

Fundraising Officer (Trusts & Grants)

At other organisations, this role may be known as Trusts & Grants Officer.



Recruitment pack

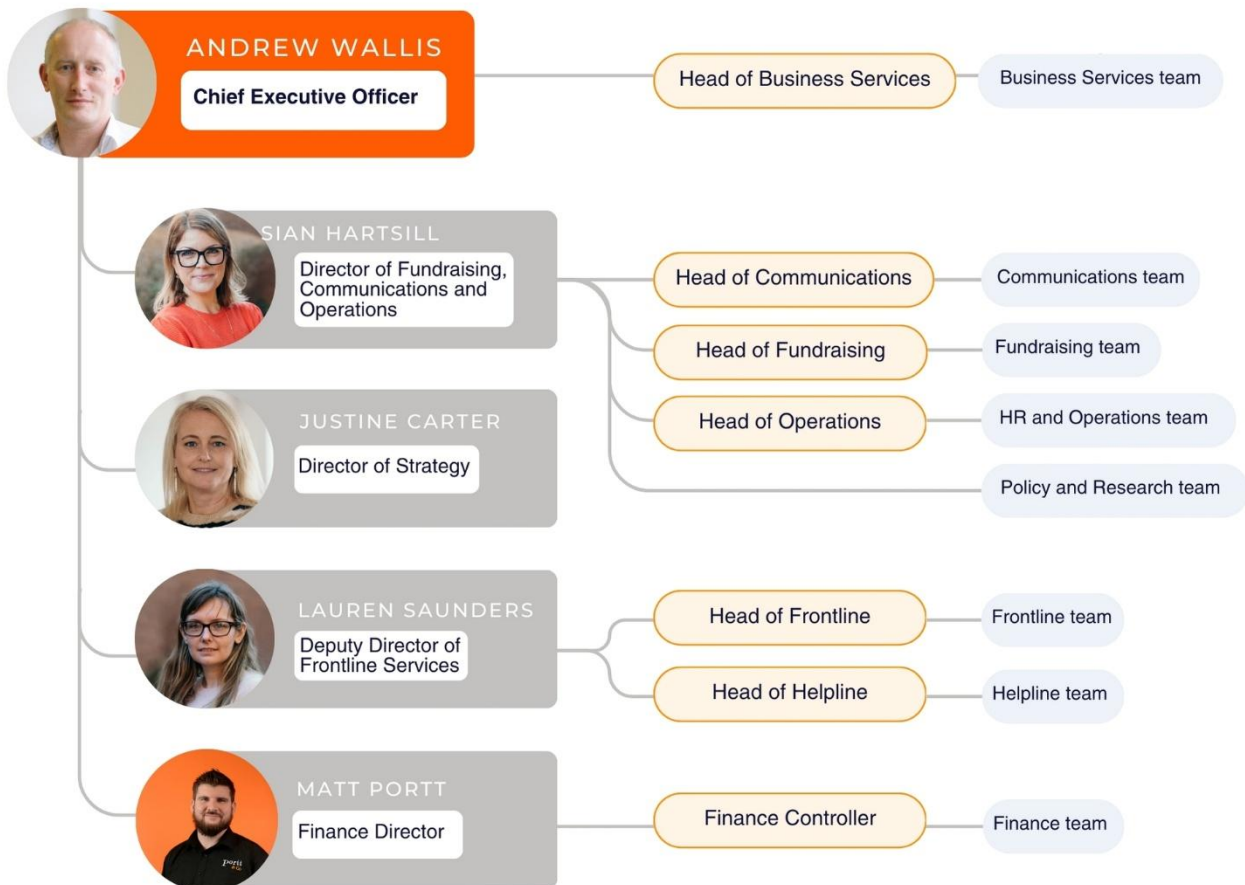
Location	Unseen's head office in Bristol, with some flexibility for home/ remote working.
Salary	£27,583.40 per annum. We are an accredited member of the Living Wage Foundation.
Contract type	Permanent
Hours	Full-time
Reports to	Head of Fundraising
Key relationships for the role	<ul style="list-style-type: none"> • Fundraising Team • Frontline/ Helpline Team • Communications Team • Admin Team
Benefits	<ul style="list-style-type: none"> • 33 days holiday per year (pro-rated equivalent for part time), inclusive of bank holidays • An additional day of paid leave is awarded at the start of each holiday year (maximum of 5 days) • Paid Birthday leave • Long service awards • Enhanced Sick Pay entitlement • Enhanced Maternity and Adoption leave • Staff Wellbeing Programme and flexible working • Employee Assistance Programme – counselling for individuals and their families (up to 8 sessions) and a range of wellbeing support resources • Pension contributions • Bike to Work Scheme • Speak Up Staff line • Lone Working system in place

About us

Unseen is a UK charity with its head office in Bristol. We provide safehouses and support in the community for survivors of trafficking and modern slavery and operate the UK wide Modern Slavery & Exploitation Helpline. We also work with individuals, communities, business, governments, other charities and statutory agencies to end slavery for good.

Our vision: A world without slavery. We aim to transform society’s response so all can live in a world free from such abuse and exploitation.

Our mission: We’re working to end modern slavery by **empowering, equipping** and **influencing** others to bring about positive and transformational change.



Purpose of the role

We require a fundraising professional to join Unseen to secure funding from trust and grant-making organisations. The Fundraising Officer (Trusts and Grants) will help to deliver multi-year funding for our important work fighting modern slavery.

