

RECRUITMENT PACK

FUNDRAISING MANAGER TRUSTS & FOUNDATIONS



APPLICATION DEADLINE
21 OCTOBER 2026 AT MIDNIGHT



ACTION
FOR CONSERVATION

“

**Action for Conservation comes in
and listens to all our opinions.
All of us in the group feel heard
and like our opinion matters.**

- Young person from North Liverpool Academy

”



ABOUT US



Action for Conservation (AFC) is a UK grassroots charity using innovative approaches to inspire and empower young people from diverse backgrounds, between the ages of 12 and 24, to become the next generation of environmental leaders.

We are at a critical moment in our earth's history, and it has never been more important to empower every young person to fight for their future, the future of the planet and to build a youth movement committed to the earth.

You can read more about who we are and our work in our latest **Five-year Strategy (2023-2027)**.

VISION

Every young person in the UK is moved and empowered to protect and restore the living world

MISSION

To bring the magic of nature into young people's lives, inspiring a youth movement committed to conservation, restoration and to the Earth

VALUES

Diversity, Wonder, Hope, Action, Change.

WHAT WE DO

1 **Connect young people to nature**

We build young people's understanding of and connection to the living world, inspiring and motivating them to lead change in their communities.

2 **Provide support and tools**

We provide young people with access to expertise, safe, judgement-free spaces to discuss their ideas, opportunities to take action, and logistical support so that they are equipped with the tools to make a difference for the planet.

3 **Change decision-making practices**

We develop and showcase best-practice examples of inclusive, intergenerational decisionmaking at a landscape-scale through to a community level, influencing the wider sector to work with us and adopt new ways of acting.

4 **Drive a diverse and inclusive sector**

We support the sector to create inclusive volunteer, trainee and employment opportunities that will appeal to young people from underrepresented and minority backgrounds.

5 **Shape system change**

We reinforce ecological and intergenerational values, and we help young people share these widely, in order to inspire and influence young people to bring about systemic change.



ABOUT OUR PROGRAMMES



WildED

Our flagship programme for secondary schools and youth groups helps young people to learn about current environmental issues and motivates them to be part of the solution by developing their own action projects to tackle environmental issues in their communities that they care about.

Summer Camps

Our residential Summer Camps take place in UK National Parks where young people spend an all-inclusive five days immersed in nature. They explore different habitats, take part in hands-on conservation activities, see incredible wildlife and make friends for life.

Ambassador Programme

A year-long programme for young people who graduate from our camps. Youth Ambassadors take part in events and webinars to further develop their skills and knowledge and receive mentoring and support from us to pursue independent projects, from creating food growing clubs to running sustainable fashion workshops in their local communities. We also help them to access and participate in meaningful decision-making opportunities with other organisations.

Intergenerational Nature Restoration

We are working with young people to develop a 'gold standard' of intergenerational nature restoration and decision-making. In 2019, we launched our flagship 500-acre Penpont Project in the Brecon Beacons National Park, the largest of its kind in the world. We are now working to develop a network of intergenerational leadership sites across our other active regions.

ABOUT THE PENPONT PROJECT



Launched in the summer of 2019 on a 2,000-acre estate in Bannau Brycheiniog (Brecon Beacons), Wales, the Penpont Project is the largest intergenerational nature restoration project of its kind anywhere in the world. Initiated by Action for Conservation, the Penpont Estate, Tirmawr Farm, and a Youth Leadership Group of 12-18 year olds from diverse backgrounds, the project aims to restore nature and culture in this special place and demonstrate how youth leadership and ambition can advance nature's recovery at a time of acute ecological crisis. Our aim is to establish Penpont as a nationally significant, transformative educational site where young people can connect deeply with nature and raise their voices to influence the direction of nature recovery across the UK. In service of this, we have developed a multi-faceted learning and engagement programme for young people and local community members which runs alongside our landscape scale nature restoration activities. We have recently expanded the scope of our work with the addition of the Penpont Forest Camp and the Penpont Community Tree Nursery, both of which will, in years to come, become vibrant hubs for intergenerational efforts to restore Penpont's trees- and water-scapes.



ABOUT THE ROLE

Action for Conservation is looking for a Fundraising Manager to join our dynamic team and spearhead our income generation from trusts, foundations and statutory sources, ensuring our charity continues to grow sustainably and brings the magic of nature into young people's lives

Title: Fundraising Manager – Trusts and Foundations

Contract type: Permanent, full-time

Start date: Early/mid-December or start of 2027, exact date to be agreed

Starting salary: £38,035 – £42,203 depending on location and experience

Location: London, Bristol or Manchester (hybrid) preferred; we are open to a remote hire for the right candidate

Hours of work: 35 hours for a 5-day working week. We operate a 9-day fortnight scheme with every other Friday off. Some evening and weekend work will be required, for which time off in lieu (TOIL) can be taken.

