

Job Description and Person Specification: Trusts and Foundations Lead

Job title: Trusts and Foundations Lead

Responsible to: Director of External Affairs

Hours: Part-time (10.5hrs per week)

Salary: Aligns to Institute's Salary Bandings

Working pattern: Primarily within core business hours.

Location: Remote, hybrid or office based.

Working relationships: Part of the External Affairs team. Also works collaboratively with all other teams within the Institute.

BACKGROUND

The Epilepsy Research Institute serves as the central hub for the epilepsy research community. Our mission is to radically advance research into the causes, prevention and treatment of epilepsy and associated conditions. The Institute aims to strengthen the epilepsy research ecosystem by driving strategic investment and developing partnerships and collaborations between academia, the NHS, industry, funders, patent groups and people affected by epilepsy. Central to everything we do is a culture of advocating and actioning research priorities.

Underpinning our strategy are six themed research programmes, with a task force group led by leading UK scientists and clinicians. These research themes are driving a programme to secure large-scale research investment which will feed into an overall roadmap for research into epilepsy.

The Institute is building an ecosystem that will attract the best researchers, foster an ambitious and inclusive culture of collaboration and enable research into epilepsy to flourish.

JOB PURPOSE

The Trusts and Foundations Lead plays an important role in securing grant income from trusts, foundations and statutory funders to support the Epilepsy Research Institute's mission. Working as part of the External Affairs team, the post holder will identify and pursue funding opportunities, develop compelling applications and manage funder relationships and reporting requirements. This role requires a confident and experienced trusts fundraiser with excellent written communication skills and the ability to work independently and manage their own workload effectively.

KEY RESPONSIBILITIES

Trusts and Foundations Fundraising

- Research, identify and develop a pipeline of trust and foundation opportunities that align with the Institute's strategy and priorities.
- Prepare compelling funding applications, cases for support and proposals tailored to individual funders.
- Manage all aspects of the application process, including gathering information from colleagues across the Institute and ensuring submissions meet funder requirements.
- Manage ongoing funder relationships, ensuring timely and high-quality reporting and compliance with grant conditions.
- Maintain accurate records of applications, outcomes and reporting deadlines using the Institute's CRM system.
- Monitor the trusts and foundations funding landscape to identify new opportunities and sector trends.
- Work closely with the Research Team to develop fundable project ideas and gather the information needed to support applications.

Processes and Procedures

- Ensure all fundraising activity complies with the Fundraising Regulator's Code of Fundraising Practice and relevant charity law.
- Contribute to income tracking and forecasting for the trusts and foundations pipeline.
- Provide regular updates on activity and income progress to the Director of External Affairs.

General

- Assist with other external affairs-related tasks as required by the Director of External Affairs.
- To be an integral member of the External Affairs team and work collaboratively with other Institute teams.
- To maintain a strict code of confidentiality at all times in relation to your work.
- To comply with all aspects of Health & Safety responsibilities.
- To undertake any other duties as reasonably requested as part of your role.

This job description is not intended to be an exhaustive list of duties and responsibilities and will be reviewed and updated as the needs of the Institute evolve.

PERSON SPECIFICATION

	Essential (E) or Desirable (D):	
Qualifications: - Educated to degree level or equivalent experience - Relevant post-graduate qualification - Membership of a relevant professional body (e.g. CIOF)	E D D	
Experience: - Minimum of two years' experience in a trusts and foundations fundraising role - Proven track record of creating compelling funding applications and proposals - Experience of managing funder relationships and reporting requirements - Experience of working within the charity or research sector - Experience of working with CRM databases to manage pipelines and contacts	E E E D D	
Skills and knowledge: - Excellent written communication skills, with the ability to produce persuasive and well-structured funding applications. - Confidence in working with CRM databases. - Knowledge of fundraising regulations and best practices.	E D E	
Personal competencies: - Self-motivated, with the ability to work independently - Effective team player - Ability to meet tight deadlines and work under pressure - Ability to maintain confidentiality and handle sensitive information with integrity - Strong attention to detail	E E E E E	

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