

Job Title: Trust and Grants Officer

Reports to: CEO

Location: Medway/Maidstone area

Contract: Permanent, Immediate Start

Remuneration: Circa £28,000 - £30,000 pro rata

Working Hours: 15 hours per week (including hybrid working); Approximately 1 day per month on-site meeting with the team.

Annual Leave: 28 days (including statutory holidays)

Background:

In a world where everyone with Down's syndrome thrives, Learn and Thrive is dedicated to supporting learners with Down's syndrome to access specialist support and empowering them to thrive throughout their lives. We believe everyone has the right to a fulfilling life within their community, regardless of their diagnosis. Learn and Thrive understands the barriers created by society for individuals with Down's syndrome and is committed to providing online tools to break through these barriers and facilitate their best life.

Job Role:

We are looking for a proactive and enthusiastic Trust and Grants Officer that values empowering others, making things better, and building trust through openness.

As the Trust and Grants Officer, you will play a crucial role in securing funding opportunities and fostering meaningful relationships with funders. This position offers an exciting opportunity to contribute to our mission while enhancing your professional skills and personal growth.

Responsibilities:

- **Crafting Compelling Funding Applications:** Collaborate with the CEO to create high-quality, persuasive funding applications. Utilise your creativity and storytelling skills to effectively communicate the impact of our projects.
- **Building Positive Relationships:** Cultivate strong partnerships with trusts, grants, and foundations. Ensure timely and meaningful communication with funders, including thank-you messages, updates, and reporting.
- **Maintaining Records and Pipeline:** Keep accurate records of funders and funding applications. Manage the pipeline of submissions and responses to optimise fundraising efforts.
- **Prospect Research:** Conduct thorough research using trust-finding databases and other resources to identify potential grant makers. Match suitable projects with the most appropriate funders.
- **Living Our Values:** Embody the values of our organisation: Empowering everyone, Making things better, and Building trust through Openness. Collaborate effectively with team members and contribute to a supportive work environment.

- **Utilising Networking Opportunities:** Actively engage in networking activities, including LinkedIn and other platforms, to expand our network and strengthen relationships within the funding community.

Requirements:

- Passion for our cause and commitment to making a positive impact.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives.
- Proficiency in prospect research and familiarity with grant-making processes.
- Strong organisational and time management abilities, with a keen attention to detail.
- Proven ability to work independently and meet deadlines.
- Ability to embody our organisation's values and work collaboratively with colleagues.
- Knowledge of safeguarding best practices and commitment to upholding them.
- Willingness to explore diverse methods of stewardship and relationship building.

Join us in our mission to empower children and young people with Down's syndrome and other learning needs. Together, we make a difference. Apply now to become our Trust and Grants Officer!