



**TRUSTS & GRANTS FUNDRAISER
PORTSMOUTH AND HOME WORKING
PART TIME (3 DAYS PER WEEK, NEGOTIABLE)
SALARY £25k FTE (DEPENDING ON EXPERIENCE)**

Tall Ships Youth Trust (TSYT) is a youth development outdoor learning charity which has been improving the skills and life chances of disadvantaged young people since 1956.

We envision a world where all young people strive to create better outcomes for themselves and for their communities. To do this, out on the ocean we empower young people to realise their true potential, supporting them on their journey to adulthood and for some, into volunteering and careers in the maritime sector and the blue economy.

Utilising our fleet of four 72ft Challenger yachts and a 55ft ketch, we were able to support more than 1,200 young people last year. 80% were from disadvantaged backgrounds; 40% were female; and 25% identified as belonging to the global majority. Our aim is to significantly increase the numbers we support over the next few years.

An exciting opportunity has arisen for a part time Trusts & Grants fundraiser to join our small, hardworking team.

The role holder will contribute towards achieving our ambitious yearly income target by helping to maintain our well-established Trusts & Grants portfolio, as well as identifying new funding opportunities as we seek to grow and diversify this income stream.

Responsibilities will include developing and submitting winning funding proposals, reporting on funds spent, and excellent stewardship. The role will form part of the Fundraising, Digital and Marketing team, and will sit alongside our current Trusts & Grants Fundraiser, supported by the Head of Fundraising and Marketing.

The ideal candidate will have experience in successful Trusts & Grants income generation, including report writing and demonstrating the impact of funding. They will need excellent written skills, communication skills and good attention to detail.

Our intention is for this role to be covered for three days a week, but the successful candidate will have the opportunity to negotiate their preferred working pattern.

If you're passionate about helping young people to redefine their horizons, and this role feels like a good fit for you, we'd love to hear from you!

WHAT WE CAN OFFER YOU

- Flexible, hybrid working
- 25 days annual holiday entitlement (pro rata), increasing with length of service, plus bank holidays (pro rata)
- An additional paid 30-minute wellbeing break per 7.5hr day
- Death in service insurance
- Opportunities to spend time on the vessels

ROLE

Job Title: Trusts & Grants Fundraiser
Reporting to: Head of Fundraising and Marketing
Hours: Part time (3 days per week, negotiable)
Location: Flexible, hybrid working offered
Salary: £25,000 FTE (depending on experience)

MAIN PURPOSE

To support our Trusts & Grants Fundraiser in growing TSYT's annual income from grant making trusts and foundations, in order to support the delivery of the Trust's mission.

KEY RESPONSIBILITIES AND DUTIES

1. Research and identify new funding opportunities, and, in agreement with the Head of Fundraising and Marketing, apply as appropriate.
2. Create end of grant reports for funders, to demonstrate the impact of their funding. This will include collating voyage feedback and sourcing relevant photos. .
3. Assist the existing Trusts & Grants Fundraiser with managing a rolling calendar of 1000+ existing and potential funders, to ensure sufficient applications and impact reporting are always in progress to achieve the income target.

OTHER DUTIES

1. Work closely with the existing Trusts & Grants Fundraiser to achieve a co-ordinated approach to developing and maintaining opportunities and funder relationships.
2. Recognise when support and engagement is required from the wider delivery team, and to facilitate this as required.
3. Work as part of a small but close-knit fundraising and marketing team and provide support as and when needed.
4. Update and maintain the fundraising databases and action calendar to track all applications made, income received and reporting deadlines.
5. Stay up to date with best practice and new areas of opportunity within the sector.
6. Support with fundraising events and engagement opportunities as needed (with the possibility of some travel and evening/weekend work required).
7. Any other tasks as requested by the line manager

PERSON SPECIFICATION

SKILLS AND EXPERIENCE

A proven track record of securing funding from trusts and foundations and experience with the stewardship of donors is desirable, although training and support will be given. Exceptional written skills are essential as the role-holder will be helping to shape our funding applications and 'end of grant' reporting. We are looking for someone proactive with a keen eye for detail and good administrative skills. The ability to prioritise your workload is a must.

KEY SKILLS

1. Exceptional verbal and written skills, with a clear and concise writing style.
2. Excellent organisational and administrative skills.
3. The ability to understand the giving criteria of potential funders and present new funding opportunities.
4. High level of accuracy, attention to detail and record keeping.

PERSONAL CHARACTERISTICS

1. Proactive with the ability to prioritise workload.
2. Good interpersonal skills.
3. Good team player.
4. Passionate about supporting vulnerable young people and making a difference to society.
5. Basic understanding of sailing and the enthusiasm to learn more.

KEY RELATIONSHIPS

- Head of Fundraising and Marketing
- Trusts & Grants Fundraiser
- Existing and potential funders
- Youth Development and Outdoor Learning team
- Wider Fundraising, Digital and Marketing team

HOW TO APPLY

Please send a copy of your CV along with a covering letter describing your motivation for applying for the role and the extent to which you meet the skills and experience required, to ali.renn@tallships.org.

The closing date is Friday 2nd August, with interviews arranged soon after.

Tall Ships Youth Trust recognises the positive value of diversity and is committed to creating a diverse and inclusive team. We encourage applications from all suitably qualified or experienced individuals, regardless of their race, gender, biological sex, disability, religion/belief, sexual orientation or age, and would actively encourage individuals with lived experience reflective of the young people we support to apply.