted candidates to be from an ethnic minority. This positive action is being taken to further diversify our team. All shortlisted candidates must meet the essential minimum criteria which are marked with a * on the person specification.
- This post is subject to completion of a 3-month probationary period.
- This role requires an Enhanced DBS check. We welcome applications from people with lived experience, including experience of the criminal justice system. A criminal record will not automatically prevent you from being appointed. Any disclosures will be considered fairly and in line with our safeguarding responsibilities and the nature of the role. The successful candidate will either need to disclose a current Enhanced DBS certificate or be willing to undertake a check as part of the recruitment process.

Person Specification



Qualifications

Essential	Desirable	Assessed by
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		Application	Interview	Test
Demonstrable ability to work at graduate level across role responsibilities	Educated to degree level or equivalent professional/technical qualification	✓		✓
Skills & Experience				
Essential	Desirable	Assessed by		
		Application	Interview	Test
An experienced and collaborative fundraiser with a track record of securing gifts at the five-or six-figure level – ideally from charitable trusts, foundations, or statutory funders	Knowledge of funding compliance	✓	✓	✓
You thrive on researching and engaging prospects and building tailored, strategic relationships that grow into long-term partnerships	Experience of monitoring and evaluation			
You're able to use data and insight to guide your approach, measure progress, and refine your strategy	Experience using CRM systems	✓	✓	
Experience managing multiple deadlines and strong organisational skills		✓	✓	
You're a persuasive communicator, able to craft compelling proposals that resonate with funders and trustees		✓	✓	✓
Motivated by Nottingham Women's Centre mission and values and a commitment to maintaining and extending services to women in Nottingham and Nottinghamshire		✓	✓	
A good and empathetic understanding of equality and diversity and a willingness and ability to work with people from a wide variety of backgrounds	Experience in the women's or social justice sector	✓	✓	