



**roundabout**  
YOUR LOCAL YOUTH HOUSING CHARITY

# **TRUST AND GRANTS FUNDRAISER**

## **Role Description**

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# JOB DESCRIPTION

<b>Job Title</b>	Trust and Grants Fundraiser	<b>Reference</b>	TGF-1024
<b>Salary</b>	£28,417 (pro-rata)	<b>Location</b>	Sheffield
<b>Hours</b>	15 hours per week	<b>Team &amp; Line Manager</b>	Fundraising Emily Bush

## ROLE PURPOSE

As a Trust and Grant Fundraiser, you will play a crucial role in securing funds from various trusts, foundations, and grant-making organisations to support the mission and projects of Roundabout, South Yorkshire's youth homeless charity. The successful candidate will be responsible for researching potential funding sources, developing compelling grant proposals, and cultivating relationships with donors.

You will spend time researching grants to apply for and build relationships with award funding bodies. In addition, you will need to develop relationships with the different projects at Roundabout to know what they need funding and to interpret the results to feedback to funders.

The successful candidate will be instrumental in conducting comprehensive research, crafting persuasive grant proposals, and fostering meaningful relationships with donors to drive the organisation's fundraising success.

You will be joining a fast paced and fun team of five fundraisers who work across all fundraising disciplines.

# KEY ACCOUNTABILITIES

The successful applicant will undertake all tasks required within the remit of this role, including, but not limited to:

- Conduct thorough and targeted research to identify potential trust, foundation, and grant opportunities aligned with Roundabout's mission and specific projects.
- Maintain an up-to-date database of relevant trusts and foundations.
- Stay connected with evolving trends in grant-making, philanthropy, and social services to maximize funding potential.
- Collaborate closely with project managers and relevant staff to gather insights and data necessary for creating compelling grant proposals and evaluations.
- Craft clear, concise, and impactful grant proposals that effectively articulate Roundabout's objectives, strategies, and the profound impact of our initiatives for young homeless people in South Yorkshire.
- Cultivate and nurture relationships with current and prospective donors, foundations, and funding bodies through regular communication and engagement.
- Establish a deep understanding of the philanthropic priorities and interests of potential funders to tailor proposals effectively.
- Collaborate with project teams to ensure accurate and timely reporting to donors, maintaining transparency and accountability.
- Monitor grant progress, adherence to project timelines, and compliance with grant agreements, while proactively addressing any challenges that may arise.
- Oversee the administration and reporting requirements for awarded grants.
- Prepare monthly report on applications and results.
- Responsible for own administration including accurate recording of all applications, responses and communications on the CRM database.
- Work closely with the CEO and finance to ensure compliance with grant terms.
- Collaborate with other fundraising and communication teams to create a cohesive and strategic approach to outreach and engagement.
- Represent the organisation at relevant networking events and conferences.
- Work with the Community and Events Fundraisers to ensure fundraising and volunteer spaces for events are filled as well as securing sponsorship.
- Ensure that all aspects of Roundabout's fundraising are carried out safely and in accordance with the law, Institute of Fundraising Codes of Practice and Roundabout's policies.
- Work with the Communications team to use social media to raise awareness of our fundraising activities and events.

# OTHER DUTIES

- Appropriate duties required by the CEO and Fundraising Manager.
- Act in the best interests of Roundabout at all times.
- Maintain professional internal and external relationships that meet the Charity's values.
- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on delivery to supporters, collaborate with others, solve problems creatively and demonstrate high integrity.
- Proactively establish and maintain effective working team relationships with all internal and external stakeholders.
- To participate in training and undertake appropriate learning and development, as identified through appraisal and regular reviews with line manager.
- Represent the Charity as required, including external events, and be willing to work outside core office hours (evenings/weekends) as and when required.
- Actively promote the Charity's wider fundraising opportunities wherever appropriate.

This job description covers the current range of duties and is not exhaustive and will be reviewed from time to time. It is Roundabout's aim to reach agreement on changes, but if agreement is not possible, The Charity reserves the right to change this job description. The post-holder will be expected to adhere to relevant professional obligations and Codes of Conduct.

# WORK PERKS

	<b>Flexible Hours</b>		<b>Hybrid Working</b>
	<b>25-30 Day Annual Leave Allowance</b>		<b>Cycle to Work Scheme</b>
	<b>Generous Westfield Health Package</b>		<b>Team and Organisational Away Days</b>
	<b>Regular Supervisions</b>		<b>Frequent Social Events</b>
	<b>Internal and External Training and Development Opportunities</b>		<b>Roundabout will match up to 5% of your pension contribution</b>
	<b>Flexible Sickness Policy</b>		<b>Voluntary Opportunities</b>



# PERSON SPECIFICATION

## Specific Knowledge, Experience and Skills

Proven experience in trusts and grants fundraising within the charity sector.

Excellent research, writing, and communication skills.

Minimum GCSE Grade C in English and Maths (or equivalent)

Strong project management and organisational abilities.

Familiarity with grant management processes and reporting requirements.

Experience in using Windows-based software packages such as Excel and CRM Systems with experience of analysing spreadsheets.

Ability to work collaboratively and independently.

Exceptional written and verbal communication skills with the ability to convey Roundabout's mission compellingly and provide excellent donor care.

Knowledge of the legislative environment within which charities and trusts operate (Data Protection, etc.)

Strong research and analytical skills to identify and leverage funding opportunities effectively.

# PERSON SPECIFICATION

## Personal Attributes

Creative and innovative; proactive and positive attitude; resilient; able to work effectively as part of a team and independently

Passionate about social justice, community development and supporting young people

Be approachable and responsive to requests with the ability to quickly build a rapport & working relationship with stakeholders at all levels

Desire to fully commit to and contribute to Roundabouts Visions, Values and Objectives

A professional approach and willingness to promote fundraising and wider organisation

Ability to prioritise workload and manage time effectively, working both on own initiative and as part of a team

Strong interpersonal and communication skills, both written and verbal

Passionate about the voluntary sector, and up-to-date with the latest developments

Ability to take ownership of problems and find sustainable solutions; use innovation to meet challenges

Ability to manage both proactive and reactive work, prioritising and working to tight deadlines



# APPLICATION DATES

To apply for this role, please download an application form on Roundabout's website

Stage	Date
Closing date for applications:	Monday 28th October 2024
Successful candidates informed of outcome of application:	Tuesday 29th October 2024
Proposed Interview:	Tuesday 5th November 2024

If you would like any more information about this role, please contact the Service Manager:

**Emily Jones**

[emily.jones@roundaboutltd.org](mailto:emily.jones@roundaboutltd.org)



# EQUAL OPPORTUNITIES MONITORING

Roundabout is an equal opportunity employer. We are fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender identity, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Roundabout is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.



# SAFE RECRUITMENT

Roundabout is committed to safeguarding and promoting the safety and well-being of young people in its services. Roundabout complies with the statutory legislative requirements and guidance that seeks to protect children and young people. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Role descriptions and person specifications make reference to safeguarding and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

At the application stage, all applicants are scrutinised to verify identity and academic or vocational qualifications. Professional references are requested using our standard proforma for shortlisted candidates.

References should be from the two most recent employers.

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions.

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.



**roundabout**  
YOUR LOCAL YOUTH HOUSING CHARITY

Charity Number: 1061313

Please send your completed  
application to :

[recruitment@roundaboutltd.org](mailto:recruitment@roundaboutltd.org)



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Roundabout, Sheffield