

JOB DESCRIPTION

Job Title:	Nations Trusts and Foundations Officer
Responsible to:	Head of Fundraising
Location:	20 Great Dover Street, London, SE1 4LX / Hybrid Working
Department:	Income Generation and Communications
Contract:	Full Time – 35 hours / Permanent
Salary:	£32,682 inclusive of ILWA
Date updated:	June 2025

Introduction

Carers UK is the leading national charity for unpaid carers. Our support, advice, information and campaigning work are now needed more than ever, as unpaid carers are providing more and more care, adversely impacting on their own health and wellbeing. We exist to make life better for carers and bring about lasting change.

We are looking for a proactive and organised Trusts and Foundations Officer to raise income from charitable trusts) that support core activity in the nations. You'll play a vital role in identifying, applying to, and stewarding trusts that provide budget-relieving funding for our work in Carers Scotland, Carers Wales, and Carers Northern Ireland.

In this role, you'll do more than raise funds — you'll help drive change. By securing vital support for our devolved nations' teams, you'll be enabling policy influence and practical support that makes life better for unpaid carers in Scotland, Wales and Northern Ireland. You will work directly with the Director of Devolved Nations as well as the Head of Fundraising and regularly collaborate with colleagues across the UK.

Job Description

Main Responsibilities

- Identify and research charitable trusts and foundations in Scotland, Wales and Northern Ireland that align with Carers UK's core work in each nation.
- Lead on writing and submitting high-quality, funding applications with a focus on securing flexible and budget-relieving grants.

- Build and maintain strong relationships with funders through regular communication, updates and appropriate stewardship.
- Coordinate the preparation of timely, accurate and engaging grant reports, ensuring funder requirements are met and internal colleagues are supported in supplying relevant updates.
- Maintain accurate records of all funding activity on the CRM system, ensuring full compliance with GDPR.

Internal Collaboration and Support

- Work directly with the Director of Developed Nations and closely with colleagues in Carers Scotland, Carers Wales, and Carers Northern Ireland to understand their funding needs and priorities.
- Liaise with finance and policy teams to ensure accuracy and clarity in budgets, reporting and case for support.
- Share learning and updates with the wider fundraising team, contributing to joint planning and coordination as needed.

General Responsibilities

- Monitor income performance against targets and produce regular pipeline reports by nation.
- Travel to each nation office at least twice a year.
- Attend relevant internal and external meetings, contributing to the wider objectives of the fundraising team.

Person Specification

Skills and Experience

Essential

- Proven experience of trust fundraising, with a track record of securing 5 figure grants.
- Strong written communication skills, including experience of crafting concise and compelling funding proposals.
- Excellent relationship management and stewardship skills.
- Strong organisational skills and the ability to manage multiple deadlines and priorities.
- Experience of using a CRM or fundraising database.
- Strong attention to detail and commitment to accuracy in reporting.
- A collaborative and proactive approach to working with colleagues across different teams and nations.
- Awareness of data protection principles and compliance with GDPR.

Desirable

- Knowledge of the charity and/or funding landscapes in Scotland, Wales and/or Northern Ireland.
- An understanding of unpaid carers and the issues they face.
- Experience working in a devolved or multi-location organisation.



Our Values

Carers are at the heart of everything we do. We are:

Attentive

- we welcome everyone and are always supportive and ready to help
- we listen carefully and respond with expertise and understanding.

Ambitious

- we're courageous and innovative, aiming high and seeking out new ideas and opportunities that take us forward
- we are always learning and improving, pushing boundaries to increase our impact.

Achievers

- we are passionate about what we do and tenacious in our pursuit of change
- we adapt to new challenges and are always striving for excellence
- we love to collaborate and enjoy working with others to reach our goals.

Diversity and inclusion

Carers UK is committed to becoming a diverse and truly inclusive organisation. We strive to create a workplace where our colleagues and volunteers can truly be themselves and feel like they belong and constantly seek to ensure all voices are heard.

To embrace this culture of diversity, our employee and volunteer recruitment should reflect our stakeholders and the society that we serve and support, regardless of age, race, gender, sexual orientation, physical abilities, disabilities or religious practices. We value individual diversity and are actively building diverse teams here at Carers UK and value our colleagues from a wide range of backgrounds.

As a membership charity for carers, we particularly seek employees and volunteers with a real understanding of the issues faced by carers. Reasonable adjustments can be made to the process and role dependent on the needs of the applicant.

Terms of Appointment

Salary: £32,682 inclusive of ILWA

Contract: Permanent – Full time

Location: London SE1 4LX (hybrid working)

Hours: 35 hours a week

Benefits

We understand what you need from us as an organisation and recognising that, offer you a rewarding role in a truly flexible and supportive culture and working environment with many attractive benefits. We've developed inclusive policies, flexible working arrangements with your wellbeing at the heart of Carers UK.

- A work life balance commitment with flexible working arrangements available in a truly flexible working culture
- A commitment to employee wellbeing
- 25 days holiday (plus bank holidays) rising to 28 days with long service
- An additional 3 days leave over Christmas and New Year when the office is closed



- A free Health Cash Plan including access to a confidential and unlimited 24 hours advice and support line, unlimited and confidential free GP access, a wellbeing app, cashback to set limits for dental, optical and other health treatments plus retail, gym membership and restaurant discounts
- Up to 10 days paid care leave
- Paid Special leave
- Organisational sick pay scheme
- Paid volunteer leave
- Equality, diversity and inclusion staff networking groups
- Recognition scheme including a values winner of the month
- 6% employer contribution to stakeholder pension scheme
- Loans for bikes when you have been with us for 6 months
- Family friendly inclusive policies
- Free life insurance cover 2 times your annual salary
- Central London location with excellent transport links, beautiful views of London and close to Borough Market
- Socials such as weekly quizzes and ad hoc events
- A commitment to staff learning and development plus access to a learning management system

We are proud to be an Employers for Carers and Carer Positive member and a Living Wage Employer. We have signed the 'Happy to Talk Flexible Working' initiative and are committed to building the best possible environment to help carers in the workforce. Carers UK have signed the Menopause Workplace Pledge, and have achieved the Disability Confident Commitment.

As a responsible organisation, we have taken a proactive approach to managing our impact by conducting an external eco-audit of the organisation. We already have an environmental and energy policy and together with the audit recommendations which we will be working to implement we will continue to work to manage our impact. We expect all employees to help us achieve our aim of being an environmentally responsible charity.

How to Apply

At Carers UK, we want our application process to be as accessible as possible. If you need any adjustments to apply, please email recruitment@carersuk.org.

The closing date for applications is Thursday, 24 July 2025

For an application pack please visit <https://www.carersuk.org/about-us/working-for-carers-uk>

Please email a CV, personal statement (no more than one side of A4) and completed monitoring form to recruitment@carersuk.org. Please send in your application as soon as possible. The information on the diversity monitoring form will be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application.

Carers UK anonymises all applications prior to shortlisting.

Carers UK reserves the right to appoint at any stage, should an outstanding candidate emerge.



Carers UK are actively interviewing for this role as we receive applications.

We may carry out online and social media checks before a formal offer is made.

We look forward to receiving your application.