

# **Trusts and Foundations Officer**

**Hours of work:** 22.5 hours per week

**Salary:** £15,655 per annum

**Contract**: Fixed term for 1 year

**Base**: Serennu Children’s Centre, with some opportunity to work from home

Are you a graduate with excellent verbal and written communication skills who is passionate about helping others, highly motivated, and extremely organised? If so, **Sparkle** is looking for a Trusts and Foundations Officer to join their energetic team! This is a new position where you will play an integral part by increasing our income through grant applications to trusts and foundations, supported by an experienced Research and Development Officer, and working closely with our other fundraising and communication team members.

Sparkle (South Wales) directly supports children and young people with disabilities and/or developmental difficulties, and their families, across Gwent. Sparkle is the charity partner of three Children’s Centres in Gwent, providing services from the Centres and community venues across five local authorities. The guiding principle for Sparkle is to ensure that children and young people with disabilities and/or developmental difficulties, and their families, are fully supported and able to participate in valued childhood experiences, with access to the same range of opportunities, life experiences, activities and community services as any other child and their family. We achieve this by running specialist leisure clubs, swimming lessons and cinema screenings for hundreds of children a week, and supporting 2,000 parents, carers and professionals via our Family Liaison Service. You can find out more at [www.sparkleappeal.org](http://www.sparkleappeal.org).

This is a new role, and will complement our other team members who are engaged in identifying and writing grant applications, currently generating £180,000 per year. In line with our financial strategy for 2024-2025, we wish to build on this by increasing our income from Trusts and Foundations. This will include identifying new grant opportunities, and maximising income from grant-making trusts by writing compelling applications and developing positive partnerships with funders. You will be familiar with research and be an excellent report writer, utilising the Charity’s research and resources to create persuasive applications. You will be expected to provide a high level of donor care to the Trusts and Foundations, including site visits, submitting high quality applications and reports in a timely manner, delivering presentations as required, and maintaining excellent records. You will also help to secure ‘transformational gifts’ where required.

If you are up for the challenge and possess the required skills for this role then apply now! To apply for this role please download a job application from our website and email this to recruitment@sparkleappeal.org

For more information about Sparkle and to locate our job applications, visit our website: <https://www.sparkleappeal.org/about/vacancies>

Sparkle reserves the right to close applications after 24 hours should sufficient applications be received, therefore we suggest interested candidates apply early.

**Please note that the job will close on Thursday 30th May 2024 at 23:59.**