

OUR TIME CHARITY

Recruitment Pack

2026

When a parent has mental health problems it changes their child's world too. Around 4 million UK children are in this situation yet many go without the support they need...

We're here to put that right

OUR TIME CHARITY

Job description

Job Title: Fundraising Officer
Reporting To: CEO
Location: Remote (UK-based)
Hours: 3 Days per Week
Contract: 12-month fixed term contract
Rate of Pay: £30,000 pro rata (£18,000 actual)

Background

Our Time Charity is a UK mental health charity specialising in early help and preventative support for children and families affected by parental mental health difficulties. Our work sits at the intersection of mental health, children's social care and early intervention, ensuring families receive timely, adequate support before needs escalate.

We work closely with local authorities, children's services, early help teams, Family Hubs, ICBs and VCSE partners to design and deliver services that improve outcomes for children, strengthen families, and reduce pressure on statutory services. Our approach is evidence-informed, rooted in lived experience, and aligned with safeguarding, early help and mental health priorities.





About the role

This is a unique opportunity to help transform the lives of children and families across the UK through our pioneering KidsTime Workshops and wider programme of work.

As our Fundraising Officer, you will grow income from trusts and foundations and individual giving. Combining strategic thinking with hands-on delivery, you will quickly understand Our Time, build on previous fundraising successes, secure smaller grants at pace and develop longer-term income through high-quality proposals, challenge events, donor stewardship and digital fundraising.

Your week might include:

- Researching and identifying suitable trusts, foundations and other funding opportunities
- Writing high-quality, persuasive proposals for projects and core costs
- Stewarding individual donors and building strong relationships with grant-makers and supporters
- Developing challenge events and supporting participants to maximise fundraising and engagement
- Identifying and testing digital fundraising opportunities, campaigns and donor journeys

No two days are the same – and that's part of the joy of working with us. We offer trust-based, flexible working, and all non-delivery staff are encouraged to regularly visit a KidsTime Workshop to connect directly with our mission and impact.

Key responsibilities

Trusts and Foundations

- Research and identify suitable trusts, foundations, and other funding opportunities, maintaining a clear pipeline and application calendar
- Write high-quality, persuasive proposals for project and core cost funding
- Secure smaller grants quickly in the first months to build early momentum
- Develop and submit longer-term, higher-value applications to grow sustainable income
- Build and maintain strong relationships with grant-makers, including timely reporting and updates

Individual Giving and Donor Stewardship

- Steward individual donors to deepen engagement and encourage continued support
- Ensure donors receive prompt thanks, regular updates, and a positive supporter experience
- Support regular giving and other individual giving initiatives
- Maintain accurate donor records in line with GDPR and Fundraising Regulator standards

Challenge Events

- Develop and promote a programme of challenge events to raise income and awareness
- Recruit and support participants with guidance, fundraising ideas, and resources
- Maximise participants' fundraising and ongoing engagement with the charity

Digital Fundraising

- Identify, test, and evaluate digital fundraising opportunities and campaigns
- Develop and improve online donor journeys and giving pages
- Work with colleagues to create compelling content, including stories from KidsTime Workshops

Strategy, Planning, and Reporting

- Build on previous fundraising successes and develop a clear understanding of the charity's mission, impact, and programmes
- Contribute to the fundraising plan and income targets for the year
- Monitor and report on income, pipeline, and performance against targets
- Keep accurate records of applications, outcomes, and learning

Collaboration and Compliance

- Work closely with colleagues to develop strong funding proposals and donor communications that accurately reflect Our Time's work and impact.
- Ensure all fundraising activity is ethical, compliant, and consistent with charity policies

From silence to support

"When I was told as a child that my mum was in hospital, I was also told it wasn't her fault. But I couldn't understand why it ever would be her fault that she was in hospital - or mine either, which I was also reminded of daily. The topic of mental illness was, and remains to this day, a taboo subject for the adult world. But kids don't understand taboo, so I was left wondering about the weird behaviour, and sudden absence, of my mum.

Why had she spent all day in her room? Why, when I came in to give her a hug and turn the light on, did she shout and throw things at me? Why, one afternoon on the drive back from school, did my dad tell me she had been taken away in an ambulance, that she wasn't well? And why was I not able to visit her?

