

Job Description

Job Title: Trusts and Grants Officer

Date prepared: August 2026

Location: Penny Brohn UK National Centre in Pill with hybrid working available.

Main purpose of job The Trusts and Grants Officer will make a significant contribution to the trusts, foundations, and grant-making programme, working within the High Value Fundraising Team and reporting to the Trusts and Grants Manager.

This role is responsible for helping achieve the trusts and grants strategy that aligns with the wider organisation strategy in collaboration with the Trusts and Grants Manager. The postholder will manage the small to mid-trusts and grants portfolio applying for grants ranging from c. £5,000 to £15,000. The postholder will develop strong funder relationships, create high-quality applications and reports, practice strong stewardship, do thorough prospect research to grow their pipeline and maximise long-term support.

Reporting to: Trusts and Grants Manager

Relationships:

This role requires strong relationship-building skills with funders, prospects, and internal stakeholders, and the ability to represent Penny Brohn UK confidently and professionally at all levels.

The Trusts and Grants Officer will work collaboratively with colleagues across the Fundraising and Communications Team to maximize the fundraised income for Penny Bohn UK.

They will also work collaboratively across the organisation with the Services, Finance, and Impact and Evaluation Team. Proactive collaboration across the organisation is essential, along with a sensitive, client-centred approach in all interactions with supporters, volunteers, clients, and their families. The needs of the client will remain central to everything you do.

Main duties

- Manage the small to mid-trusts and grants portfolio applying for grants of c. £5,000 to £15,000, ensuring high-quality submissions, timely reporting, and effective stewardship of funders.

- Maintain strong relationships with existing funders through tailored stewardship plans and timely reporting.
- Identify and cultivate new sources of funding for the portfolio through prospect research and engagement.
- Support and advise the Trusts and Grants Manager on higher-value applications and strategic work, serving as their key liaison for all Trusts and Grants functions.
- Maintain excellent internal systems within the Raiser's Edge/NXT CRM system to track deadlines, applications, reporting cycles, and communications, ensuring accuracy and strategic oversight of their pipeline.
- Collaborate with the Trusts and Grants Manager to utilise forecasting models and phased income projections to help set area targets and measure performance against KPIs.
- Work collaboratively with the wider Fundraising and Communications team to ensure alignment and collaboration.
- Contribute to a culture of innovation, testing and learning, and continuous improvement in fundraising practice.
- Represent Penny Brohn UK professionally and passionately to external stakeholders, acting as a brand ambassador at all times.
- Carry out other duties as may be reasonably required by the Trusts and Grants Manager.

Person Specification

Skills, Knowledge and Experience (E= essential; D=Desirable)

- Proven track record of securing grants from trusts and foundations or equivalent education/experience in persuasive writing. (E)
- Skilled at writing persuasive, high-quality funding applications and reports or equivalent. (E)
- Excellent written and verbal communication skills, with a variety of stakeholders. (E)
- Strong project management and organisational skills, with good attention to detail using a CRM (or equivalent) to track and manage funder engagement. (E)
- Experience working collaboratively with internal stakeholders and cross-functional teams. (E)
- Familiarity with Raiser's Edge/NXT or similar fundraising CRM. (D)
- Financial aptitude in creating grant budgets and responding to grant makers' financial queries. (D)
- Understanding of charity law, GDPR, and ethical fundraising practices. (D)
- Experience working within a health or wellbeing charity. (D)

Personal Attributes and Competencies (E=essential; D=Desirable)

- Highly organised, with the ability to manage multiple priorities and deadlines. (E)
- Excellent attention to detail and a commitment to high-quality funder experiences. (E)
- Willingness to work occasional evenings and weekends to support fundraising events or donor engagement. (E)
- Strategic thinker with a creative approach to problem-solving. (E)
- Self-motivated, proactive, and confident in working independently. (E)
- Innovative and open to creating and supporting new ideas. (E)
- Friendly, personable, and outgoing with strong relationship-building skills. (E)
- Empathetic and relationship-focused, with a strong understanding of funder motivations. (E)
- Passionate about Penny Brohn UK's mission and committed to upholding its values. (D)

This job description is not exhaustive and will be reviewed, in consultation with the postholder, from time to time and amended in the light of the changing needs of the Charity.