



## Trusts & Grants Manager

Lindengate is a leading Nature based Health and Wellbeing Charity based in Wendover, Bucks, at the foot of the Chiltern Hills. In just over 7 years, and with the support of over 200 volunteers, Lindengate has transformed from a disused allotment site with 6ft high nettles to a unique secret garden with a Nature Reserve, Ponds, Heritage Orchard, Kitchen Garden and Sensory Garden with sculptures and heritage-based art hidden across the site.

At Lindengate, we believe the natural environment is a healer and teacher and have collated strong evidence regarding the therapeutic benefits for recovery from stress and illness. All activities are nature based including site interaction walks (seasonal), nature-based arts and crafts (willow weaving/using natural materials from the site etc), kitchen gardening, plant care/self-care, volunteering, conservation, propagation, plant identification, mapping and more! Our underlying ethos is to protect and enhance the natural environment resulting in projects spanning around many of our endangered flower and tree species. Upcycling and recycling are also factored into our woodworking projects. Add to this the community of volunteers and staff who nurture a supportive, inclusive and safe environment and you have a recipe for success.

**Our vision:** Better health and wellbeing for all through nature.

**Our mission:** Through the provision of nature-based activities, we empower everyone to nurture their wellbeing, connect to the healing power of nature and respect the environment.

**Our values:** Nurture / Collaborate / Pioneer / Empower / Respect

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**Role title:** Trusts & Grants Manager  
**Based at:** Lindengate Charity, Aylesbury Road, Wendover, Buckinghamshire, HP22 6BD  
**Reporting to:** Senior Sustainability Manager

**Hours:** 24 hours per week (Other hours considered, flexible working)  
**Pay:** £33,670 per annum pro rata (£18.50p/h)

**Benefits Package:**

- 25 days leave plus Bank Holidays (pro-rata)
- Occupational sick pay scheme
- Training and development opportunities
- Ethical employer
- NEST Pension scheme
- Free parking
- Free tea & coffee
- Branded uniform (fleece, hoodie & polo shirt) and required PPE

- Discounts at the local outlet stores adjacent to Lindengate

• **Wellbeing Package**

- Flexible hours
- Staff Wellbeing Day
- Encourage time in the garden
- Team social events

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **OBJECTIVES:**

- To manage all Managing a trusts & grants pipeline, ensuring successful trust applications are made in order to maximise income and ensure a baseline of financial support.

### **KEY TASKS:**

- Create a compelling case for support, developing the strongest possible proposal for a range of trust and grant applications in collaboration with the general manager and senior managers, maximising chances of success.
- Ensure that trust and grants applications address grant-making priorities as well as meeting the priorities, aims and values of Lindengate
- Manage the prioritisation and balance of applications for restricted and non-restricted funds, ensuring the optimal financial position for the organisation.
- Ensure the quality and timely manner of all reporting and evaluation of successful trusts and grants, creating compelling reports that give the strongest chance of repeat support.
- Build relationships, multi-year partnerships and income from existing trusts and foundations
- Research, develop and maintain new relationships to secure fundraising opportunities.
- Develop and maintain reporting and application systems and coordinate information across the staff team.

### **Other responsibilities**

- To be sensitive to, and supportive of, people with mental health challenges with whom we work, in all areas of practice and adhere to our safeguarding policies.
- To actively consider the involvement and importance of volunteers in all areas of our work.
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and Diversity practices.
- To undertake any additional and appropriate functions as required. Any additional duties will normally be to cover unforeseen circumstances or changes in work, and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.
- To attend mandatory and identified training courses.
- To be part of the Lindengate team and participate in external events and fundraising as may be reasonably required.

### **Essential Skills & Experience:**

We are seeking candidates with a strong track record of achievement in trust, foundation and grant fundraising. The Trusts & Grants Manager role is key to the development of this innovative charity's strategy. We're looking for candidates with a proven track record in income generation through grants, trusts and foundations, successfully obtaining 5 & 6 figure and multi-year grants, who will also be confident in building new relationships and nurturing existing relationships in order to secure financial support.

#### **Applicants Will Need**

- Experience of writing successful fundraising applications to foundations and charitable trusts.
- Experience of developing income from trusts, foundations and grant-giving bodies.
- Experience of developing and implementing a trust fundraising programme, including acquisition, retention and development and management of a trusts and grants pipeline.

- Ability to write compelling and innovative proposals and funding reports.
- Excellent verbal and written communication skills for a wide range of audiences.
- Demonstrable ability to develop relationships with grant-making organisations.

### **PERSON SPECIFICATION**

- Minimum of 2 years' experience in Grants and Trusts and Foundations Fundraising.
- Experience of writing successful fundraising applications to foundations and charitable trusts.
- Experience of developing income from trusts, foundations and grant-giving bodies.
- Experience of developing and implementing a trust fundraising programme, including acquisition, retention and development and management of a trusts and grants pipeline.
- Ability to write compelling and innovative proposals and funding reports.
- Excellent verbal and written communication skills for a wide range of audiences.
- Demonstrable ability to develop relationships with grant-making organisations.
- Experience using a fundraising CRM system and inputting data.
- Project management skills.
- Confident use of technology and capability to effectively use Microsoft Office.
- Excellent attention to detail.
- Excellent interpersonal skills.
- Multi-tasking skills: ability to manage several projects at once.
- Able to work with minimal support.
- A good understanding of confidentiality and data protection.
- An ability to relate positively to many different kinds of people.
- Able to demonstrate excellent verbal and written communication skills.

### **ATTRIBUTES**

- An empathy for people with mental health needs, especially young people.
- Values that are in line with Lindengates' policy to conserve nature and use eco-friendly and recycling methods.
- High personal standards, including good time keeping, ability to meet deadlines and general good husbandry with all activities.
- Good leadership skills, enthusiastic personality, able to motivate others and work as part of a team.
- Pleasant and patient manner, and ability to relate positively to our site participants, staff and volunteers.
- Ability to deal with changing priorities and respond happily to the need to be flexible.

### **COMPLIANCE WITH POLICIES**

All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular the policies on Vulnerable Adults, Boundaries, Safeguarding, Confidentiality, Data Protection and Health and Safety.

**Support:** Training, where specifically required for the role, will be provided.

**Security Checks:** Employment is subject to a satisfactory Enhanced DBS check.

**To Apply, please submit a full CV with covering letter to [info@lindengate.org.uk](mailto:info@lindengate.org.uk)**

**Telephone:** 01296 622443

**Website:** [www.lindengate.org.uk](http://www.lindengate.org.uk)