

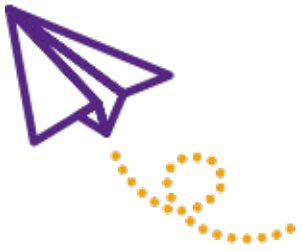


Trusts & Foundations Officer

Candidate Information

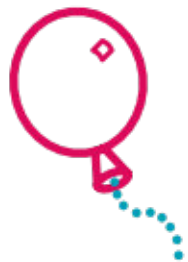
Polly Symondson Recruitment





Contents

- Introduction
- Job purpose
- Role responsibilities
- Person specification
- Terms of employment
- How to apply



Dear Applicant,

Thank you for your interest in Home-Start Oxford and in our Trusts and Foundations Officer role. I'm delighted that you are considering joining us.

Home-Start Oxford supports families with young children across central and West Oxfordshire who are facing some of life's toughest challenges. These can include mental health difficulties, illness, disability, multiple births, relationship stress, refugeehood, social or rural isolation, domestic abuse, addiction, debt, trauma and poverty. We know that difficulties in the earliest years of a child's life can have a lasting impact. Our support, offered at the right time, can change that trajectory.

Our fundraising team play a vital part in making this work possible. The Trusts and Foundations Officer will have the opportunity to work with a strong and varied portfolio of funders, helping to secure and steward the income that enables us to continue supporting families when they need us most.

You would be joining a small, supportive and committed staff team, alongside a wonderful network of volunteers. We care deeply about the families we support, and we work collaboratively, thoughtfully and with a strong sense of shared purpose.

If you are excited by our mission and think your skills and experience could help us build strong relationships with funders, we would love to hear from you.

Rachel Haydon

Development Manager



About us

Home-Start Oxford is a local charity supporting families with children under five through some of the most challenging times in their lives. Working with trained volunteers, we provide practical and emotional support to help parents build confidence, strengthen relationships, and give their children the best possible start.

We connect our trained, compassionate and friendly volunteers with families in need of support, which is delivered through home-visits. Group sessions are designed to engage and inspire both parents and children and feature themed activities, peer-to-peer support and confidential advice. We keep children at the heart of everything that we do – **because childhood can't wait.**



About the role

We're looking for a Trusts & Foundations Officer to join our small, friendly team.

We are looking for someone confident and organised who can write with warmth, clarity and attention to detail, and who is motivated by the chance to make a meaningful difference. This role would suit someone who enjoys both relationship-building and writing compelling bids.

We have built a strong and diverse funding base, including a well-established portfolio of local and national trusts and foundations, alongside statutory supporters. Trust fundraising is a real strength of the organisation, and we have grown this income significantly over the past few years.

This is an exciting point in our development and there is plenty of opportunity in this role to grow, develop your work and see the impact of your contribution on the lives of young children and families.

Job Purpose

This is a key role within our fundraising team. You'll help secure vital funding from trusts and foundations so that we can continue supporting families across Oxfordshire.

You'll manage your own portfolio of small to medium funders, while also helping to maintain and develop our existing portfolio of trusts, foundations, and statutory supporters. You'll develop strong applications, build relationships, and contribute to the wider trusts and foundations programme.

You'll also play an important part in keeping our fundraising organised and running smoothly through strong administration and data management.



Key Performance Areas

Trusts & Foundations

- Research and identify trusts and foundations that align with our work.
- Develop and submit clear, engaging and persuasive funding applications and proposals.
- Prepare accurate and realistic project budgets.
- Support the Development Manager on larger or strategic bids when needed.
- Contribute to agreed annual income targets from trusts and foundations.

Pipeline Development

- Build and manage a pipeline of prospective funders within your portfolio.
- Keep track of applications, deadlines and next steps.
- Regularly review and prioritise opportunities in line with team income priorities.



Stewardship & reporting

- Deliver timely, high-quality reports and updates to funders.
- Share the impact of our work through data, case studies and stories.
- Build and maintain positive relationships with new and existing supporters.
- Support the stewardship of our wider portfolio of trusts, foundations and statutory funders.
- Ensure all grant conditions and reporting requirements are met.

