

DIOCESE OF SALFORD

Job Title:	Trust Fundraiser		
Department:	Communications and Fundraising		
Reports to (job title):	Senior Fundraiser		
Key Relationships:	<ul style="list-style-type: none"> Communications and Fundraising Team, Property and Estates Team, Finance and parish-based staff and volunteers. Parish priests 		
Location:	Diocese of Salford Cathedral Centre, 3 Ford Street, Salford M3 6DP; some flexibility and remote working options may be available.	Travel Required:	Some travel around the diocese will be required to visit parishes.
Level/Salary Range:	£ 32,117 - £ 36,885 per annum	Position Type:	Full time, Permanent
Hours of Work:	35 hours per week (Monday - Friday) Some reduced hours and flexible contracts such as term time working may be considered.	Holidays	25 days per annum plus Statutory Bank Holidays, plus 5 Closure Days during the Christmas & New Year period and Maundy Thursday

Overview & job purpose

In response to emerging fundraising needs and the implementation of our extensive and exciting Property Strategy, we are seeking to appoint a skilled trusts and foundations fundraiser to join our developing fundraising team.

This pivotal role will focus on a small number of high-profile, 6 figure capital appeals while supporting and enabling parishes to develop their own fundraising skills.

This is an exciting opportunity to be part of a new team of three fundraisers to develop income generation from the ground-up. You will be flexible and focused, a first-class communicator, you will produce compelling cases for support and create a pipeline of opportunities. A committed team player you will work collaboratively as we develop new income streams and embed new fundraising systems.

This is a role for someone who values a supportive working culture. You will be expected to represent and work in accordance with the ethos of the Diocese of Salford and to ensure the highest standards of financial management are maintained.

• Job description:

Main responsibilities:

- Work collaboratively with the Senior Fundraiser to secure major gifts for capital and revenue projects, (predominantly trusts, grants and foundations but this could also include major donor and corporate gifts.)
- Create a trust and foundation funding plan for each fundraising target.
- Prepare and submit compelling and persuasive grant applications for each plan.
- Manage and fulfill grant reports and feedback for each live grant.
- Build a pipeline of potential funding opportunities from trusts and foundations.
- Ensure a database of funders and grant applications is created and maintained.
- Research and analysis to identify funding opportunities with trusts and foundation to develop future plans.
- Work collaboratively with the Senior Fundraiser and the Individual Gifts Officer to set up a new CMS and explore and develop other fundraising income streams.
- Create support documents for parishes to enable them to proactively apply for small grants including National Lottery's 'Awards for All' scheme.
- Research and keep abreast of industry activity and trends.
- Undertake any other reasonable tasks as required.

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the line manager.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none">• Educated to at least A Level Standard or equivalent.	<ul style="list-style-type: none">• A relevant fundraising qualification• Degree or equivalent qualification• Experience of National Lottery Heritage Fund applications

Experience:	<ul style="list-style-type: none"> • At least two years'* experience in an "income generation" environment. <i>(Proven skills and competencies are essential; however, number of years' experience is a guideline)</i> • Proven record of successful applications for funding from Trusts and/or other Grant making bodies • Demonstrate ability to develop relationships with partners, Trusts, and other Grant-making bodies • Proven skills and competencies in researching Trust and Grant funding opportunities • A demonstrable ability to manage projects or extended pieces of work. 	<ul style="list-style-type: none"> • Secured funds from Heritage Lottery • Secured 6 figure gifts • Major Donor experience • Corporate fundraising experience • Secured funding from statutory bodies • Project management skills and competencies
Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Excellent written, and spoken communication and presentation skills required to build relationships with potential funders • Strategic thinker, able to build compelling cases for support • Demonstrable ability to plan and prioritise own workload within agreed timeframes with minimum supervision • Proven skills and competencies in project management and delivering campaigns from end-to-end • Ability to demonstrate initiative and work well under pressure • High level of accuracy and attention to detail in all areas of work • Proficient in use of spreadsheets, collating statistics and report writing • Ability to deal appropriately with sensitive and confidential information • Proficient IT skills, specifically Microsoft Office software 	<ul style="list-style-type: none"> • Proficient in database/ CRM use. • Understanding of data protection • Ability to understand and generate budgets • Ability to design and deliver training programmes • Experience of working in a values-based culture
Personal qualities:	<ul style="list-style-type: none"> • The ability to remain motivated and resilient and inspire high levels of motivation in others • Confident creative and strategic thinker who enjoys opportunity to innovate 	

Other requirements:	<ul style="list-style-type: none"> • This post is subject to a check by the Disclosure and Barring Service • The postholder will be required to travel independently across the diocese. 	<ul style="list-style-type: none"> • Knowledge of the institutions and structures of the Catholic church or other faith organisations.
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	<ul style="list-style-type: none"> • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups • Must be able to work within and promote the ethos and values of the Diocese of Salford 	
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Other Information:

*It is expected that the post-holder will be sympathetic to the aims and ideals of the ethos of the organisation however it is **not** a requirement for the post-holder to be a Catholic.*

References and Reports

- Two professional references will be required.
- This post is subject To a check by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: *All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.*

Confidentiality: *During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.*

Data Protection: *Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.*

Safeguarding: *The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.*

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Environment: *The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.*

Probationary period: *This position is subject to completion of an initial probationary period of six months.*

Driving: *A driving licence and access to a vehicle will be an advantage however the postholder will be required to travel independently to various parts of the Diocese.*

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Head of Communication and Fundraising	Date:	December 2025
Reviewed By:	Human Resources	Date:	January 2026

I accept and agree with the details contained in this job description:			
Signed by Employee:		Date:	
Signed by Employer:		Date:	

<p>I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy</p> <p>I commit to completing the mandatory e-Learning modules in relation to safeguarding within my first month of employment.</p>			
Print Name:		Date:	
Signature:		Parish:	

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