Groundwork London Job Description

Job Title: **Senior Fundraising Officer**

Responsible to: Fundraising Manager

Responsible for: Volunteers as required

Location: Hybrid – home and office based working - primarily based working at our Morley Street office in Waterloo, London and other Groundwork London offices as required.

Job Background:

The Senior Fundraising Officer will be responsible for the generation of income and project development for Groundwork activity across London and the South of England. The post holder works closely with the Fundraising Manager, Head of Fundraising and colleagues across the organisation to identify significant statutory and major grant sources, manage the tendering and application process, and support the development of programmes and projects. They are responsible for the development, writing and submission of tenders and major grant applications, and for positioning Groundwork on relevant Frameworks. The role works to support fundraising within a wide range of disciplines and across all business areas of the Trust.

Main Objectives:

- Manage Fundraising activity for Groundwork projects/programmes across London and South of England, identifying and implementing new systems and processes where appropriate.
- Lead and manage strategic tender submissions and major grant applications
- Support the Fundraising Manager in developing and maintaining relationships with new, existing and potential funders
- Support the Fundraising Manager in the management and data governance of the fundraising CRM (Salesforce), helping to understand analysis of funding trends
- Work closely with Fundraising and Development colleagues to share and embed best practice across all Fundraising processes.
- Support and deputise for the Fundraising Manager as required, to help manage the Fundraising function and secure income to meet Business Plan objectives
- Line manage posts as determined by Fundraising Manager, Head of Fundraising and Directors (including training and upskilling more junior members of staff)
- Lead weekly team check-ins (deputise for Fundraising Manager in monthly development meetings as required)

Key Tasks & Responsibilities:

- Lead strategic tender submissions from statutory sources across the various themes of work, including: environmental services, youth, employment, landscape design and community teams:
    - Work internally with delivery teams, area managers and directors as appropriate
    - Ensure tender responses are of the highest quality and submitted within the time frame
- Line Manage Fundraising Officers, Fundraising Assistants and/or Volunteers, as required.
- Recruit, support and manage Fundraising Officers, Fundraising Assistants or volunteers as appropriate contributing to the Trust's fundraising activities as required.
- Prepare and write high quality funding applications of strategic importance, and submit to funding bodies such as BIG Lottery, Charitable Trusts, private funders and regional funding sources as required
- Support the Fundraising Manager with identifying top charitable trusts of strategic importance and working with Directors and senior colleagues, develop strategy for approaching these

- Support the development of services across all thematic areas and lead on fundraising through tender submissions and major grants
- Lead on positioning Groundwork on relevant funding frameworks and the maximisation of income from those frameworks
- Help identify new funding streams in line with strategic objectives, liaising with project managers to ensure all potential fundraising opportunities are matched to appropriate projects and that any required development work is undertaken
- Actively develop relationships with potential partners to ensure Groundwork is best placed to become a preferred partner and increase fundraising opportunities
- Work with the Directors, Head of Fundraising, Fundraising Manager, wider development team, and other key staff on the development of the South of England funding strategy and action plan
- Monitor the project 'pipeline', analyse income on successful submissions and identify areas for improvement
- Liaise with Groundwork UK and colleagues across Groundwork London and Groundwork South, leading on and/or contributing to national and regional "Thematic" funding applications as required

Other Responsibilities

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Director and Head of Fundraising
- Work with due regard for Groundwork's core values and objectives
- Ensure the effective implementation of and adherence to, the Trust's Diversity, Equal Opportunities and Health and Safety policies and procedures.
- All staff, the Board and volunteers will actively support in their daily operations and duties Groundwork London's Environmental Management System and carbon reduction.

Personal and Professional Development

- Participate in the Groundwork London Performance Management and Appraisal process, and agree short-, medium- and long-term goals with line manager, and direct line staff.
- Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
- Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust's training and development programme.

October 2026

HR: 201/1316

Person Specification – Senior Fundraising Officer

Note to Applicant: When completing your application form, you should demonstrate/evidence of your experience, knowledge, skills & education in your application based on these criteria for the post. The grid also show at which stage of application and interview these are scored.

Criteria		Essential or Desirable	Application form	Interview	Task or Portfolio	Certificates or Qualifications
1	Substantial experience in winning major (+£100k) grant funding (eg from trusts, foundations, lottery distributors) and statutory contract tenders	E	✓	✓		
2	Line or volunteer management experience	D	✓	✓		
3	Experience of undertaking high quality research to efficiently identify contract and grant funding opportunities for voluntary sector organisations.	E	✓	✓		
4	Experience of identifying, securing places on, and maximising income from relevant Framework Opportunities	D	✓	✓		
5	Excellent organisational skills	E	✓	✓		
6	A team player with a confident manner and a professional, flexible and positive approach to the work	E	✓	✓		
7	An ability to quickly develop a detailed understanding of wide ranging and complex topics	E	✓	✓	✓	
8	High-level computer literacy and use of MS Corporate Software applications; Word, Excel, Outlook, DTP, record keeping, developing budgets and web-based research	E	✓	✓	✓	
9	Excellent standard of oral and written English with an ability to produce concise and persuasive prose to tight deadlines	E	✓	✓	✓	
10	Relevant professional qualifications or memberships such as the Certificate in Fundraising Management; Membership of the Institute of Fundraising	D	✓			✓
11	Ability/willingness to travel to other offices in London and the South of England and occasionally work outside of standard hours to deliver bids and funding submissions on time.	E	✓	✓		
12	Genuine interest, enthusiasm and dedication to fundraising work	E	✓	✓		
13	Flexible, target driven and results orientated	E	✓	✓		
14	Commitment to Groundwork London's diversity, equality and inclusion in practice in the workplace and across communities	E	✓	✓		