



GRANTS AND TRUSTS FUNDRAISER

Reporting to: Head of Fundraising and Communications

Salary: £32,000 to £36,000 FTE

Location: Vault Youth Zone, Tithebarn Street, Preston, PR1 1DN

Status: Part time, 0.4 FTE

BENEFITS

- Flexible working
- Pension
- Access to our employee assistance programme
- Gym access (outside of operational hours)
- Uniform

APPLICATION DETAILS

Dated posted 09/09/2026

Closing date 18/09/2026

Interview date 22/09/2026

How to apply Please fill out our application form and send to Recruitment@vaultyz.org

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ABOUT VAULT YOUTH ZONE

Vault is a place where young people can be themselves, discover what they're capable of and build a future they can be proud of.

Based in the heart of Preston City Centre, Vault provides a safe, welcoming and vibrant space **for young people aged 8 to 19, and up to 25** for young people with additional needs.

With **20 activity areas** spanning sport, music, creativity, health and wellbeing, enterprise and more, we **create opportunities for young people to build confidence, develop skills, connect with others and feel that they belong.**



WHY THIS ROLE MATTERS

Vault Youth Zone **requires £1.532 million each year to operate** and deliver opportunities for young people across Preston. To remain sustainable and continue growing our impact, we need to diversify our income and build strong, long term funding relationships. As our Grants & Trusts Fundraiser, you will play a key role in securing the income needed to make this possible.

OVERVIEW OF THE ROLE

The Grants & Trusts Fundraiser will take ownership of Vault's trusts and grants fundraising activity, identifying new opportunities and securing income from charitable trusts, foundations and grant giving organisations.

Working closely with the Head of Fundraising & Communications and colleagues across Vault, the postholder will develop compelling funding applications, manage a strong funding pipeline, build relationships with funders and ensure successful awards are appropriately managed and reported.

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The role will have an minimum income generation target of £150,000, representing a minimum 8:1 return on the investment in the post.

This is an autonomous role suited to an experienced fundraiser who can identify opportunities, develop strong relationships and deliver results with minimal supervision.

KEY DUTIES AND RESPONSIBILITIES

Income Generation

- Deliver an annual trusts and grants **income target of £150,000+**
- Develop and deliver the trusts and grants element of Vault's fundraising strategy
- Research and identify new funding opportunities aligned with Vault's work and strategic priorities
- Maintain a strong and forward looking funding pipeline
- Develop and submit high quality, compelling and persuasive funding applications
- Identify opportunities for multi year, unrestricted and strategic funding
- Maximise opportunities with existing funders and develop relationships that encourage repeat and increased support

Funder Research and Relationships

- Undertake effective research and horizon scanning to identify potential funders
- Build and maintain positive relationships with current and prospective funders through email, telephone and face to face engagement
- Develop a strong understanding of funder priorities, criteria and decision making processes
- Maintain accurate and up to date records of funder relationships, opportunities and applications



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KEY DUTIES AND RESPONSIBILITIES

Bid Development and Impact

- Work with colleagues across Vault to understand programme needs, outcomes and impact
- Translate programme information, data and young people's experiences into compelling funding cases
- Develop appropriate project budgets in partnership with Finance
- Ensure applications clearly demonstrate need, impact, value for money and alignment with funder priorities
- Use data and evidence effectively to strengthen applications and demonstrate the impact of Vault's work

Grant Management and Reporting

- Maintain oversight of successful grant requirements, including reporting deadlines and funding conditions
- Work with relevant colleagues to ensure funder reporting requirements are met
- Support effective stewardship and acknowledgement of funders
- Maintain accurate records of applications, awards, income and reporting requirements
- Provide regular updates and performance reports to the Head of Fundraising & Communications

General Responsibilities

- Work collaboratively across Vault to support the organisation's fundraising objectives
- Ensure all fundraising activity complies with relevant legislation, regulations and the Fundraising Regulator's Code of Fundraising Practice
- Work within Vault's policies and procedures, with particular regard to safeguarding, health and safety and data protection
- Contribute to a positive, inclusive and collaborative working environment
- Carry out other reasonable duties as required by the Head of Fundraising & Communications



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PERSON SPECIFICATION

We're looking for someone who is curious, creative, ambitious and brilliant with people. You'll know your way around a funding application, but more importantly, you'll know how to spot an opportunity, tell a great story and get people excited about investing in young people.

We'd love you to be someone who...

Loves a good funding opportunity

You naturally spot potential, enjoy researching funders and get a genuine buzz from finding the right opportunity for the right project.

Can tell a cracking story

You're a confident and creative writer who can take a great idea, bring it to life on paper and make a funder think, "Yes, we want to support this."

Is a people person

You're great at building relationships, picking up the phone, having a conversation and making people feel valued. You understand that great fundraising is about relationships, not just applications.

Is comfortable with numbers

You don't need to be an accountant, but you're confident looking at data, asking questions and using evidence to build a convincing case for support.

Thinks big and looks ahead

You're always looking for what's next. You enjoy spotting trends, researching new funders and finding creative ways to grow income.

Gets things done

You're organised, proactive and comfortable managing your own workload. You can juggle deadlines without losing sight of the bigger picture.

Is flexible and adaptable

Things move quickly in fundraising. You're happy to change direction, respond to opportunities and work flexibly when deadlines demand it.

Has a bit of entrepreneurial spirit

You're not afraid to try something different, pick up the phone, make a new connection or challenge the way something has always been done.

Believes in what we do

Most importantly, you care about young people and believe they deserve opportunities to grow, connect, thrive and unlock their potential.



OUR VALUES

At Vault Youth Zone, we believe every young person deserves the opportunity to discover what they're capable of, build confidence and create a positive future. We provide a safe, vibrant and welcoming space where young people can grow, connect and thrive. Through our programmes, activities and opportunities, we help young people develop their skills, explore their interests, build positive relationships and unlock their potential.

Our mission is simple:

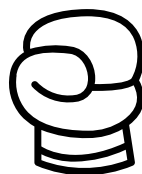
To enable young people to **unlock their potential** by providing a **safe, vibrant** space where they **can grow, connect and thrive**.

Our vision is to **unlock potential and empower futures**, creating opportunities for young people to believe in themselves and what they can achieve.

Everything we do is shaped by **three simple values**:



Be Kind



Show Respect



Get Curious

We create a welcoming and supportive environment where everyone feels valued, treat people with dignity and understanding, and stay open minded by asking questions, embracing new ideas and continually looking for better ways to make a positive difference.

BE KIND | SHOW RESPECT | GET CURIOUS