

Trusts and Grants Officer

Job Title:

Trusts and Grants Officer

Ref:

TG0464

Contract:

12-month fixed term, with a possibility to extend

Hours:

Full time – 37 hours per week

Salary:

£28,000 – £30,000 per annum, depending on experience

Location:

The role is offered on a hybrid basis with attendance required 3 days per week at the Penny Brohn UK National Centre in Pill on the outskirts of Bristol

About Us

Penny Brohn UK is the cancer health and wellbeing charity. We help people feel better in mind, body and spirit by offering support through our team of cancer support experts (which includes doctors, nutritionists, counsellors and exercise therapists).

Penny Brohn UK helps people with cancer to feel more physically and emotionally able to manage the impacts of their diagnosis and treatment, be more in control of their choices and have the best quality of life possible. By making our services freely available, our aim is for all people with cancer to be able to access the high-quality support they need.

The role

We are excited to be recruiting a new **Trusts and Grants Officer** and are seeking to appoint an experienced and proactive individual to manage our small to mid-trusts and grants portfolio applying for grants of c. £5,000 to £15,000. Additionally, they will help achieve the trusts and grants strategy alongside the Trusts and Grants Manager.

This is an important role in our High Value Fundraising Team, reporting to the Trusts and Grants Manager. The postholder will develop strong funder relationships, create high-quality applications and reports, practice strong stewardship, and practice thorough prospect research to grow their pipeline and maximise long-term support.

The individual we are looking for will:

- Have a proven track record of securing grants from trusts and foundations or equivalent education/experience in persuasive writing.
- Be confident in writing persuasive, high-quality funding applications and reports or equivalent.
- Bring strong project management and relationship-building skills, with the ability to grow and manage prospects.
- Be a team player with excellent communication skills, able to collaborate across functions and represent Penny Brohn UK externally with professionalism and passion.
- Have strong organisational skills to ensure timely applications and reports and maintain neat tidy internal systems and record-keeping.

- Be highly motivated and proactive, with a commitment to delivering excellent funder experiences and upholding the mission and values of Penny Brohn UK.

In return for your hard work and dedication you will enjoy a wide variety of benefits including:

30 days holiday plus 8 bank holidays

Beautiful workspace in a semi-rural location on the outskirts of Bristol with free onsite parking

Subsidised lunch, freshly prepared onsite in the Penny Brohn kitchen

Flexible and hybrid working

Enhanced sick pay after six month's service

Auto enrolment into the Penny Brohn UK pension scheme

Free Life Assurance

Family friendly policies with enhanced maternity and paternity leave after one year of service

Specsavers Corporate eyecare test

Cycle to work scheme

Access to subsidised wellbeing at the Penny Brohn UK National Centre

Application Process

To apply for this position, please send your CV along with a supporting letter to jobs@pennybrohn.org.uk (quoting job reference in the subject line). Your covering letter must demonstrate why you are interested in the position, how you meet the criteria detailed in the job description and person specification and what it is that you can bring to the role. Unfortunately, CVs submitted without a supporting letter will not be considered.

If you would like an informal chat with the hiring manager before applying, or for queries, please contact the HR department at the same email address.

Thank you for considering Penny Brohn UK, we look forward to hearing from you!

For further details with regards to the role, please see the attached job description.

Timetable for appointment

Closing date: Monday 7 September at 5.00pm

Interview date: Wed 16 & Thurs 17 September at the Penny Brohn UK National Centre

Start date to be agreed upon appointment with successful candidate

At Penny Brohn UK, we are committed to promoting equality, diversity, and inclusion throughout the organisation. We are proactively taking action to support EDI and Wellbeing to support our ethos of creating a diverse culture that is reflective of both our employees and the lived experience of all communities touched by cancer. We welcome applications from individuals from all backgrounds regardless of age, gender, gender identity, gender expression, ethnicity, sexual orientation, faith or disability.