



Senior Trusts and Grants Co-ordinator Recruitment Pack

March 2026

befriend a child



turn a frown upside down



BEFRIEND A CHILD

At Befriend a Child we believe every child deserves a happy childhood and is given the best chance in life to thrive. We make a difference to children and young people growing up in challenging life circumstances in Aberdeen and Aberdeenshire by providing befriending, mentoring and group activity programmes.

At the heart of our befriending and mentoring programmes are committed and passionate volunteers who are trained and supported by our experienced staff team. Through providing a positive adult role model and positive life experiences our volunteers help children and young people build confidence and self-esteem as well as develop new life interests and skills. In time this can have a transformational effect and allow the child to deal positively with their challenges and help them to build resilience, grow and thrive.

In addition to our befriending and mentoring programmes, we host three youth clubs in local communities across Aberdeen. These sessions provide an opportunity for socially isolated youngsters to build confidence around their peers in a safe and fun environment. We also work with befriended and mentored children's families who are struggling with the cost of living and social isolation where they need practical and focused support. Our Family Support Project supports families to enable them to reach a point where they feel they can independently manage areas of their life that are causing a critical impact on the family.

Each year we support over 250 children and work with around 270 volunteers. Our work has been recognised through several awards including The Queen's Award for Voluntary Service, Befriending Network's Quality in Befriending Excellence Award, Scottish Mentoring's Project Award and Investing in Volunteers' Award. Our team are committed to delivering excellence to the children, families and volunteers we support.

This is a particularly exciting time to join Befriend a Child as we have just celebrated our 50th anniversary year and we are looking ahead to the future through our next strategic plan.

The Fundraising and Marketing Team

Our Fundraising and Marketing Team plays a key role in enabling Befriend a Child to deliver its services and programmes to children, young people and families across Aberdeen and Aberdeenshire.

The team consists of four experienced staff members, each leading on their own specialist area of fundraising and marketing while working collaboratively to support the organisation's overall income generation and communications activities.

www.befriendachild.org.uk

Registered charity number: SC005467



JOB DESCRIPTION

Job Title	Senior Trusts and Grants Co-ordinator
Reports to	Head of Fundraising and Marketing
Hours	Full time (35 hours a week)
Location	Aberdeen office with hybrid working
Salary	£26,500 - £29,500

Purpose

The Senior Trusts and Grants Co-ordinator plays a key role in supporting the organisation's fundraising strategy by securing income from trusts, foundations and other grant-making organisations.

The postholder will research funding opportunities, develop high-quality grant applications and reports, manage relationships with funders and maintain a strong pipeline of funding opportunities to support the charity's programmes and longer term development.

The role will work collaboratively across the organisation to gather information, develop compelling funding proposals and ensure that funding opportunities align with organisational priorities.

Key Responsibilities

Trusts and Grants Fundraising

- Work towards agreed trusts and grants income targets and key performance indicators (KPIs), contributing to the delivery of the organisation's overall fundraising objectives
- Research prospective and lapsed trusts and foundations to identify relevant funding opportunities aligned with organisational priorities
- Develop compelling, high-quality funding proposals, applications and reports that clearly articulate the charity's mission, programmes and impact
- Prepare and submit funding proposals, applications and reports
- Work collaboratively with the Operations team to gather information for funding applications and reporting
- Ensure all application and reporting deadlines set by funders are met
- Develop and maintain a pipeline of trust and grant funding opportunities aligned with organisational priorities and income targets
- Monitor application timelines, reporting requirements and funding outcomes to support effective pipeline management

Funder Relationship Management

- Act as key contact for trusts and foundations
- Establish and maintain positive working relationships with existing and prospective funders
- Maintain regular communication with funders and provide updates on funded projects

Database and Record Management

- Manage and maintain the charity's Trusts and Foundations database
- Ensure accurate and up-to-date records of funding sources, applications and contact details
- Maintain electronic records and documentation relating to funding opportunities, applications and reporting

