



Trusts and Grants Fundraiser – Maternity Cover
Portsmouth and home working
Part time (3 days per week, negotiable)
Fixed term contract – 12 months with the possibility of extension
Salary in the region of £28k FTE

An exciting opportunity has arisen for a part time Trusts & Grants fundraiser to join our small, hardworking team in a maternity cover role. We are seeking an organised and proactive individual to support with the maintenance and growth of our income from grant making trusts & foundations, in order to support the delivery of the Trust's mission.

The role holder will work closely with our existing Trusts & Grants Fundraiser and Head of Fundraising & Marketing, to help maintain and develop our established portfolio of funders. You will use existing cases for support to prepare compelling applications and reports and ensure our funding pipeline remains active throughout the maternity cover period.

This is an excellent opportunity for someone with some experience in Trusts & Grants income generation, including report writing. However, it would also suit someone with excellent written skills, communication skills and good attention to detail, who is looking to transition to a fundraising role.

Our intention is for this role to be covered for three days a week, but the successful candidate will have the opportunity to negotiate their preferred working pattern.

If you're passionate about helping young people to change their lives at sea, and this role feels like a good fit for you, we'd love to hear from you!

WHAT WE CAN OFFER YOU

- Flexible, hybrid working
- 25 days annual holiday entitlement (pro rata), plus bank holidays (pro rata)
- An additional paid 30-minute wellbeing break per 7.5hr day
- Death in service insurance

ROLE

Job Title: Trusts & Grants Fundraiser

Reporting to: Fundraising Manager

Hours: Part time (3 days per week, negotiable)

Location: Flexible, hybrid working offered

Salary: In the region of £28,000 FTE (depending on experience)

ABOUT TALL SHIPS YOUTH TRUST

Tall Ships Youth Trust (TSYT) is a youth development outdoor learning charity which has been improving the skills and life chances of disadvantaged young people since 1956.

We envision a world where all young people strive to create better outcomes for themselves and for their communities. To do this, out on the ocean we empower young people to realise their true potential, supporting them on their journey to adulthood and for some, into volunteering and careers in the maritime sector and the blue economy.

Utilising our fleet of four 72ft Challenger yachts, we were able to support more than 1,280 young people last year. 80% of the young people supported were experiencing adversity in their lives; 40% were female; and 25% identified as belonging to the global majority.

Our aim is to significantly increase the numbers we support over the next few years, and to help us achieve this, we have just acquired a fifth Challenger yacht which will become operational from March 2026.

KEY RESPONSIBILITIES AND DUTIES

1. Assist the existing Trusts & Grants Fundraiser with managing a rolling calendar of 1000+ existing and potential funders, to ensure sufficient applications are always in progress to achieve the income target.
2. Research and identify new funding opportunities, and, in agreement with the Head of Fundraising and Marketing, apply as appropriate.
3. Create end of grant reports for funders, to demonstrate the impact of their funding. This will include collating voyage feedback and sourcing relevant photos.

OTHER DUTIES

1. Work closely with the existing Trusts & Grants Fundraiser to achieve a co-ordinated approach to developing and maintaining opportunities and funder relationships.
2. Recognise when support and engagement is required from the wider delivery team, and to facilitate this as required.
3. Work as part of a small but close-knit fundraising and marketing team and provide support as and when needed.
4. Update and maintain the fundraising databases and action calendar to track all applications made, income received and reporting deadlines.
5. Stay up to date with best practice and new areas of opportunity within the sector.
6. Support with fundraising events and engagement opportunities as needed (with the possibility of some travel and evening/weekend work required).
7. Any other tasks as requested by the line manager

PERSON SPECIFICATION

SKILLS AND EXPERIENCE

A proven track record of trusts & grants fundraising is desirable, although training and support will be given. A proactive approach, exceptional written skills, a keen eye for detail and good administrative skills, with the ability to prioritise your workload is a must.

KEY SKILLS

1. Exceptional verbal and written skills, with a clear and concise writing style. Excellent organisational and administrative skills.
2. The ability to understand the giving criteria of potential funders and present new funding opportunities.
3. High level of accuracy, attention to detail and record keeping.

PERSONAL CHARACTERISTICS

1. Proactive with the ability to prioritise workload.
2. Good interpersonal skills.
3. Good team player.
4. Passionate about supporting vulnerable young people and making a difference to society.
5. Basic understanding of sailing and the enthusiasm to learn more.

KEY RELATIONSHIPS

- Fundraising Manager, Trusts & Grants Fundraiser, Head of Fundraising and Marketing
- Existing and potential funders
- Youth Development and Outdoor Learning team, Operations Team, Business Support Team
- Wider Fundraising, Digital and Marketing team

HOW TO APPLY

Please send a copy of your CV along with a covering letter describing your motivation for applying for the role and the extent to which you meet the skills and experience required, to recruitment@tallships.org.

The closing date is Friday 21 November, with interviews arranged soon after.

Tall Ships Youth Trust recognises the positive value of diversity and is committed to creating a diverse and inclusive team. We encourage applications from all suitably qualified or experienced individuals, regardless of their race, gender, biological sex, disability, religion/belief, sexual orientation or age, and would actively encourage individuals with lived experience reflective of the young people we support to apply.