

Job Description	
Title	Trust & Grants Fundraiser
Responsible to	Chief Executive Officer
Responsible for	No direct reports
Place of work	Hybrid/remote working, with occasional office attendance agreed in advance as required by the role and the needs of the organisation.
Hours	14 hours (2 days) per week initially, with the potential to increase hours in line with the funding pipeline and application workload.
Salary	Salary: £35,000 to £37,000 per annum pro rata
Annual Leave	From 25 days pro rata plus bank holidays
Job Purpose	To secure income from trusts, foundations, statutory funders and other grant-making bodies by researching opportunities, developing high-quality applications, maintaining a robust funding pipeline and supporting grant reporting, helping InterAct achieve its strategic objectives and expand opportunities for young people/young adults InterAct supports.

About InterAct

InterAct supports children and young people with Special Educational Needs and Disabilities (SEND), aged 8–25, across Mid and North Essex. We provide safe, inclusive opportunities that help young people build confidence, independence, friendships, wellbeing and the skills they need for fulfilling lives. Through clubs, activities, trips, volunteering, travel training, life skills and residentials, we create opportunities for young people to develop their social, communication, practical and life skills. Our work is shaped through co-production, ensuring young people’s voices, choices and aspirations are at the heart of what we do, while providing trusted support and respite for families and carers. For over 30 years, InterAct has worked to create a more inclusive society where young people with SEND can build meaningful relationships, develop their independence and achieve their potential.

Role Overview

The Trusts & Grants Fundraiser will play a key role in securing sustainable income to support InterAct’s services and future growth. Working closely with the CEO, the postholder will identify funders, prepare compelling funding applications, maintain a strong funding pipeline and support stewardship and reporting to funders.

Key Outcomes

- Develop and maintain an active pipeline of trust and grant opportunities.
- Submit high-quality applications in line with agreed priorities and deadlines.
- Increase income generated through trusts and grants.
- Ensure all grant reporting requirements are met on time.
- Maintain accurate records of funding activity and outcomes.

Contract and Working Arrangements

- **Hours:** 14 hours per week initially, with the opportunity to agree an increase in hours where required. The final allocation of hours will be discussed with the successful candidate, taking into account the anticipated funding pipeline, the number and complexity of funding applications to be developed, and the time required to deliver the role effectively.
- **Working arrangements:** Hybrid/remote working arrangements to be agreed with the successful candidate, taking into account the requirements of the role and the needs of the organisation.
- **Contract:** Fixed-term, 12-month contract, with the intention of extending the post subject to successful funding outcomes and continued organisational need.

Main duties & responsibilities:

Trust and Grants – Income generation

- Research and identify suitable funding opportunities that align with the organisation's work and funding needs.
- Develop and write funding applications, working with the CEO to gather the information, evidence, data and supporting materials required for each application.
- Maintain an accurate and up-to-date record of funding opportunities, applications, deadlines and outcomes.
- Monitor reporting requirements and deadlines for successful grants, ensuring that information and evidence are gathered in good time.
- Collaborate with the CEO and relevant colleagues to obtain the evidence and information needed for applications and funder reports.
- Keep the CEO informed of upcoming funding opportunities, application deadlines, progress and any information required from them.
- Maintain an organised funding calendar/pipeline to ensure applications and reporting requirements are planned and managed effectively.
- Ensure all fundraising activities comply with GDPR, the Data Protection Act 2018, fundraising best practice, charity sector regulations and InterAct policies and procedures.

Other duties

Actively contribute to the wider success of InterAct as a member of the team.

- Work in accordance with InterAct's values, policies and procedures.
- Build positive and collaborative working relationships with colleagues, volunteers and external stakeholders.
- Participate in training and professional development opportunities.
- Undertake additional duties reasonably required by the CEO that are consistent with the nature of the role.
- Promote equality, diversity and inclusion in all aspects of work.

About You

Essential

- Experience of researching suitable funding opportunities and writing successful grant applications.
- Demonstrable experience of securing grant funding from trusts, foundations, statutory bodies or other grant-making organisations.

- Experience of writing persuasive funding applications resulting in successful funding awards.
- Experience of managing multiple funding opportunities and working towards agreed application and funding objectives.
- A proven ability to identify funding opportunities that align with an organisation's priorities and develop clear, compelling applications.
- Excellent written communication skills, with strong attention to detail and accuracy.
- Strong organisational skills, including the ability to manage multiple applications, deadlines and reporting requirements.
- Experience of gathering and presenting information, evidence and outcomes to support funding applications and reports.
- The ability to work independently, manage competing priorities and meet deadlines.
- The ability to collaborate effectively with the CEO and colleagues to gather the information and evidence required for applications.
- A commitment to the values and mission of InterAct.

Desirable

- Experience of working within the charity, voluntary or community sector.
- Experience or knowledge of the SEND, disability or youth sectors.
- Experience of maintaining a funding pipeline or tracking funding opportunities, applications and outcomes.
- Experience of preparing funder reports or monitoring grant outcomes.
- Understanding of charity finance and/or project budgeting.
- Experience of capital fundraising or applications for capital funding
- Experience of using CRM, fundraising databases or funding management systems.
- Membership of, or engagement with, professional fundraising networks such as the Chartered Institute of Fundraising.

Benefits

- Flexible and hybrid/remote working.
- Pension scheme.
- Enhanced annual leave linked to length of service.
- Training and professional development opportunities.
- Opportunity to make a meaningful difference to young people with SEND and their families.

Summary of Main Terms and Conditions

Contract Term:

This is a fixed term 12-month position (with the potential to increase hours in line with the funding pipeline and application workload)

Remuneration:

Salary: £35,000 to £37,000 per annum pro rata, depending on experience.

The salary is paid monthly in arrears by BACS transfer. Salaries are reviewed annually.

Hours of work:

The post is based on 14 hours per week, worked flexibly in agreement with the CEO.

**Annual & Bank Holidays:**

The holiday year runs from 1 April to 31 March each year. You will accrue an entitlement to paid annual holidays equating to 25 days (excluding Bank Holidays) during a complete holiday year. Part-time workers, or anyone who joins part way through the year, will receive a pro-rata of the entitlement. In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 8 additional days paid leave (pro rata for part-time workers).

Pension:

You will be eligible to join the InterAct Pension Scheme.

Probationary Period

This post has a three-month probationary period, during which your suitability for the post will be assessed.

InterAct Safeguarding Statement:

InterAct is committed to safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults. InterAct expects all staff and volunteers to share this commitment. You will therefore be required to undertake an **Enhanced plus Children's barred list check** with the Disclosure & Barring Service (DBS).