

Headway North Staffordshire
(Head Injuries Association) Ltd
Headway House, Elder Road, Cobridge,
Stoke-on-Trent, ST6 2JE
Tel: 01782 280952



JOB DESCRIPTION: Grant Fundraiser (Trusts and Corporates)

Job Title:	Grant Fundraiser (Trusts and Corporates)
Accountable to:	Chief Executive Officer
Location:	Office based at Headway House
Contract:	Permanent
Salary:	Grade 4 (£28,609 FTE) rising to Grade 5 (£33,772 FTE) (£17,165 rising to £20,263 for 21 hour week)
Hours:	21 hours per week
Responsibilities:	Leadership Team member, financial targets, service enabler.
Line management:	Potentially

Background

Headway North Staffordshire (HNS) provides rehabilitation and support for adults affected by brain injury, empowering individuals to regain independence, relearn everyday skills, and reintegrate into their communities. We work not only with survivors of brain injury but also with their families, offering emotional support, practical guidance, and respite. Through our centre-based services and community outreach, we provide access to specialist therapies, social opportunities, and tailored support not typically available through the NHS. At the heart of our work is a commitment to person-centred care and the creation of a safe, inclusive, and life-affirming environment.

The charity is governed by a Board of Trustees and led by a Chief Executive Officer (CEO). A small leadership team oversees key functions including service delivery, fundraising, operations, and administration. This team is supported by dedicated staff, volunteers, and specialist roles.

We are One Team – built on support, trust, and a shared purpose. We communicate openly and face challenges together.

Job Purpose

Secure funding in line with agreed objectives to support the work of HNS from grant giving bodies and corporate supporters through effective bid-writing, donor management and stewarding, and relationship development.

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Ensure the smooth and compliant development and operation of the charity's fundraising function and related systems.

Advise and work with the CEO and board on all fundraising and related matters and contribute to discussions and decision making at corporate level.

Main tasks and responsibilities

Research, write and submit high-quality, well presented, well-reasoned grant applications, working to secure major gifts for capital and revenue projects from grants and foundations, major donor and corporate bodies in order to achieve fundraising targets.

Nurture relationships with existing and new grant funders.

Build connections with businesses and community organisations to explore sponsorship, collaboration, and partnership opportunities

Research, identify, analyse and reach out to potential funders to secure financial and in-kind support

Develop and nurture relationships with key stakeholders to increase visibility and long-term funding prospects

Keep our records up to date and use data to understand what's working (and what's not) to improve our fundraising efforts

Share regular updates with the team and trustees, so everyone knows how we're doing and can celebrate successes together

Create a funding plan for identified 'fundable' projects and work packages, and for core funding, and prepare persuasive grant applications for each plan.

Build an application pipeline of potential funding opportunities, tracking applications and application deadlines.

Ensure funding is managed in line with funder requirements and best practice

Provide grant reports and funder feedback for each grant that meet and exceed requirements.

Ensure a database of funders and grant applications is created and maintained.

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Work collaboratively with colleagues to explore and develop other fundraising income streams.

Research and keep abreast of industry activity and trends.

Ensure the maintenance of accurate appropriate financial records, and in particular monitor restricted and unrestricted funds, ensuring correct allocation and reporting.

Support the development of the broader fundraising function and team, ensuring compliance with the Fundraising Code of Practice.

Assess the fundraising environment and provide insight to support strategic planning and decision making, contributing positively as a member of the broader Leadership Team.

Undertake other reasonable and commensurate tasks as required.

Person Specification

Essential

- 2 years' minimum commensurate experience in charity grant fundraising bid-writing
- Demonstrable record of successful bids to a variety of funders, securing 5 and 6 figure gifts
- Demonstrable experience of developing and managing high quality relationships with individuals, corporates, charitable trusts and foundations and/or business clients
- Excellent organisational skills and attention to detail
- Initiative taking, self-motivated and organised – experienced at working independently, managing multiple priorities simultaneously and achieving financial objectives
- Demonstrable record of partnership working
- Excellent writing (English language) skills
- Strong IT and data management skills.
- Demonstrable line management and team development skills.
- Strong organisational and problem-solving ability.
- Confident communicator at all levels.
- Commitment to the values and aims of Headway North Staffordshire.

Desirable

- Relevant degree level qualifications.
- 5 year's commensurate experience
- Knowledge and understanding of local authority and NHS commissioning processes
- Understanding of the requirements of the Fundraising Code of Practice

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Application Process

Please note that applications must be submitted online at www.headwaynorthstaffs.org/vacancies.

1. Documents required

Please submit your CV (maximum three sides of A4) together with a letter outlining how you meet the person specification (maximum two sides of A4). Each should be in a minimum of size 10 font and submitted in PDF format using the submission form at the web page linked above.

Your letter or CV should include the details of two recent referees.

The deadline for submission is 18:00 on Friday 01 May 2026.

2. Shortlisting

An initial longlisting will be undertaken by our retained consultant.

Shortlisting will be undertaken by a small panel. Headway North Staffordshire strives to be an equal opportunities employer and applications are assessed purely against the person specification above. The shortlisting panel will have access to all the information in your application.

We will contact all applicants irrespective of whether they are selected for interview or not; you will hear from us in the week following the application deadline.

3. Information

Please note that applications can only be submitted online at our website.

Applications will be shortlisted using the person specification; please ensure that your covering letter explains how you meet these criteria.

Shortlisted candidates will be invited to interview, a tour of the building, and to make a short presentation; these meetings will be held in person at Headway House, our premises in Stoke-on-Trent. We do not fund travel expenses for interviewees.

A small number of our strongest candidates will be invited to a second interview and more in-depth discussion. These meetings will also be held at Headway House. We may ask candidates to undergo further assessment.

Referees will not be contacted without your further permission.

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4. Informal discussions

If you would like to discuss this opportunity informally before applying, please email our retained consultant David Head at david@citoc.co.uk to arrange a telephone call.

No record of any such discussion will be retained, or referred to in the recruitment process.

5. Accessibility

If any aspect of the recruitment process are likely to prevent or hinder you applying without reasonable adjustments being made, please telephone David on 07720 444084. We will make every effort to provide for your accessibility needs.

Thank you for your interest in working at Headway north Staffordshire.