



ROLE PROFILE

Post: Trusts and Grants Manager

Hours: part-time; 30 hrs per week

The nature of this role will require working flexibly across the week, including some evening and occasional weekend working.

Salary: £32,000 - £35,000 FTE (pro-rata) dependent on experience

Location: Carlisle Youth Zone (CYZ)

Main Purpose:

As part of the Fundraising and Development Team, the Trusts and Grants Manager plays a vital role in securing and stewarding significant grant income from trusts and foundations to support Carlisle Youth Zone's sustainability and long-term impact. The role focuses on identifying, developing and managing high-value funding opportunities, building a strong pipeline of multi-year support and translating the charity's outcomes, data and ambition into compelling funding applications.

We welcome applications from people with transferable experience in areas such as bid writing, research, commissioning, policy, evaluation or other roles requiring strong written, analytical and stakeholder management skills.

As the charity continues to grow and respond to the evolving needs of Carlisle's young people, this role is central to ensuring that our programmes are well-resourced and sustainable. We are seeking someone with strong writing skills, analytical thinking and a commitment to partnership working, who can collaborate across the organisation to secure funding that matches the scale of our ambition for the next generation.

Main duties:

- Secure both restricted and unrestricted grant income to support the long-term sustainability and growth of Carlisle Youth Zone
- Lead the development and submission of high-value trust and foundation applications, typically seeking awards of £30,000+ per annum, with a strong focus on multi-year funding
- Create compelling, high-quality funding applications rooted in robust data, clear outcomes and strong evidence of need and impact
- Work closely with the Impact Manager to identify, interpret and present credible impact data to strengthen funding bids

- Research, develop and manage a pipeline of prospective funders, using intelligence from a range of sources including networks, sector insight and funder research
- Accurately record trust and foundation activity on our database (Salesforce), including applications, decisions, reporting deadlines and income forecasting
- Collaborate with delivery teams to ensure a clear understanding of grant conditions, outputs and contractual obligations arising from successful funding bids
- Work with colleagues across Delivery and Finance teams to gather evidence, monitor spend and demonstrate compliance, ensuring funds are used appropriately and in-line with funder expectations
- Provide excellent stewardship to funders through timely reporting, relationship management, visits to CYZ and ongoing communication, with the aim of securing long-term funding relationships
- Ensure all trust fundraising activity complies with fundraising regulations, codes of conduct and best practice, upholding Carlisle Youth Zone's values and reputation at all times.

PERSON SPECIFICATION:

| Attribute | Criteria |
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| Knowledge & Experience | Experience of securing income from trusts, foundations and/or statutory funders, or equivalent experience in bid writing, commissioning or funding applications. |
| | A track record of developing and managing high-value funding bids, ideally £30,000+ and/or multi-year awards |
| | Experience of working with complex information, data or evidence to develop persuasive written cases for investment or funding |
| | Experience of managing a pipeline of funding opportunities, from prospect research through to submission and decision |
| | Experience of grant management, including reporting against outcomes and demonstrating appropriate use of funds |
| | Experience of working collaboratively with colleagues across different teams, such as delivery, finance and senior leadership |
| | Knowledge of fundraising regulations, codes of practice and responsible fundraising principles |
| Skills & Abilities | Excellent written communication skills, with the ability to produce clear, persuasive and well-structured funding applications and reports |

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| | Strong research and analytical skills, with the ability to identify suitable funders and interpret funder criteria |
| | Ability to understand, analyse and present quantitative and qualitative data in a compelling and accessible way |
| | Highly organised with the ability to manage multiple applications, deadlines and reporting requirements |
| | Confident in using CRM systems (such as Salesforce) to record activity, track progress and forecast income |
| | Strong interpersonal skills, with the ability to build effective working relationships with internal colleagues and external funders |
| | Ability to work independently, take initiative and manage a varied workload |
| Personal Qualities | A strong commitment to Carlisle Youth Zone's mission and values, and a belief in the power of youth work to change lives |
| | A resilient self-starter with the drive to maintain momentum |
| | Non-judgemental and inclusive approach to work including maintaining ethical standards |
| | A flexible attitude to work and a willingness to contribute to a variety of duties to ensure the efficient and effective running of our charity |

This post requires us to complete an Enhanced DBS check with a Children's Barred List check.