

Post	Trusts and Grants Manager
Reporting to	Head of Philanthropy
Dated	December 2025
Salary range	£41,000 FTE (£24,600 pro-rata)
Status	Part-time – 3 days (22.5 hours) per week. Fixed-term until March 2028 (2 years)

Purpose of the role

The Trusts & Grants Manager will lead Firstsite's trusts and grants fundraising, developing and delivering a proactive strategy to secure vital income for our programmes, including Holiday Fun, YAK, exhibitions, learning, and community projects. As the organisation's dedicated specialist in this area, the postholder will identify and research new funding opportunities, write high-quality applications, and work closely with colleagues across the organisation to gather information, evidence, and impact data. The Trusts & Grants Manager will lead Firstsite's trusts and grants fundraising, with a specific target of **£120,000 for 2026/27**, contributing to an overall organisational fundraising target of **£300,000**.

Reporting to the Head of Philanthropy, they will manage the grants pipeline, track deadlines and reporting requirements, and ensure that Firstsite maintains strong, long-term relationships with funders. The role may also involve coordinating volunteer support for research and stewardship activities.

The postholder will also be expected to uphold Firstsite's safeguarding responsibilities, maintaining safe, appropriate and professional conduct when working with young people, including through YAK and other engagement programmes.

Our Vision Mission and Values

OUR VISION: MAKING ART MATTER.

Our mission is to ensure art and creativity are valued for their integral role in shaping a happy and healthy society for everyone. We do this by championing creativity as a catalyst for positive change in society, celebrating everyone's imaginations as places to shape a better future and demonstrating the impact of art and galleries at the centre of everyday life.

We collaborate with people where, together, we can have the most impact and we share the results of our work with diverse audiences to influence change. We do this in three places: in our award-winning gallery, reflecting our radical region and digitally with audiences around the world. To do this well we have four values that help us do what we do, to the best of our abilities:

Creative – we are an art gallery! Everything we do, we aim to do creatively and in ways that surprise and delight our audiences, communities, and ourselves.

Inclusive – we continuously and actively seek to identify and remove barriers to everything we do and who we do it with to ensure it is available to and has impact for the people we prioritise.

Agile – we actively seek involvement, feedback and information from our audiences and communities – especially those we prioritise - to inform what we do, how we do it and how we can improve each time we do it.

Responsible – We need to lead by example and take responsibility for doing what we do with integrity, care and urgency. This includes taking responsibility for each other as a team, being responsible for our audiences and communities and taking responsibility for our local environment and the planet.

Knowledge, experience and skills required

Essential

1. Proven experience in securing income from trusts, foundations, or statutory funders, including writing

successful funding applications.

2. Strong research skills, with the ability to identify new funding opportunities and assess their relevance to organisational priorities.
3. Excellent written communication, able to translate programme information into clear, compelling, and funder-appropriate cases for support.
4. Highly organised, with the ability to manage multiple deadlines, maintain an accurate pipeline, and coordinate information across different teams.
5. Collaborative working style, with confidence in liaising with staff, partners, and stakeholders to gather programme details, budgets, outcomes, and evidence.

Desirable

1. Experience working within an arts, cultural, or charitable organisation, particularly with community, learning, or youth programmes.
2. Understanding of impact measurement and evaluation, including how to evidence need and demonstrate outcomes in funding applications.
3. Experience supporting or coordinating volunteers to contribute to research or administrative tasks.

Tasks and Responsibilities

Key Tasks

1. **Research & Strategy**
 - Identify and research new trusts, foundations, statutory, and other funding opportunities.
 - Develop a proactive grants strategy aligned with Firstsite's programmes and priorities.
 - Maintain an up-to-date database of potential funders and opportunities.
2. **Application & Proposal Management**
 - Draft, submit, and manage applications to secure funding.
 - Work with programme teams to gather budgets, outcomes, and supporting evidence.
 - Ensure applications meet funders' criteria and deadlines.
3. **Pipeline & Reporting**
 - Maintain a clear pipeline of all grant applications, including status tracking, deadlines, and follow-ups.
 - Produce regular reports on pipeline, applications submitted, and income secured for Head of Philanthropy.
 - Ensure all funder reporting and compliance requirements are met.
 - Shaping our case for support and ongoing stewardship of Trusts and Foundations.
4. **Collaboration & Support**
 - Work closely with Head of Philanthropy and Fundraising Coordinator to coordinate fundraising activity.
 - Support staff across departments to provide accurate programme information for applications.
 - Coordinate volunteer support for research or administrative tasks where appropriate.
5. **Relationship Management**
 - Build and maintain positive relationships with funders.
 - Track funder priorities and feedback to inform future applications.

In return for your hard work and dedication you'll enjoy a wide range of benefits including:

- 25 days annual leave plus bank holidays pro rata
- Contributory pension scheme (conditions apply)
- Employee assistance confidential helpline
- Tailored training and development opportunities
- Staff discount on some purchases from the onsite café and shop, free cinema tickets