**Programme Fundraising Officer**

Founded in the aftermath of the Second World War, Cumberland Lodge works with young people to understand the causes and impacts of social conflict and division, developing the next generation of leaders to create more just and inclusive futures. Our current programme focuses on four key areas: *Youth & Democracy*; *Rule of Law*; *Freedom of Religion and Belief*; and *Intergenerational Dialogue in the Workplace*.

As we approach our 80th anniversary we have ambitious plans to scale up our activities and are looking for an experienced **Fundraising Officer** with a strong track record in securing grants using their storytelling skills, relationship management and passion for making a difference.

This is a **permanent** **part-time role, two days a week**. The successful candidate will join a thriving organisation as part of a small Programme team under the leadership of the Programme Director.

We are seeking to appoint a strong team player who can also work independently, who is well-organised, with excellent communication and inter-personal skills. They must be able to demonstrate success in fund-raising, and have strong knowledge of the fund-raising landscape in the UK, and preferably internationally. A background of funding raising for education or youth sector organisations would also be desirable.

Alignment with our ethos of addressing social challenges through constructive dialogue is essential.

It is expected that this role can be primarily carried out from home, but attendance **one day a month** in the offices in Windsor Great Park would be required.

This is a new role at Cumberland Lodge and there could be opportunities to grow with the team and become involved in other areas of our work, particularly **occasional delivery of education programmes**. If candidates have experience or an interest in this area please note this in your application.

**Job description**

**Objective:** To generate income that supports Cumberland Lodge’s mission by identifying, researching, and securing funding from trusts, foundations, and grant-giving bodies. The Programme Fundraising Officer will craft compelling proposals, develop new income opportunities, and align funder interests with Cumberland Lodge’s goals to enable impactful work with young people and the creation of more just and inclusive societies.

**Reporting to:** Programme Director

**Working** **with:** Programme Manager, Programme Team, Comms & Engagement Manager, Business Development & Marketing Manager

**Salary:** £14,000 (£35,000 FTE)

**Hours**: 2 days per week,

**Main Duties:**

**Funding Development**

Research and identify funding opportunities aligned with Cumberland Lodge programmes.

* Write compelling, youth and/or education focused funding applications and proposals.
* Track and manage applications, deadlines, budgets and outcomes.

**Relationship Management**

* Build and maintain strong relationships with funders.
* Provide timely updates, reports, and impact stories.
* Represent Cumberland Lodge at meetings, events, and networking opportunities.

**Strategy & Performance**

* Contribute to Cumberland Lodge fundraising strategy and income targets.
* Collaborate with the Programme Director to monitor fundraising performance.
* Produce data-driven reports on donor engagement and fund-raising effectiveness for the

Senior Management Team and Board of Trustees.

**Compliance & Data**

* Maintain accurate, GDPR-compliant donor records.
* Stay informed on fundraising legislation and best practices.

**Internal Collaboration**

* Work with programme and communications teams to gather data and case studies when required for reporting to Senior Management Team, Trustees, and to develop the annual Impact Report.
* Support the Leadership Team with strategic funding advice.

**General**

* Participate in relevant training and development identified in conjunction with Line

Manager.

* To attend and participate in weekly team meetings.
* Promote in a positive way the work of Cumberland Lodge.
* To maintain the confidentiality of the service.
* Develop the Charity’s commitment to equal opportunities and non-discriminatory Practices.
* Adhere to all the Charity’s policies and procedures, including health & safety and security.
* Undertake other duties commensurate with the post as and when reasonably required.

**Person specification**

You will be able to demonstrate the following criteria:

**Essential Criteria:**

* A track record of securing five-figure grants or more from trusts, foundations and other donors;
* Knowledge of the fundraising landscape in the UK;
* Excellent communications skills, verbal and written, for a range of audiences, including creative storytelling and project framing;
* Ability to analyse and synthesise research and data into compelling reports and funding applications;
* Ability to develop full cost recovery budgets and carry out all compliant financial reporting;
* Ability to carry out all grant management reporting accurately and in a timely manner, with knowledge of GDPR-compliant data management;
* Ability to work independently, being proactive, organised and results-driven, while maintaining an ethos of collaboration and teamwork;
* Excellent time-keeping and ability to meet deadlines;
* Experience using a range of IT packages and platforms.

**Desirable Criteria**:

* Experience working with young people, youth organisations or in the education sector;
* Knowledge of the fundraising landscape internationally;
* Experience using social media for marketing and communication.

**Further information**

**Hours:** 14 hours per week (through an annualised hours working pattern).

**Location:** Remote working although the successful candidate will be expected to work from Cumberland Lodge a minimum of one day per month. Applicants should be aware that Cumberland Lodge is not easily accessible by public transport, so alternative forms of transport (bicycle, car) are helpful.

**Annual leave**: 33 days including Bank Holidays which will be pro-rata. The charity is closed over the Christmas period which will be deducted from the leave allocation.

**Pension:** Standard Life contributory pension (up to 10% contributions to support 5% personal contributions, with the option to increase personal contributions over and above 5%).

**Additional benefits:** Lunch provided on-site. Death in service benefit 4 x salary after a probation period. Employee support benefits, including access to a virtual GP service and mental health support.

**How to apply**

We seek to embody our vision of more just and inclusive societies as an employer, and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you would like an informal chat about the role or to ask any questions, please contact Melissa Butcher, Programme Director, at mbutcher@cumberlandlodge.ac.uk

**To apply for the role of Programme Fundraising Officer, please send a CV and a covering letter, *explicitly addressing how you meet the Essential and Desirable Criteria outlined above*, to: Melissa Galvan, HR & Operations Support Manager,** [**mgalvan@cumberlandlodge.ac.uk**](mailto:mgalvan@cumberlandlodge.ac.uk)

**Closing date:**     Thursday 11 September 2025

**First interview:**  Week commencing 22 September 2025

**Second interview:** Week commencing 29 September 2025

Interviews will be conducted in person as it is important to get a sense of the site. On-line interviews will only be conducted in exceptional circumstances.