



# Guy's Gift

**Support for children and young people  
in Coventry and Warwickshire**

Call **0845 467 3035** or email [info@guysgift.co.uk](mailto:info@guysgift.co.uk)



## Candidate Information Pack

### Fundraiser

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# Welcome to Guy's Gift

Thank you for your interest in the Fundraiser role.

Guy's Gift supports bereaved children and young people across Coventry and Warwickshire. Since being established in 2008, we have developed a strong understanding of the needs of children and families experiencing bereavement, loss and change.

We are a small, dedicated team working closely with families, schools, professionals and community partners to provide safe, compassionate and meaningful support.

Our support pathways are built around three core routes:

- **Group work** our primary model of support, helping children and young people connect with others who understand their experiences
- **One-to-one support** offered at the discretion of Guy's Gift following assessment, where other support options will not sufficiently meet the needs of the child or young person
- **Support to Support (S2S)** equipping families, schools and professionals to provide day-to-day support to bereaved children and young people

We remain committed to creating a welcoming, reflective and inclusive working environment where staff feel supported to deliver meaningful outcomes for children and young people.

## About the Role

Fundraising plays an essential role in securing the income Guy's Gift needs to sustain and develop its services for bereaved children and young people across Coventry and Warwickshire.

You'll work closely with the Operations Manager to identify, develop and pursue opportunities to generate income for the charity from a range of sources. The role will also contribute to larger and strategic funding applications where appropriate.

This is a part time role requiring an experienced and proactive fundraiser who can work independently, manage competing priorities and build positive relationships with funders and supporters. With limited hours, the post holder will need to use their judgement to focus on opportunities that best meet the charity's funding needs.

You will be joining a small, local charity where fundraising has a direct impact on our ability to continue delivering support. The role offers an opportunity to build on existing fundraising activity, develop new promising opportunities and contribute to our longer term sustainability.

For full details of the responsibilities and requirements, please refer to the Job Description and Person Specification.

## Key Role Information

**Role title:** Fundraiser

**Salary:** £11,180 per annum

**Hours:** Part-time, 14 hours per week over 2 days

**Working Pattern:** Core hours are 08:30–16:30, including a one-hour unpaid lunch break each day.

**Contract type:** Fixed term (12 months, with possibility of extension subject to funding)

**Location:** Home-based, with travel across Coventry and Warwickshire

**Responsible to:** Operations Manager

**Closing date:** 11<sup>th</sup> November 2026

**Interview date:** 18<sup>th</sup> - 20<sup>th</sup> November 2026 - TBC

## What You'll Be Doing

In this role, you will help secure the income Guy's Gift requires to provide bereavement support for children and young people across Coventry and Warwickshire.

Your work will include:

- Researching and assessing funding opportunities, including Charitable Trusts, Foundations, and grant makers.
- Preparing and submitting fund applications that respond to funder priorities and Guy's Gift needs.
- Maintaining relationships with existing funders and identifying opportunities for repeat, unrestricted, longer term funding.
- Developing corporate fundraising opportunities, including donations, sponsorships and partnerships.
- Identifying and supporting community fundraising events.
- Contributing to larger and strategic funding bids, including multi-year opportunities, where appropriate.
- Working with colleagues to gather information, evidence and budgets to support applications.
- Preparing fundraising communications and proposals to engage potential funders and supporters.

- Maintaining accurate database of fundraising applications, opportunities, contacts, outcomes and reporting deadlines.
- Monitoring progress and keeping Operations Manager informed about income secured, applications submitted, funding decisions and emerging opportunities.
- Completing funder reports and follow-up activity within agreed timeframes,

For full details of responsibilities, please refer to the Job Description.

## About You

We are looking for an experienced and proactive fundraiser who can work independently and is motivated by securing income that makes a practical difference to a small charity.

You will have experience of fundraising with a charity or not-for-profit organisation, with the ability to research opportunities and prepare effective funding applications and proposals. You will be confident building and maintaining positive relationships with funders, businesses, community organisations and supporters, and able to assess opportunities and prioritise activity according to potential income, likelihood of success, deadlines and available resources.

You will be organised, self-motivated, and able to manage competing priorities within limited working hours. You will take ownership of your work, follow opportunities through and monitor progress against agreed priorities. Strong written communication skills, sound judgement and a creative resourceful approach to identify new income opportunities will be important.

You will be comfortable working remotely and independently, whilst collaborating with other team members in a small team. Above all, you will share Guy's Gift vision, mission and values, and be committed to helping sustain services for bereaved children and young people.

Experience across every fundraising stream is not essential. We are particularly interested in someone with a solid fundraising experience who can apply their skills to the charity's priorities and focus on opportunities where they are most likely to make a difference.

Please refer to the Person Specification for full details of the criteria for this role.

# Our Safer Recruitment and Selection Process

As an organisation supporting bereaved children and young people, safeguarding is central to everything we do, including how we recruit staff.

Guy's Gift is committed to safer recruitment practices and to ensuring that everyone who works with us shares our commitment to safeguarding and promoting the welfare of children and young people, whether your role directly works with children and young people or not.

Our recruitment process is designed to be fair, transparent and thorough, and includes:

- A structured shortlisting process
- A panel interview
- Questions relating to safeguarding and professional practice
- References and identity checks
- Disclosure and Barring Service (DBS) checks where appropriate

Offers of employment will be conditional upon satisfactory completion of relevant pre-employment checks.

All information provided as part of your application will be treated confidentially and handled in accordance with data protection legislation.

## Equality, Diversity and Inclusion

Guy's Gift is committed to creating a respectful, inclusive and supportive environment for everyone who works with us and everyone we support.

We welcome applications from people of all backgrounds, experiences and perspectives, and we aim to ensure our recruitment processes are fair, transparent and free from discrimination.

We recognise that everyone brings different strengths and experiences, and we value the diversity this brings to our organisation.

If you require any adjustments to support you during the recruitment process, please let us know and we will do our best to accommodate your needs.

## How to Apply

To apply for this role, please complete the Guy's Gift application form and return it by the closing date shown in the Key Role Information section.

Completed applications should be sent, for the attention of Lisbeth Potter, to:  
**[info@guysgift.co.uk](mailto:info@guysgift.co.uk)**

Please note that we are unable to accept CVs on their own unless this is specifically stated.

If you would like to discuss the role informally before applying, or if you require the application form in an alternative format, please contact us using the details provided below.

## Recruitment Timeline

We aim to make our recruitment process as clear and supportive as possible. While dates may occasionally change, we expect the process to follow the timeline below:

**Closing date for applications:** 11<sup>th</sup> November 2026

**Shortlisting:** We intend to complete this by 13<sup>th</sup> November 2026

**Interviews:** We intend to hold interviews between 18<sup>th</sup> and 20<sup>th</sup> November 2026

We will contact all candidates to let them know the outcome of their application once shortlisting has been completed.

If you are invited to interview, we will provide full details in advance, including any information you may need to prepare.

We aim to ensure the process is respectful, transparent and supportive at every stage.

## Contact Details

If you would like an informal discussion about the role, have any questions, or require the application materials in an alternative format, please get in touch.

**Contact name:** Lisbeth Potter

**Role:** Operations Manager

**Email:** [lisbeth@guysgift.co.uk](mailto:lisbeth@guysgift.co.uk)

**Telephone:** 07737 496 871

We look forward to hearing from you and thank you for your interest in working with Guy's Gift.