



## JOB DESCRIPTION

# Fundraising Officer – Trusts & Foundations

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| <b>Reports to</b><br>Partnerships and Development Lead | <b>Location</b><br>The Park Centre with hybrid working |
| <b>Contract</b><br>Part-time                           | <b>Salary</b><br>£15,000 per annum (£30k FTE)          |
| <b>Hours</b><br>17.5 hours - Hybrid working            | <b>Closing date</b><br>30 <sup>th</sup> September      |

## About Us

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The Park is a thriving community hub in the Knowle West area of Bristol, a purpose-built, warm and welcoming space offering a wide range of activities and services for residents of all ages. With community and inclusion at the heart, The Park's accessible facilities include a nursery, café, gym, fitness studio, sports hall and conference rooms. Working closely with partners, The Park offers local people opportunities for physical, sporting, social and creative activities that counter disadvantage and help to build a strong community.

We are looking for a motivated, proactive and highly organised Fundraising Officer to help secure and manage income from charitable trusts and foundations, supporting the delivery and development of our work.

## Purpose of the Role

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The Fundraising Officer – Trusts & Foundations will play a key role in securing and managing revenue funding from UK charitable trusts and foundations. You will manage our portfolio of existing grants (including some capital funding grants), ensure funders are well stewarded and reported to accurately and on time, research new funding prospects, and write compelling applications for both core and project funding.

You will work closely with, and report to, The Park's Communications & Partnerships Lead, contributing to our wider fundraising and income generation strategy.

The Park Centre | Daventry Road | BS4 1DQ | [www.theparkcentre.org.uk](http://www.theparkcentre.org.uk)

Company No.07472743 | Charity No.1140834

## **Key Responsibilities**

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### **Grant Management & Funder Stewardship**

- Manage a portfolio of existing grant awards from trusts and foundations, ensuring all funder requirements and conditions are met.
- Maintain a clear grants tracker/calendar of reporting deadlines, funding periods, and renewal opportunities.
- Write and submit timely, high-quality funder reports (narrative and financial) in line with grant agreements.
- Steward existing funders through regular, thoughtful communications, including thank-you letters, updates, and impact stories.
- Build and maintain positive relationships with trust and foundations, acting as a primary contact where appropriate.
- Work with colleagues to gather accurate data (e.g. outputs, outcomes, surveys and financial information) for reports.
- Organise funder visits, calls, or updates as needed to strengthen relationships and demonstrate impact.

### **Prospect Research**

- Conduct research to identify trusts and foundations whose funding priorities align with The Park's work.
- Maintain a record of prospective funders, including funding criteria, deadlines, and average grant sizes.
- Prioritise 'strong fit' prospects considering the above information and The Park's funding needs.
- Develop a fundraising plan outlining a proposed pipeline of applications.
- Keep abreast of sector trends and changes in the trusts and foundations funding landscape.

### **Bid & Application Writing**

- Develop and maintain a comprehensive case for support on which to base applications.
- Write clear, compelling, and well-evidenced applications for both core/unrestricted funding and project-specific funding.
- Tailor applications to individual funder priorities, guidelines, and formats.
- Work with colleagues across The Park to gather data to support applications, including evidence of need, project specifications, output and outcome projections and budgets.
- Develop and maintain a bank of reusable content (e.g. organisational information, standard answers) to support efficient bid writing.

- Respond to funding opportunities that may arise from time to time, adjusting the fundraising plan as needed.
- Monitor application outcomes and gather feedback to continuously improve success rates.

### **General**

- Contribute to the development of The Park's income generation strategy.
- Work with The Park's Communications & Partnerships Lead to develop activities and services, particularly in relation to identifying and securing suitable funding.
- Assist with annual user surveys to monitor success, identify needs and assess user satisfaction.
- Keep accurate, up-to-date records of funder communications, applications, and grant status.
- Provide regular updates and reports on income, pipeline, and performance to the Communications & Partnerships Lead
- Represent The Park positively and professionally in all internal and external communications.
- Undertake any other duties reasonably requested that are consistent with the role. This may include occasional evening and weekend events.

## **Person Specification**

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### **Essential**

- Experience of fundraising from UK trusts and foundations.
- Proven track record of writing successful funding applications and funder reports.
- Excellent written communication skills, with the ability to write persuasively and adapt tone/style to different audiences.
- Strong research skills, with the ability to identify and assess new funding opportunities.
- Excellent organisational skills, with the ability to manage deadlines and priorities.
- The ability to work independently and manage own workload effectively
- Confident relationship-building skills, both in person and in writing.
- Good numeracy skills, with the ability to understand and present budgets and financial information.
- A good understanding of the charity/voluntary sector and community-based organisations.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Powerpoint)
- A collaborative approach, with the ability to work effectively with colleagues across a small organisation.



### **Desirable**

- Experience of working within a community hub, local charity, or similar organisation.
- Existing knowledge of/relationships with UK trusts and foundations.
- Comfortable using databases/CRM systems and AI tools
- Experience of using fundraising databases or prospect research tools (e.g. Funding Central, Funds Online)
- Knowledge of GDPR and best practice in fundraising compliance (Fundraising Regulator Code of Practice).

### **Terms & Conditions**

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- Salary: £15,000 (£30,000 FTE)
- Hours: 2.5 days/17.5 hours – some flexibility around evening/weekend work may occasionally be required
- Annual leave: 14 days paid equivalent
- Pension: Nest
- Probationary period: 6 months

The Park Centre is committed to equality of opportunity and welcomes applications from all sections of the community.