



Footprints Centre  
553 Farnborough Road  
Clifton, Nottingham  
NG3 7DN

0115 9586641  
[www.footprintscec.org](http://www.footprintscec.org)  
[enquiries@footprintscec.org](mailto:enquiries@footprintscec.org)

**Grants and Trusts Coordinator | Nottingham, NG11 9DG | Permanent | Part-time (10 hours per week) | Salary to be listed: £25,000 to £31,000 (pro rata)**

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Life-changing stories and persuasive bids might not always be synonymous with a grant writing role, but this opportunity is. Why? Because charity funding is changing and your expertise will be central to helping us secure the income we need to grow our impact.

Footprints is a Nottingham based charity providing Conductive Education and other services to help children with mobility and communication difficulties. Our work not only brings joy to children's faces; it brings about tangible, life-enhancing improvements for them and their families.

This is not a traditional grants and trusts role built on simply filling in forms and reports; instead, it's about insight, creativity, and persuasive writing. It's about turning our work, outcomes, and ambitions into compelling funding applications that open doors.

\*\*\* Please note... This post is a part-time role of 10 hours per week and is designed with flexibility in mind, making it well suited to someone looking for meaningful, high impact work that can fit around other professional or personal commitments \*\*\*

Looking for a job purpose beyond pound signs? At Footprints, the grants and trusts you help secure will drive the life-changing work and support that will shape the futures of the children we'll work with next year and the lives of the children and families that we will change every year after.

Join us to shape strong, thoughtful, and quality driven grants and trusts applications.

Join us for the purpose and pride of stories such as children who, after once being told they'd never walk or talk, go on to enjoy a life rich in possibility and potential.

We're a small charity that is in the perfect position to grow efficiently, with drive and passion. Transforming to a broader and more versatile, holistic charity, our next steps will include maximising the potential of the Footprints Centre, developing the charity's



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position in the community, collaborating with like-minded organisations and charities, and expanding the reach of our services, all of which need well targeted grant funding.

Our future isn't just doing what we do now, but better; it's a complete step move and change of gear. You will not be joining a team to keep us just as we are; you'll be helping to fund and shape our future.

Do you offer...?

- At least two years of experience in grant writing, trust fundraising, or bid writing.
- An understanding of the third sector from experience or involvement in the charity sector.
- Strong written communication skills, with the ability to translate impact into persuasive, funder-focused applications.

Beyond experience, the right person for us will bring care, precision, and real belief in our life-changing work. We're looking for someone who can spot funding potential, shape a strong case for support, and work independently with initiative and purpose.

In this role, you'll be doing much more than simply drafting applications; you'll help develop and strengthen our grants pipeline, working closely with the Charity Manager and wider team to identify opportunities, gather evidence, and create compelling submissions.

In addition to reporting to our Charity Manager and Trustee Board, your work will span trust and foundation applications, prospect research, case for support development, funder reporting, and helping us build a sustainable programme of grant income.

This is a genuinely flexible role that can largely be delivered remotely, with occasional time on site in Nottingham for meetings, collaboration, and getting closer to the work and stories behind our applications. We're open to discussing how the hours are worked across the week, provided the role's priorities are delivered with care, quality, and consistency.



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### The Extras...

- 25 days of annual leave, with eight bank holidays on top (pro rata)
- Generous contributory Nest Pension
- Flexible working and work life balance
- A purpose and people focused company culture
- Proactive employer engagement in continuing professional development

### Interested...?

If you're an experienced grant writer looking for a flexible role with real purpose, this is a chance to make a meaningful contribution without needing to commit to full time hours. You'll be joining at an exciting stage in our growth, with the opportunity to shape high-quality applications, influence our funding success, and help unlock the next chapter of our impact.

[Click here to apply](#), and a follow-up email will be automatically sent to you. Check your junk/spam folder if necessary. Respond to the email, as advised, to complete your job application. We look forward to hearing from you.