



## GRANT FUNDRAISER ROLE

### About Us

The Tim Henman Foundation is a youth charity creating opportunities that support and inspire children and young people to reach their potential. We deliver sport and education programmes for disadvantaged children and young people, focusing on those with special educational needs and disabilities, and youngsters from low-income backgrounds. Our set of four delivery programmes includes the Inclusive Activity Programme, Educational Enrichment Programme, Advancement Programme, and Career Path Programme. (You can find more detailed information about these on our website at [www.henmanfoundation.org](http://www.henmanfoundation.org)). Our activities are primarily focused in the South East (specifically London and Oxfordshire), unless funding opportunities arise elsewhere.

### Our Grant Fundraising

Grant fundraising quadrupled from 2022 to 2024 and is now the Foundation's largest source of raising funds. Over the last few years, we have maintained a grant application success rate of 36%. While the large majority of our grants have historically been allocated to our Inclusive Activity Programme, we are actively looking to raise funds for our other programmes as well as secure grants for core funding. As a guide, we are aiming to secure around £175,000 annually by submitting approximately 25 applications per year.

### ROLE DETAILS

<b>Role</b>	Grant Fundraiser
<b>Contract</b>	The successful candidate will be a self-employed contractor, working remotely.
<b>Hours</b>	25 days across the year. The workload will fluctuate, with the majority of days concentrated in October/November and January/February. You are not expected to complete full working days and can stretch your hours across the week. Some time will be spent on planning, with the vast majority dedicated to writing applications and reporting.
<b>Pay</b>	£250.00 per day.
<b>Start date</b>	September 2026

## **DESCRIPTION & RESPONSIBILITIES**

### **Description**

We are looking for somebody who can build on our recent improvements in grant fundraising. Working closely with the CEO, the successful candidate will operate effectively within our existing systems while proactively identifying and implementing strategies to improve our application and reporting processes.

### **Responsibilities**

- Writing, tailoring, and submitting high-quality grant applications to trusts and foundations.
- Reporting back to funders accurately and efficiently on the impact of their grants.
- Researching and identifying new pipeline opportunities to fund our wider sport and education programmes.
- Cultivating and maintaining strong, personal relationships with existing Trusts & Foundations to secure repeat funding and build long-term partnerships.
- Introducing applications for multi-year core cost grants.
- Planning the annual grant cycle to ensure applications are submitted in a timely and strategic manner.

### **ESSENTIAL SKILLS**

- Proven track record and experience in trust and foundation fundraising within the charitable sector.
- Highly reliable and able to work unsupervised using own initiative.
- Organised with efficient administrative skills.
- High degree of accuracy and attention to detail.
- Familiarity with digital platforms and standard workspace tools (e.g., Google Workspace, Donorfy).

### **HOW TO APPLY**

To apply, please email: **[james@henmanfoundation.org](mailto:james@henmanfoundation.org)**

With the subject line: **Grant fundraiser role.**

Please attach your CV and a cover letter. In your cover letter, we would love to hear your thoughts on:

1. How you envision using AI to streamline your workflow and enhance your day-to-day role.
2. Your overarching strategy for ensuring the Tim Henman Foundation continues to build upon and grow this vital income stream each year.