I have always put a guard up when it comes to discussing my mum's illness and the effect it's had on me. To an extent, I've always had to - the stigma surrounding mental illness makes it that much harder to have open conversations about it. Unfortunately, the responsibility of its awkward nature is too often directed back onto the person struggling. From a young age, I trained myself to make light of my situation, to not make the other person feel uncomfortable, to not engage too emotionally with my experiences, for fear of scaring people off.

It wasn't until I started going to Our Time's KidsTime Workshops when I was nine that I learned my mum's illness had a name - bipolar disorder - and I understood that I was a young carer. Finally, the experiences that I had been struggling with internally, holding a confusing sense of shame that I didn't properly understand, were normalised - and shared by the children and families around me.

I'm now 19 years old, in my first year at university, and I'm not sure I would be here had it not been for the support I eventually received as a child. But there are so many other children in this country who deserve to have been given the same opportunities that I have - to be listened to, and to have a place that is just for them, where they get a break from the responsibility of having a parent struggling with a mental illness."



Person specification



Essential Experience and Skills:

- Charity-sector fundraising experience with a demonstrable track record of securing income, particularly from trusts, foundations and/or individual giving.
- Strong research and prospecting skills, with the ability to identify appropriate funding opportunities and build and manage a healthy pipeline.
- Excellent written and verbal communication skills, including the ability to produce persuasive, high-quality funding proposals, donor communications and reports.
- Experience of individual giving and supporter engagement, ideally including donor stewardship, challenge events, appeals or donor journeys.
- Understanding of digital fundraising, with the ability to identify and test online fundraising opportunities and campaigns.
- Strong financial understanding, including developing proposal budgets, income forecasting, KPIs and funder reporting.
- A results-focused approach, with the ability to prioritise effectively, move opportunities forward quickly, secure smaller grants at pace and deliver against targets and deadlines.
- Strong organisation and attention to detail, with the ability to manage multiple opportunities and relationships at different stages.
- A proactive, energetic and collaborative approach, with the initiative to develop a clear strategy, learn quickly, build on previous successes and work closely with the wider team.

Most importantly, we are looking for someone who aligns with Our Time's mission and values: collaborative, solutions-focused, and motivated to improve outcomes for children and families. You will bring warmth, professionalism and credibility to external relationships and be motivated by impact as well as income.

As a small organisation, we value initiative, sound judgement and personal responsibility. In return, you will be part of a supportive, friendly team where your expertise and ideas are genuinely valued.

We are fully remote and meet in person approximately 2–3 times per year at UK locations accessible by public transport.

Application process

To apply for the role, please complete the Our Time Application Form and upload here.

Closing Date: 6th December 2026

Early applications are encouraged. We reserve the right to close the advert sooner if we receive sufficient suitable applications.

Interview Date: Wednesday 16th December 2026

Promoting Diversity

Our Time Charity recognises the benefits of having a diverse workforce and strongly encourages candidates from all identities and backgrounds to apply for this position. All applications will be considered reasonably, transparently and without bias.

Adjustments for Candidates

We believe in supporting all candidates to perform to the best of their abilities throughout the interview process. Our Time is committed to making reasonable adjustments to meet the needs of disabled candidates and those candidates with caring responsibilities.

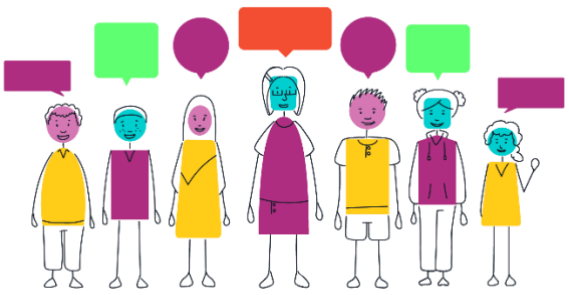
We recognise and celebrate diversity at Our Time, and if you wish to discuss any adjustments you may need during the interview process, please contact recruitment@ourtimecharity.org.uk

Safer Recruitment

All positions are offered subject to meeting the following conditions:

- Proof that you are eligible to work in the UK
- Satisfactory references covering the past five years

Our Time is committed to safeguarding and promoting the welfare of children and young people, and successful candidates will be subject to an Enhanced DBS check.



THANK YOU

FOR YOUR INTEREST

OUR TIME CHARITY

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