

Fundraising Co-ordinator - Information Pack

Job Details

Job title:	Fundraising Co-ordinator
Reporting to:	Development Director
Contract type:	Permanent
Hours:	Full-time, normal hours of work 35 hours per week
Work pattern:	Monday to Friday with some evening and weekend work
Salary:	£26,000 pa
Location:	Home-based in the UK with occasional travel within UK
Start date:	1 December 2026

Application Process

Application deadline:	Tuesday 20 October 2026
Interview dates:	week commencing 2 November 2026
Interview format:	45-minute interview online on Microsoft Teams plus job-related task to complete prior to interview; interview panel comprises Development Director and HR Director. 2 nd interview date to be confirmed; interview panel comprises Development Director and CEO
To apply:	Please complete our Application Form and return it to: Jil.McMeekin@projecttrust.org.uk Please also complete and return our Equal Opportunities Form and Self Declaration Form

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK.

PVG Scheme

All staff are required to undergo an enhanced background check via Disclosure Scotland's Protection of Vulnerable Groups (PVG) Scheme.

References

An offer of employment is made subject to the receipt of two satisfactory references.

Equal Opportunities

Project Trust recognises the positive value of diversity and we welcome applications from people of all backgrounds. Equal Opportunities forms are removed from applications prior to short-listing.

About Project Trust

Project Trust is an education charity with almost sixty years' experience in empowering young people through life-changing international volunteering placements. Since 1967, we have supported over 8000 Volunteers in challenging, long-term volunteering placements with partnership organisations in Africa, Asia and the Americas.

We annually select up to 200 17–25-year-olds from across the UK for sustainable and impactful teaching, youth development and social care projects with partner organisations around the world. Our Volunteers are provided with training and support before, during and after their international placements to maximise the educational value of their experience and the positive, lasting impact they have in their host communities. Volunteers return home with broadened horizons and an impressive range of transferable skills, true global citizens.

Vision

Our vision is of generations of empowered young people who are responsible and active global citizens.

Mission

Through a long-term international volunteering experience, Project Trust empowers young people to develop their confidence, resilience, awareness and leadership skills. Engaging in cross-cultural exchange, our Volunteers have a positive impact within host communities and share their learning and understanding when they return.

Values

These are the values and principles which guide our work:

- Learning
- Supportive
- Partnership
- Equality and respect
- Diversity
- Positive impact
- Integrity
- Sustainability

Employee Benefits

Compensation

- Competitive salary and benefits
- Living wage

Holiday

- 30 days annual leave, including bank holidays
- Additional 6 days leave at Christmas / New Year
- Additional length of service days

Health and Wellbeing

- Generous company sick pay policy
- Wellness Action Plans

Pension

- Auto-enrolment into our pension scheme
- 3% employer contribution; 5% employee contribution and option to increase and gain tax benefit
- Option to opt out

Family

- Enhanced maternity pay

Death in Service

- 3x annual salary payable to nominated individual

Staff away days

- Annual two-day staff residential get-together for team-building and strategising

Working for Project Trust

Induction

Your first few weeks will include orientation into the organisation and to your role. You will get to know your colleagues across the organisation, have time to familiarise yourself with our systems, learn more about our activities and the young people volunteering with us, and job role specifics.

Support

Staff members meet regularly with their line managers to review workload, tasks and progress, to ask questions and discuss any issues that arise. This is to ensure that you know what your role is, what is expected of you and that you get any support you need.

A formal performance review will take place at the end of your 3-month probationary period.

Learning and development

We are committed to developing staff in their roles, ensuring that we provide the best quality service to our Volunteers and make our staff feel valued. Staff receive on-the-job and online training and meet with their line managers annually to set performance and development objectives.

Communication

The majority of our staff members work remotely from home across the UK and we recognise the importance of communication and collaboration in effective teamworking and employee wellbeing.

All staff attend our weekly bulletin meetings where we share news and information from across the organisation, monthly all staff meetings where we discuss issues and ideas in-depth, as well as weekly team meetings per work area. In addition, each year we run a two day all-staff get-together.

Working with young people

Staff from across the organisation, regardless of their main area of work, are involved in our face-to-face and online selection, training and debriefing courses, working directly with young people before and after their international volunteering experience.

Job Description

Purpose of role

As Fundraising Co-ordinator at Project Trust you will play a key role in generating income, building supporter relationships and developing campaigns.

This is a varied, hands-on fundraising role with scope to develop your fundraising skills and experience, as well as to be involved directly in working with the young people we support. Working with the Development Director and Digital Marketing team, you will help deliver Project Trust's fundraising strategy and meet agreed income targets.

MAIN DUTIES AND RESPONSIBILITIES

Relationship-building

- Identify opportunities to maximise income and strengthen long-term supporter relationships, working collaboratively with relevant internal teams where appropriate
- Manage a portfolio of Charitable Trusts, building and maintaining authentic relationships with trustees and identifying new funding opportunities
- Develop opportunities to engage Project Trust alumni in fundraising and wider organisational activities, including fundraising campaigns, online events and other initiatives
- Develop relationships with potential education and youth sector funders

Fundraising strategy

- Contribute to the development and implementation of Project Trust's comprehensive fundraising strategy, including leading on digital fundraising campaigns and writing grant applications
- Research new funding opportunities and manage prospects

Donor journey

- Manage an individual giving programme of 150+ donors, developing engaging supporter communications and events, monitoring donor behaviour and identifying opportunities to strengthen engagement and income

Communications

- Work with our Digital Marketing team to develop and deliver engaging communications for alumni, donors and supporters, including Alumni Newsletters, Supporter Updates, campaign materials

Monitoring, evaluation and impact reporting

- Produce engaging case studies, impact reports and other written materials that demonstrate the Volunteer experience into credible evidence of impact to support fundraising and engagement
- Deliver and help to develop existing administration processes that support all of our different fundraising income streams, maintaining accurate financial data and records for donors
- Produce reports to monitor fundraising performance, income and supporter engagement, and identify opportunities

Working with young people

- Participate in the selection, training and debriefing of Volunteers

Miscellaneous

- Administrative tasks associated with all of the above
- Within the job holder's skills and abilities, support the Development Director and CEO as required in other tasks or activities which contribute to the achievement of Project Trust's objectives and its development
- Travel within the UK including overnight stays and some weekend working, required

PERSON SPECIFICATION

Essential

- Demonstrable commitment to Project Trust's purpose, approach, ethos
- Experience of fundraising in a paid or voluntary capacity (e.g. fundraising campaigns, community fundraising or income generation)
- Experience of working with young people or promoting opportunities for young people, in a paid or voluntary capacity
- Ability to work independently on own initiative and as part of a remote, multi-disciplinary team
- Excellent planning and organisational skills, with the ability to prioritise workload, work under pressure and meet deadlines
- Excellent interpersonal and communication skills, written and verbal, and ability to communicate with a range of audiences
- Working knowledge of Microsoft packages and a variety of social media platforms
- Ability to work remotely from a suitable home base
- The right to work in the UK

Desirable

- Experience working in a charity, youth work or third sector
- International volunteering sector experience
- Understanding of fundraising principles and income generation activity
- Experience of donor communications or grant applications
- Experience of working towards fundraising income targets and monitoring progress against agreed objectives
- Experience using email marketing platforms, including Brevo/ Mailchimp/ CRM Dynamics

If you are a talented and creative fundraiser who is passionate about youth development and you want to use your skills, knowledge and experience to change the world, apply for this exciting and challenging role.