Monitoring and Evaluation

- Assist the Head of Marketing and Fundraising in producing KPIs for trusts and grants performance monitoring and evaluation
- Produce statistical reports and financial analyses to support evaluation and decision-making
- Maintain accurate records to provide feedback to stakeholders as required

Communications and Collaborations

- Work with the Senior Marketing and Communications Coordinator to keep the charity website and social media up to date with relevant trusts fundraising news
- Share relevant trusts and grants updates with internal teams
- Collaborate with Senior Management Team to develop projects suitable for funding
- Provide support to colleagues involved in bid writing and funder relationship management

Additional Responsibilities

- Promote Befriend a Child's vision, mission and values and be an ambassador of the charity
- Keep up-to-date with relevant voluntary and third sector news and share your knowledge with the team
- Support the delivery of fundraising and volunteer events and activities, including occasional evening and weekend work
- Ensure compliance with all Befriend a Child policies, procedures and professional standards
- Undertake any additional duties consistent with the nature of the role

This is an outline job description designed to give an overview of the responsibilities of the role. We expect the job holder will work flexibly, responding to organisational need and changes as they occur.

PERSONAL SPECIFICATION

Experience and Knowledge

- Educated to degree level or equivalent relevant experience
- Proven ability to write accurate, clear, concise and persuasive written proposals or funding applications
- Experience of working to agreed targets and deadlines through effective time management and prioritisation
- Knowledge of grant application processes and requirements
- Understanding of the voluntary or third sector
- Demonstrable experience of securing income from trusts, foundation or other grant-making organisations (desirable)
- Experience of researching and identifying funding opportunities (desirable)
- Experience of producing monitoring or evaluation reports for funders (desirable)
- Knowledge of trusts and foundations funding landscape in Scotland (desirable)

Required Skills

- Excellent written communication skills
- Strong research and analytical skills
- Excellent attention to detail
- Strong verbal communication and interpersonal skills, with the ability to build positive relationships with internal colleagues and external funders
- Strong organisational and time management skills
- Good IT skills, including experience using Microsoft Office applications
- Self-motivated with a positive and proactive approach to work
- Ability to work collaboratively with internal teams and external stakeholders
- Ability to think creatively and identify new funding opportunities
- An understanding of project budgets and financial information (desirable)

WORKING AT BEFRIEND A CHILD

At Befriend a Child, we are committed to creating a working environment where our team feel valued, supported and able to thrive, both professionally and personally. We provide opportunities to develop and progress, alongside a comprehensive benefits package. Befriend a Child is situated in the centre of Aberdeen in Bon-Accord Square, with its own private staff car park.

Employee Benefits

Salary	£26,500 - £29,500
Hours of Work	35 hours a week (7 hours a day), plus occasional evening and weekend work.
Location	Aberdeen based. Hybrid working is available.
Annual Leave	35 days annual leave including bank holidays and 4 days over the Christmas period. This increases by one day every two years to a maximum of 39 days.
Pension Scheme	After a qualifying period of 3 months, employees are auto enrolled into our pension scheme with Royal London. The scheme has a combined contribution of 9% (5% employee contribution and 4% employer contribution).
Medicash Health Plan	Medicash Level 1 plan which includes cashback for health appointments and has an Employee Assistance Programme (EAP)
Flexible Working	Flexible working is available upon request
Training and Development	Befriend a Child recognises the importance of developing our team. We offer structured induction support and encourage staff to undertake training to develop their skills and interests at work

HOW TO APPLY

To apply, please forward a copy of your CV along with a covering letter giving an overview of your skills and experience and how you meet the personal specification. Please also include the name and contact details of two referees, one of whom must be your current employer. Please send application information to k.kyle@befriendachild.org.uk by Sunday 29th March 2026 at 11.59pm.

Interviews will be held on Thursday 2nd April. Please let us know if you need any special arrangements for interview.

For further information please contact Katie Kyle, Head of Fundraising and Marketing at k.kyle@befriendachild.org.uk or tel: 01224 210060.