Travel: Occasional travel to London and our other active regions for meetings and events

As Fundraising Manager – Trusts & Foundations, you will play a crucial role in implementing our fundraising strategy and helping us to achieve our mission to empower the next generation of environmental leaders and place young people at the heart of action for nature and the climate. You will work closely with the Fundraising Manager – Philanthropy and Partnerships and the Chief Executive Officer to grow and diversify Action for Conservation's income, taking responsibility for our trusts and foundations revenue stream. You will be the driving force behind our grant applications and reports, producing compelling fundraising content that drives donor engagement and maximises income opportunities. You will be able to distill and transform information from various sources about our projects and programmes, including impact data, into readable, persuasive narratives about our work tailored to donor interests and criteria. You will also manage the trusts and foundations pipeline, from researching new prospects and identifying the most appropriate approach for each funder to coordinating grant administration, monitoring and reporting. Through everything you do, you will maintain and build on existing funder relationships and proactively nurture new ones, enabling us to attract and retain funders year after year.

We are looking for a driven and passionate individual with a track record of securing one-off and/or multi-year five- to six-figure grants, who is comfortable managing multiple prospects, deadlines and priorities. To succeed in this role, you will be a skilled and persuasive written communicator with a keen eye for detail, excellent organisation and time-management skills and a positive, flexible and highly proactive approach to your work.

JOB DESCRIPTION

Role: Fundraising Manager – Trusts and Foundations

Reports to: Chief Executive Officer

Responsible for: No direct reports currently but may line manage junior staff in the future as the team grows

Main duties:

Manage fundraising activity

- With the Chief Executive Officer and Fundraising Manager – Philanthropy and Partnerships, develop fundraising plans across the year in line with Action for Conservation's annual programmatic timelines and goals, strategic priorities and funding needs.
- Monitor fundraising income against agreed targets and provide regular updates and reports on performance to the Chief Executive Officer and the charity's Development Board.
- Contribute to the ongoing development of Action for Conservation's fundraising strategy as it relates to funding from trusts, foundations and statutory sources.
- Keep up to date on trends and developments in the sector and implement changes to the charity's fundraising approach where appropriate.

Grow and diversify income from trusts, foundations and statutory sources

- Proactively research and identify new grant funding opportunities and develop a robust grant fundraising pipeline.
- Write tailored, high-quality and compelling funding applications, expressions of interest and other cases for support, steering and distilling input from colleagues and external partners as needed and drawing on a range of internal data and materials.
- Ensure that funding applications are produced and submitted in a timely manner and adhere to set deadlines.



JOB DESCRIPTION

Continued...

Manage grant administration, monitoring and reporting

- When a new funding opportunity is secured, coordinate all grant administration and compliance with the funder's due diligence and terms and conditions.
- Ensure that grant monitoring and reporting as well as funder acknowledgement requirements are fulfilled on time.
- Draft accurate, informative and engaging reports for funders that evidence compliance with grant requirements and progress towards key outcomes, steering input from colleagues and, on occasion, external partners as needed.
- Contribute to reporting calls and/or meetings with funders as needed.
- Maintain accurate and up-to-date records for all funding from trusts, foundations and statutory funding in our fundraising database (Beacon CRM).

Drive funder engagement

- Build and maintain strong relationships with trusts, foundations and statutory bodies through regular and proactive engagement, encouraging ongoing and increased support.
- Organise funder visits to AFC programmatic activities and/or project sites, and brief regional teams as required.
- Working in collaboration with the Fundraising Manager – Philanthropy and Partnerships, deliver events and other stewardship activities throughout the year to cultivate new funder relationships and maximise engagement with existing funders.

Other

- Attend events and network on behalf of the charity, acting as a champion for our work.
- Attend and participate in team and organisation-wide meetings, away days, events and activities.
- Work in accordance with our organisational policies, such as Child Safeguarding, Data Protection and Privacy, and Ethical Fundraising policies.
- Support the continuous development and improvement of internal systems and processes to ensure the charity runs smoothly, and there is effective and efficient collaboration across the team.
- Undertake any other duties as reasonably requested relevant to the role and to your skills and abilities.



WHAT ARE WE LOOKING FOR?

Candidates must have the experience, knowledge and skills listed as ‘Essential’ (E) and these will be assessed throughout the application process. The experience, knowledge and skills listed as ‘Desirable (D)’ would be an advantage, but are not required to be considered for the role.

