



## Role profile

<b>Job Title</b>	Grants and trusts officer	<b>Salary</b>	£7926 actual £24440 FTE
<b>Reporting to</b>	Administration Manager	<b>Holidays</b>	6.4 weeks inc bank holidays
<b>Location</b>	Head Office - Martlesham	<b>Hours</b>	12 hours per week

**Key relationships:** Chief Executive, Administration Manager Family Support Manager, Home-Start in Suffolk staff, volunteers, stakeholders, and families.

### Main purpose

Home-Start in Suffolk offers a unique service. We recruit and train volunteers, to visit families at home, provide telephone support or support our regular group activities, offering them informal, friendly and confidential support. The families we help have at least one child under 12.

To help give children the best possible start in life, Home-Start supports parents as they grow in confidence, strengthen their relationship with their children and widen their links with the local community.

We have successfully raised the profile of Home-Start in Suffolk, securing significant funding through trusts, grants, and foundations. To continue this growth, we are seeking a highly motivated and dynamic Grants and Trusts Officer to secure vital funding for our work and further expand our impact.

Working alongside our existing Grants Officer, you will play a vital role in supporting Home-Start in Suffolk's fundraising efforts by primarily researching, preparing, and submitting high-quality grant applications to secure funding from charitable trusts, foundations, and statutory funders. You will manage and organise a diverse portfolio of grant-makers, including major funders and smaller family trusts at local, regional, and national levels. Additionally, you will carry out horizon scanning to identify suitable funders across various sectors, building and maintaining a pipeline of funding prospects.

You will collaborate with internal teams to gather information and compile grant applications that align with the charity's strategic objectives and needs. Occasionally, you will be involved in bid writing for tenders, ensuring these submissions are developed to a high standard and meet funding criteria.



## Duties and Responsibilities-General

- Be a role model for parents/carers and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Create a warm, inclusive support environment, which reflects diverse needs
- Work within the values and ethos of Home-Start in Suffolk
- Represent Home-Start in Suffolk positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with reference to safeguarding, codes of conduct, health and safety and equality and diversity to ensure all activities are accessible
- Promoting effective collaborative teamwork

## Duties and responsibilities-Specific

- Research and identify potential charitable trusts, foundations, and statutory funders.
- Build and maintain relationships with funders and grant-makers at local, regional, and national levels.
- Prepare and submit high-quality grant applications aligned with Home-Start in Suffolk’s strategic objectives and project needs.
- Occasionally draft bids and tenders for specific projects or opportunities.
- Attend relevant stakeholder and community meetings, providing feedback and building networks.
- Maintain accurate records of grant applications and manage the post-decision administration process.
- Produce and submit progress reports to funders, ensuring compliance with reporting requirements and deadlines.
- Gather and analyse qualitative and quantitative data from project teams and beneficiaries to support funding applications.
- Support the development of internal activity reports and contribute to the organisation’s monitoring and evaluation frameworks.
- Collaborate with the CEO, Fundraising and Partnerships Manager, and project teams on major funding bids and strategic initiatives.

## What will success look like?

The successful candidate, in the first 12 months, will: -

- have secured and celebrated your first successful grant, making a valuable contribution to our funding goals.
- have developed a strong understanding of Home-Start’s projects, teams, and beneficiaries, using this insight to strengthen your grant applications
- have written and submitted a monitoring report to show the impact of a funded project, demonstrating your understanding of the outcomes and how they benefit our families.




<b>Experience</b>	Essential	Desirable
Proven experience in securing funding from charitable trusts, foundations, and grant-making bodies	•	
Experience preparing detailed progress and impact reports for funders, ensuring all reporting requirements and deadlines are met		•
Experience managing relationships with a diverse portfolio of funders.	•	
Familiarity with writing compelling grant applications and reports.	•	
Experience working within a charity or non-profit organisation		•
Experience in bid writing for specific projects or tenders		•
<b>Educational/Vocational Qualifications</b>		
Educated to 'A'-Level or equivalent	•	
<b>Skills</b>		
Competent user of Word, Excel, PowerPoint, and experience of CRM systems	•	
Excellent written and verbal communication skills, with the ability to tell compelling stories that engage funders and stakeholders.	•	
Meticulous attention to detail in preparing grant applications and maintaining accurate records.	•	
Ability to analyse qualitative and quantitative data to support funding applications and demonstrate impact.	•	
Ability to manage multiple tasks, prioritise effectively, and work under pressure to meet deadlines.	•	
Strong interpersonal skills, with the ability to develop and maintain positive relationships with funders, stakeholders, and team members.	•	
Ability to prepare project budgets and understand financial reports.		•
<b>Personal Attributes</b>		
Demonstrate an enthusiasm and commitment to the goals and drivers behind Home-Start in Suffolk	•	
Enthusiasm and ability to contribute to the successful development of Home-Start in Suffolk	•	
DBS clearance and committed to safeguarding.	•	
The ability to establish and maintain effective relationships with a wide variety of people	•	
A commitment to safeguarding children, young people, and vulnerable adults	•	

Home-Start in Suffolk is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to an enhanced DBS check. The strength of Home-Start in Suffolk is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities, and abilities. We value personality and experience equal to qualifications. To discuss this role further please contact [headoffice@homestartinsuffolk.org](mailto:headoffice@homestartinsuffolk.org)



32 days annual leave  
pro rata




Flexible working




Employee assistance  
programme—  
including counselling



Up to 8% employer  
pension contributions




CLICK THE PLANE TO  
HEAR WHAT OUR  
TEAM LOVE ABOUT  
HOME-START



Home working  
options



Annual salary  
review



Work with an  
award winning  
team



Learning and  
development  
opportunities