Administration & Data

- Maintain accurate and up-to-date records on Donorfy, including applications, income, deadlines and communications.
- Monitor key dates for applications, reports and renewals within your portfolio and support wider tracking.
- Support income tracking, internal reporting and forecasting.
- Keep well-organised grant records and documentation to support compliance and audit.
- Ensure all activity is GDPR compliant and follows internal processes.



Working Together

- Work closely with colleagues to gather information, data and family stories for applications and reports.
- Contribute to planning and prioritising trusts and foundations activity with the Development Manager.
- Support a positive, collaborative fundraising culture across the organisation.

Supporting the work of the charity

- Represent Home-Start Oxford appropriately with funders and partners.
- Support the day-to-day running of the charity, following Home-Start Oxford's governing documents, standards and policies.
- Ensure equality of opportunity, fairness and diversity in all aspects of your work.
- Uphold high standards of confidentiality and safeguarding in all areas of work.
- Comply with the charity's administration, record keeping, monitoring and financial systems.
- Carry out other reasonable duties in line with the role.



My volunteer has been my rock.
She is the Mum that I never had.
Home-Start have been amazing.”

A mum receiving home-visiting support

Person Specification

Specification	Essential	Desirable
Knowledge and Understanding		
Understanding of relationship-based fundraising or stakeholder engagement	x	
Knowledge of the UK grant-making landscape		x
Commitment to Home-Start's values and mission	x	
Experience		
Experience of writing applications, bids or proposals	x	
Experience carrying out research and managing information or pipelines	x	
Experience working to deadlines and managing competing priorities	x	
Experience of trust and foundation fundraising	x	
Experience securing grant funding		x
Skills and personal qualities		
Excellent writing skills, with the ability to communicate clearly and persuasively	x	
Strong organisation and attention to detail	x	
Ability to manage your own workload and meet deadlines	x	
Confidence working with budgets and financial information	x	
Good IT skills, including Microsoft Office and databases/CRMs	x	
Proactive and motivated, with a positive and flexible approach	x	
Strong interpersonal skills and ability to build relationships	x	
Experience of using Donorfy or a similar CRM		x
General		
Ability to maintain confidential working practices	x	
Ability to work in line with Home-Start's values, including fairness and equal opportunities	x	
Commitment to professional development, with willingness to undertake training and learn new skills as required	x	
Flexibility for home / hybrid working	x	



Terms of Employment

Position:	Trusts and Foundations Officer
Reporting to:	Development Manager
Direct reports:	N/A
Salary:	£30,519 - £34,434 pro rata
Location:	Flexible and hybrid working, with opportunities to work from home and from our Oxford office. We are happy to agree a working pattern that supports both the needs of the role and individual circumstances, with occasional in-person meetings and team collaboration as needed.
Hours:	21 hours per week. Flexible working patterns considered.
Annual leave:	26 days annual leave + 8 bank holidays pro rata, rising to 28 days after 2 years' service and to 30 days after 4 years' service
Pension:	Contributory pension scheme with matched employer contributions up to 5%
Any other benefits:	Support for training and professional development. Employee assistance programme.



How to Apply

Please provide a CV detailing your skills and experience and a supporting statement outlining how your experience matches the person specification and why you are the right person for the job. We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.



At PSR we do understand that Artificial Intelligence platforms can be a useful tool in assisting with research for an application, however we request that your supporting statement is not written using AI to ensure that your authentic voice and communication style is present. Any personal statements found to be AI generated will be discounted and a new version requested in order to progress an application. Please email your supporting statement and CV to info@pollysymondsonrecruitment.co.uk quoting **ref: 2669**

Application deadline: **1st September**

Initial interviews with PSR will take place online on **2nd/3rd September**

Shortlisted candidates will be invited to an interview on **15th September**

We actively encourage applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we believe diverse voices are instrumental in creating transformational change.

Home-Start Oxford, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments please contact PSR on 01242 691683. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Recruiting Applicants with Criminal Records: Applicants with criminal records are welcome to apply for roles at Home-Start Oxford. Advice and guidance on disclosing a criminal record can be obtained from Unlock. Successful appointment is subject to DBS checks appropriate to the post and references.



At Home-Start Oxford we are there for families when they need us most."



Polly Symondson *Recruitment*