Experience

Fundraising from trusts, foundations and statutory funders, with a strong track record of meeting and ideally exceeding income targets	E
Securing major (multi-year) grants and donations	D
Successfully developing and managing funder relationships	E
Delivering or supporting donor engagement and other fundraising events	D
Using a fundraising database, ideally Beacon CRM	D

Knowledge

Fundraising regulations and best practice	E
Understanding of donor care and stewardship	E
Understanding of the youth, environmental and or/education sectors	D

Skills, Abilities & Personal Attributes

Superb written communication skills, with a keen eye for detail and the ability to distil complex information into a compelling narrative	E
Excellent interpersonal, relationship-building and teamwork skills	E
A positive, proactive and self-reliant approach to work with proven ability to take initiative to achieve results	E
Excellent organisation and time management skills and ability to prioritise effectively, work to deadlines and adapt to changing circumstances	E
Good IT literacy skills, ideally including Google Workspace applications suite	E
Willingness to travel for work and work outside of regular office hours when needed in order to fulfil the requirements of the role	E
Being comfortable with remote management	E
Commitment to Action for Conservation’s vision, mission and values	E

WHAT DO PEOPLE THINK OF US?



Dame Caroline Mason, Chief Executive of the Esmée Fairbairn Foundation

“In a relatively short space of time, Action for Conservation has made a huge impact. They have helped to re-energise the environmental movement by building young people’s passion for the natural world in schools and communities across England and Wales. Through their programmes, they show that you don’t need to work in a traditional environmental role to take action and be an environmentalist. Their project in the Brecon Beacons is the UK’s first large-scale, intergenerational nature restoration project, bringing together farmers, young people from diverse backgrounds, landowners and scientists, and supporting them to learn from each other. Shaped and driven by young people, Action for Conservation is an ambitious organisation that is working to challenge problems with inclusion in the sector to enable a new and diverse generation of leaders with the power to tackle the nature and climate crises.”

WHY WORK WITH US?

You'll be joining a young, mission-driven team who truly love what they do. Working with young people is always rewarding, sometimes challenging and never boring, and you'll get to experience first-hand the positive impact that your work has. We work hard whilst maintaining a positive work-life balance and spend lots of time outdoors.

In 2023, we were recognised by Escape the City as one of the **top progressive places to work** from over 13,000 nominations, after a rigorous assessment across six criteria, including Mission, Impact, People, Planet and Innovation.



Some of the benefits of working at Action for Conservation include:

- A 9-day working fortnight with every other Friday off, or a proportionate amount of time off for part-time staff
- 25 days of annual leave plus public holidays, plus one additional day for each year served up to a maximum of 30 days
- Up to 5 days of professional development leave and up to 2 paid volunteer days each year
- A workplace pension with 4% employer contributions
- Access to flexible working to help you maintain a healthy work-life balance
- Regular team and organisational away days in the great outdoors
- Joining a growing organisation with the possibility to progress within the team as opportunities arise
- A robust training package and a bespoke development plan, co-developed with your line manager, to support your progression and career aims
- Opportunities to develop new skills and knowledge such as youth engagement, group facilitation, practical conservation, and others
- Opportunities to share your voice and shape the direction of our work, ensuring that it reflects your interests and the issues facing your community



OUR COMMITMENT TO DIVERSITY



Diversity is one of our core values as an organisation and we are committed to creating an inclusive working environment where diversity is valued and there is equality of opportunity. We also recognise that the climate and ecological crisis disproportionately impacts minority and/or marginalised communities – yet these voices are largely underrepresented in the sector. Currently, the environmental sector is the second least diverse in the UK, with just 4.8% of employees from ethnic minority backgrounds. If the environmental movement is to succeed in creating a greener future that supports society as a whole, we need diverse voices at the heart of our programmes. We therefore encourage people from demographics that are currently underrepresented in the environmental movement to apply.

Guaranteed Interview Scheme

We particularly encourage applications from people from ethnic minority backgrounds or living with a disability or long-term health conditions. We will offer an interview to any candidates from ethnic minority backgrounds or living with a disability who opt into our Guaranteed Interview Scheme when applying and who meet the essential criteria for this role.



KEEPING YOUNG PEOPLE SAFE



We are committed to ensuring that robust child safeguarding practices are seen as the norm, so that safeguarding becomes everybody's business. We expect all staff, volunteers and partners to protect the young people we work with from harm and abide by our Child Safeguarding Policy. Prior to appointment, the selected candidate will be required to provide two work references and complete an enhanced Disclosure and Barring Service (DBS) check.

HOW TO APPLY

Please complete the online application form to apply.

A link to the form can also be found on the 'About Us' page of our website under the post for this vacancy. As part of the application process, you will need to submit your CV. It is important that in your application you demonstrate clearly and provide examples of how you meet the requirements for the role.

The deadline for applications is Wednesday, 21 October 2026 at midnight.

Shortlisted candidates will be notified by email and invited to interview by 29 October. First and second round interviews will be held remotely in the w/c 02 November.

Pre-employment checks

Please be aware that this role requires two satisfactory work references, including one from your current or most recent employer, as well as the completion of an enhanced DBS check, which we will organise for the successful candidate. All applicants must have the right to work in the UK. We are currently unable to offer visa sponsorship.



[Online Application Form](#)



careers@actionforconservation.org



www.actionforconservation.org

If you would like further information, support with access requirements, such as an adjustment to the application or interview process, or an informal chat, please contact us by email.