



**Job title: Trusts and Partnerships Officer**

**Job type: Full Time, Office based with the flexibility of some home working**

**Main purpose of the job: To maximise the generation of funds for KidsOut.**

**Responsible to: Chief Executive Officer**

**Location: Leighton Buzzard office**

Please note, we are actively seeking candidates for this vacancy and will be conducting interviews throughout the duration that the role remains open. Due to the ongoing interview process, we reserve the right to close the position earlier than the specified deadline. We encourage interested applicants to submit their applications as soon as possible to ensure consideration.

### **Background**

KidsOut's core mission is to bring fun and happiness to some of the UK's most vulnerable, forgotten and disadvantaged children. We do this by providing joy filled experiences, practical and emotional care, and facilitating transformative educational initiatives that empower each child to overcome adversity, unlock their full potential, and flourish in a nurturing and inclusive environment.

Our primary remit is to support children fleeing domestic abuse to the safety of a Women's Refuge by providing essential assistance to those who have been directly affected or displaced. These children have often experienced harrowing and sudden changes in their young lives, and we aim to offer comfort, joy, and a sense of normalcy as they embark on the journey of rebuilding their lives following this childhood trauma. Our support is not however, restricted to just this group of vulnerable children, but to all children from the most marginalised and disadvantaged communities right across the UK,

Established in 1999, KidsOut has a small team of staff while utilising thousands of volunteers around the UK to achieve its core mission: to bring fun and happiness to those children who need it most. Based in Bedfordshire, KidsOut provides its services nationally to over 70,000 children a year, mainly through the provision of fun days out and Toy Boxes for children fleeing domestic violence in a refuge or safe house but also through our world stories, sensory units, mental health programmes and many other wellbeing projects to help as many children we can.

### **Job Description**

To systematically grow a pipeline of support from trusts and foundations and lead on development of formal applications for Corporate Partnerships. You will help to manage the charity's portfolio of trust supporters, involving research, bid-writing and meeting monitoring requirements, plus face-to-face meetings when necessary.

While you will focus on grants from charitable trusts, there will also be the chance to learn more about other areas of KidsOut's fundraising (particularly our established corporate relationships), so is a wonderful opportunity for someone who wants to develop their fundraising career in a fast-growing charity that is impacting the lives of thousands of children across the UK.

Your work will contribute to developing a robust pipeline of income from charitable trusts and corporate foundations with the potential to support a range of KidsOut projects. You will identify and develop compelling applications to secure funding through various funding sources and contribute to the financial team target.

Although we are a National Charity the KidsOut fundraising team is small, so we are seeking a flexible enthusiastic colleague who will contribute to the wider success of the charity by supporting colleagues across the organisation by attending and participating at some of our fundraising and service delivery events.

**Key Duties:**

- You will write compelling and successful funding applications to Charitable Trusts, Statutory funds and other grant making organisations
- You'll keep up to date on the UK grant funding market and trends
- You'll build and maintain grants and partnership pipeline, seeking out new prospects and opportunities to support existing and new projects.
- You'll ensure compliant and organised information filing on SharePoint and CRM to facilitate access to relevant information for colleagues and ensure smooth collaboration.
- You'll produce and update internal income generation reports
- You'll work flexibly, adapting to rapid changes and opportunities  
Support volunteers and interns within the Grants and Partnership fundraising team
- Work across teams to develop projects and align with funders criteria
- You'll collaborate across fundraising, sharing ideas, learnings and encouraging creativity and innovation
- You'll be prepared to represent the team at workshops and events as required (may require occasional evening/weekend work)
- You'll assist the Fundraising Team with other fundraising appeals/events when necessary
- Comply with all current charity law and data protection legislation (i.e. GDPR) and ensure that the Code of Fundraising Practice, as stipulated by the Fundraising Regulator and best practice is adhered to.

**Other Duties:**

- You'll encourage good working relations with other departments.
- You'll keep abreast of the latest technologies and growing trends to aid the charity in improving its funding.
- Support selected champions (including first aid, fire marshal etc) in all activities and responsibilities as appropriate.
- To assist with activities beyond the normal role as required.

**Key Interactions**

- CEO, Management Team, Children's Services, Fundraising, Finance, Trustees

## Person specification

### Experience, Knowledge and skills

- Knowledge and understanding of Trusts and Charity Partnerships Key issues and opportunities
- Effective written communication skills – able to write and produce compelling fundraising proposals and reports to influence others successfully.
- Experience in grant/bid writing or relevant transferable skills
- Organisational skills to plan, manage and prioritise your workload, manage your own time and meet deadlines under pressure.
- Competent IT skills, including Microsoft Office, Outlook and PowerPoint
- Strong research and analytical skills
- Reporting and budgetary knowledge to support your input into annual budget plans and monthly reporting requirements

### Personal qualities / other

- Pro-active and self-motivated
- Ability to work independently and as an effective team player who enjoys building relationships.
- Excellent interpersonal skills to operate and negotiate successfully with colleagues and external stakeholders at all levels.
- Flexible and adaptable to a variety of tasks
- Uphold the highest standards of integrity, transparency and confidentiality
- Commitment to KidsOut's mission and aims

### Additional Details

**Salary:** £30-£32k per annum  
**Base:** Leighton Buzzard, Bedfordshire with some flexibility for Hybrid working.  
**Hours:** 37.5 Monday-Friday  
**Benefits:** 25 days annual leave + all UK Bank Holidays  
Bright HR benefits + Pension

### How to Apply

Please apply by submitting a copy of your CV and a covering letter highlighting your suitability for the position and email to: [sara.williams@kidsout.org.uk](mailto:sara.williams@kidsout.org.uk)

Closing date for applications: Rolling

More information on the charity is available at [www.kidsout.org.uk](http://www.kidsout.org.uk)