

Job Description

Job Title:	Trusts and Foundations Manager
Responsible to:	Head of Fundraising
Location:	London, SE1 4LX / Hybrid
Department:	Income Generation and Communications
Salary:	£40,896 inclusive of ILWA
Contract:	Permanent / Full time / 35 hours a week
Date updated:	April 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 their own health and wellbeing. We exist to make life better for carers and bring about lasting change.

We have an exciting opportunity to join our dynamic and high-performing Fundraising Team to lead and drive our trusts and foundations strategy. This is an essential and well-developed income stream for Carers UK, and one that we recognise has even further potential.

This role is ideal for someone with a strong understanding of trust fundraising who is looking to take the next step in their career by leading strategy development and delivery for this vital income stream.

Job Description

Main Responsibilities

Strategic Development

1. Develop and implement a strategy to secure and grow income from charitable trusts, National Lottery, and statutory bodies, aligned with Carers UK's overall fundraising and organisational goals.
2. Create and deliver an annual work plan to achieve income targets, focusing on multi-year, high-value grants and strategic partnerships.

Trust fundraising

3. Proactively identify and pursue funding opportunities from charitable trusts, corporate foundations, National Lottery, and statutory bodies, tailoring each approach to funder priorities and deadlines.
4. Keep up to date with developments in statutory and foundation funding and ensure the organisation is well-positioned to capitalise on relevant opportunities.
5. Conduct detailed prospect research and prepare funding pipelines to support proactive and strategic bid planning.
6. Lead the development and submission of complex and large-scale funding applications, particularly multi-year bids, working with colleagues across the organisation to ensure proposals are strategic, evidence-led, and compelling.
7. Ensure effective stewardship of all funders through timely, compliant, and high-quality reporting, as well as through cultivation and engagement activities that support long-term partnerships.
8. Build and manage positive, productive relationships with funders through meetings, communications, and occasional events or visits.

Monitoring/Reporting

9. Plan and deliver accurate and engaging grant reports, coordinating input across teams and ensuring all reports are submitted to a high standard and on time.
10. Maintain accurate records of all income activity in the fundraising database and ensure GDPR compliance.
11. Provide regular performance reports to the Head of Fundraising and the Director of Income Generation and Communication, including income tracking, pipeline activity, and reporting schedules.
12. Keep informed on trends and developments within the trust and statutory fundraising landscape, sharing insights to support strategy and planning.

General

13. Promote equality and diversity and work in accordance with Carers UK's values, policies, and procedures.
14. Attend team meetings, organisation-wide events, and travel to external funder meetings as required.
15. Undertake any other duties reasonably required by the Head of Fundraising, commensurate with the level of the post.

Review

This job description gives an outline of the main duties of the post. It does not form part of the contract of employment and may be changed from time to time in consultation with the post holder.

Person Specification

Skills and Experience

- Proven experience of developing and submitting successful, high-value and multi-year funding applications to trusts, foundations, and statutory funders
- Experience of working cross-organisationally to gather input and produce complex fundraising applications and reports
- Demonstrable experience in strategic planning and budgeting within a fundraising function
- Excellent prospect research skills and the ability to build and manage a robust funding pipeline
- Deep understanding of the charitable trusts and statutory funding environment
- Strong relationship-building and interpersonal skills with the ability to confidently engage with funders and internal stakeholders
- Outstanding project management and organisational skills with the ability to manage multiple deadlines and priorities
- High level of accuracy and attention to detail
- Ability to think creatively and develop innovative, strategic fundraising approaches

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 being 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. We are committed to fostering an environment and working culture that celebrates and promotes diversity and inclusion.

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. We positively and actively welcome applications from everyone.

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: £40,896 inclusive of ILWA

Contract: Permanent – Full time

Location: 20, Great Dover Street, 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 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 paid days leave over Christmas and New Year when the office is closed
- Up to 10 days paid carers leave
- Paid Special leave
- Organisational sick pay
- Paid volunteer days

- Health Cash Plan including free access to a confidential 24-hour advice, information and support helpline; unlimited and confidential GP access; a wellbeing app; cashback to set limits for dental, optical and other health treatments plus retail discounts
- 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 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 including access to a learning management system
- Induction and buddy scheme

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 to discuss.

The closing date for applications is **Thursday 19th June, 4pm**

CV, personal statement and completed monitoring forms should be emailed to recruitment@carersuk.org. The information on the form will be treated as confidential and used for statistical purposes only. These forms will not be treated as part of your application.



Please send in your application as soon as possible. We look forward to receiving 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.