The Fundraising Officer will report to the Head of Fundraising who leads a team of 4 and is responsible for Unseen's multi-year programme of fundraising and supporter engagement.

Key responsibilities and tasks

The successful candidate will be an important contributor to the success of fundraising. You will leverage our reputation for delivering specialist support for survivors of modern slavery and exploitation, along with the unique data from our Modern Slavery and Exploitation Helpline and our national policy work, to generate new sources of funding.

Responsibilities will primarily consist of:

1. Write and submit trust and foundation applications, using the calendar workplan for the year.
2. Identify and develop sustainable income funding opportunities, to grow the existing pipeline.
3. Cultivate new relationships with trusts and foundations and steward relationships with existing funders.
4. Monitor the Trusts and Foundations income and expenditure budget.
5. Working in line with our 2025 Fundraising Strategy, responding to the evolving UK funding environment.
6. Collate and submit progress and financial reports for grants.
7. Optional responsibility to include Corporate Fundraising or Major Donors, if desired and appropriate to do so.

Deliver Unseen UK's trusts and foundations fundraising programme.

- a) Work with the Head of Fundraising, in line with the trusts and foundations strategy, setting and revising income budgets and workplans as necessary.
- b) Be a key point of contact for trusts and foundations and lead the planning and organisation of donor meetings.
- c) Monitor the Trusts and Foundations income pipeline and expenditure budget.
- d) Ensure that organisational processes are working effectively to record project monitoring information for reporting to funders, and to monitor the delivery of the trusts and foundations workplan.

Write trust and foundation applications, oversee recording and reporting of relevant information.

- a) Write and submit online funding applications, project proposals and letter applications to medium and large sized trusts.

- b) Produce project reports in line with the requirements detailed in funding agreements.
- c) Ensure all relevant funder information is recorded on Donorfy, the CRM database, in a standardised and accurate way.
- d) Maintain monthly internal reporting to track the progress of trusts fundraising against agreed targets.

Cultivate new relationships with trusts and foundations, and steward relationships with existing funders.

- a) Build closer relationships with trusts, inviting them to in-person and online events, provide updates throughout the grant period, send our impact report, and ensure we recognise them externally where suitable.
- b) Contact funders wherever possible before applying, or to see if we can apply.

Fundraising Team Duties.

- a) Feed into the overall fundraising strategy, staying abreast of wider developments which may affect fundraising.
- b) Participate in the organisation and delivery of fundraising related events (online and in person) throughout the year.
- c) Participate in fundraising team meetings and other activities as appropriate and in a way which reflects Unseen's values.

Optional - Support corporate fundraising or Major Donor relationships.

- a) Work with the Head of Fundraising and Director of Fundraising, to research and cultivate new corporate partners - focusing on those with a Corporate Foundation.
- b) Solicit direct donations from corporates and Major Donors for Unseen projects, sponsorship for unrestricted use, or for match funding appeals (e.g. Big Give match pledges).
- c) Produce reports and updates for corporate partners, be the key point of contact for specific partnerships, and lead the organisation and delivery of partnership meetings and events.

General (all staff).

- a) Promote the vision, aims and objectives of Unseen and ensure that all contacts with external people and organisations fully reflect the professional approach of Unseen.
- b) Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures.

Person Specification

We use the Person Specification to shortlist candidates for interview. For competitive personal statements, we recommend referencing with examples how your skillset and experience matches the Person Specification.

Essential Knowledge, Skills and Experience

Experience of working in a fundraising or partnerships role, ideally in a Corporate or Trusts and Foundations capacity and have secured funding from a single source in excess of £30,000.

Experience of **building relationships with external funders** and/or partners, which have helped lead to successful bids.

Excellent **verbal and written communication skills**, including the ability to **produce reports** and other materials for targeted audiences.

Experience of **cross-team working**, ideally within a complex organisation.

Excellent **project management skills** and the ability to prioritise workload and meet deadlines with competing priorities.

Experience of assembling and working with **complex budgets**.

Familiar with using **funder databases** and/or the internet as research tools.

Detail-oriented, analytical and process driven.

Ability to work as **part of a team** and on you own initiative.

A focus on **results and a passion** for pursuing new opportunities for funding.

Willing to work flexibly and occasionally to work outside core office hours (occasionally evenings and weekends at fundraising/donor events).

Desirable Knowledge, Skills and Experience

Experience in **human rights or modern slavery/exploitation context**.

Knowledge of **digital and technological trends** and how these can be applied in the context of fundraising.

Proven understanding of and **empathy with vulnerable people**, especially survivors of modern slavery.

How to apply

1. Complete [Unseen's application form](#) for the role, and;
2. Send a copy of your CV to jobs@unseenuk.org.

If you are unable to complete the form online, please email jobs@unseenuk.org or call us on 0303 040 2888 and we will send a printable version for you to complete.

Please note: The only information from your application that will be shared with the hiring manager is your personal statement and CV.

The deadline for applications is midnight on Sunday 6th April 2025.

Interviews will likely be held during the week of Monday 14th April 2025.

As an organisation focused on equity, diversity and inclusion, we welcome applications from all sections of the community we serve including those with lived experience of modern slavery, those with diverse backgrounds, cultures, and religion, people of colour, those with disabilities and those from the LGBTQ+ community.

References from previous employers will only be contacted after a job offer. If there are valid reasons for this not to be possible, please mention this on your application.

Any questions, please contact jobs@unseenuk.org or call us on 0303 040 2888.

**Thank you for your interest in working
with Unseen to achieve our vision of
a world without slavery.**