

### ABOUT TOOLS FOR SELF RELIANCE

Tools for Self Reliance is a local livelihood development charity working across the UK and in Africa. Our mission is to support people to gain the skills and knowledge they need to build resilient livelihoods and thriving communities.

We work with and through local partners in Ghana, Malawi, Uganda and Zambia to deliver training programmes where participants learn or develop vocational training skills, delivered alongside business training and life skills training. This is supplemented through a programme which supports trainees as they transition into work, providing mentorship, start up support and additional training as needed. We also deliver a business development programme, working with existing businesses to top up their practical and business skills.

To enable participants to move into work post training, our projects also include provision of tools and equipment they need for work. This is achieved either through shipping of donated and refurbished tools from the UK or through in-country purchasing.

In the UK we have over 350 volunteers who support our work through the collection and refurbishment of tools and fundraising and awareness raising. Whilst many of the tools donated to the charity are sent to our projects in Africa, there are opportunities in the UK too. In order to make good use of the skills and expertise of our volunteers and to ensure our refurbished tools are in the hands of trades people, last year we launched a UK Kits programme which will see us supporting organisations and charities who deliver vocational training and skills apprenticeship with kits and tools needed for their trainees. Alongside this programme, we also make use of tools which are in demand in the UK and sell these to generate income through a variety of outlets, including our new retail shop at our headquarters in Netley Marsh, online via eBay and via local events supported by our volunteers.

### OUR VISION

A world free of poverty where people can use their skills and energies to meet their needs and aspirations.

### OUR MISSION

Tools for Self Reliance supports people to gain the skills and knowledge they need to build resilient livelihoods and thriving communities.

### ABOUT YOU

Our ideal candidate will have experience of working in fundraising and be passionate and committed to making a difference in people's lives. You will be an experienced and motivated individual ready to operationalise our trusts and grants programme and have the drive to achieve an ambitious five figure income target, key to delivering our work in Africa and the UK.

You will have a background of successfully securing grants from trusts and foundations within the charitable sector and have strong grant management skills, from researching prospects through to the production of compelling and successful proposals for funding. With excellent communication and writing skills you will be able to develop persuasive bids and build and steward relationships, demonstrating the impact of funders' investment. You will be comfortable in managing a busy workload and to strict deadlines, working with our Africa and UK programmes team to achieve key targets and contributing to wider fundraising efforts, including through events and the growth of earned income streams.

For a self-motivated individual with the drive to galvanise internal and external support and opportunities, you will help to enable and achieve our ambitions for our Africa and UK programmes.

### **KEY RESPONSIBILITIES**

You will play a key role within our Programmes Team which delivers on our projects and activities in Africa and the UK. You will also work closely with our Fundraising Team contributing and supporting wider fundraising activities. Your role will specifically involve:

### **MANAGEMENT OF GRANT MAKING PORTFOLIO**

- You will manage a portfolio of existing trusts and grant makers, manage the funder pipeline and align this to programme priorities and planned delivery timeframes for projects and other activities.
- You will use our CRM database (Donorfy) to manage funders and donors, keeping details up to date, recording communications and proposal stages, reporting dates, etc.
- You will drive the research, development, and management of grant applications to new trusts and funders using grant funder databases and other sources to identify funding opportunities that align with charity's mission.
- You will liaise with our Africa and UK Programme teams to develop and complete applications for funding which include well structured and evidenced needs statements and accurate project budgets.
- You will liaise with our Africa and UK Programme teams to build a strong evidence base to support project development and grant applications – including quantitative data, case studies and feedback from partners and project participants.
- You will lead on establishing, building and nurturing relationships with a diverse range of funders, ensuring regular communication, organising meetings and presentations, and providing clear, detailed impact reports that demonstrate the effectiveness of our initiatives.
- You will work with the CEO to review and develop the Fundraising Strategy and its role and function within the broader organisational strategy.

## WORKING WITH THE FUNDRAISING TEAM

- Identify and cultivate prospects who may deliver further support for Tools for Self Reliance and communicate these leads with the wider team.
- Work as a part of the Fundraising Team, supporting major projects and events, as and when they arise.

This job description sets out the main requirements of this role but is not prescriptive. The post holder is expected to work flexibly and may be required to undertake responsibilities not specifically outlined above. Additional job responsibilities will be discussed and agreed with the Line Manager as they evolve.

## PERSON SPECIFICATION

Essential skills and experience
<ul style="list-style-type: none"> <li>• An understanding of trusts and foundations fundraising in the UK and at least 3 years of experience, ideally within the charity sector</li> <li>• Proven track record of securing funds from trusts and foundations to meet a 4-6 figure income target</li> <li>• Proven track record of researching, drafting and submitting successful grant and trust applications.</li> <li>• Project management and relationship-building skills, with the ability to manage and grow a healthy prospect pipeline.</li> <li>• Significant experience of using a CRM system such as Donorfy and other platforms</li> <li>• Significant experience of maintaining up-to-date pipelines and communications schedules for warm donors, lapsed donors and trust and grant prospects.</li> <li>• A results driven mind set, underpinned by an ability to manage workloads and multiple deadlines.</li> </ul>
Desirable skills and attributes
<ul style="list-style-type: none"> <li>• A fundraising qualification or similar, transferable qualification.</li> <li>• Confident and effective communicator able to establish and nurture good working relationships and engage across a range of audiences.</li> <li>• Familiarity with funding networks and confidence to identify and explore opportunities with new contacts.</li> <li>• Demonstrable knowledge and skills in the use of computer packages – including Word, Excel and Adobe.</li> <li>• Strong written and verbal communications skills, with excellent attention to detail and the ability to deliver compelling content.</li> <li>• Strong time management skills, and the ability to organise and prioritise own workload.</li> <li>• Able to plan and manage costs, and work with set / limited budgets.</li> </ul>

<b>TERMS AND CONDITIONS</b>	
<b>Job title</b>	Trusts and Foundations Fundraiser
<b>Contract type</b>	Permanent (subject to successful completion of a probationary period) This role can be full-time (35 hours per week) or part-time (28 hours per week / 0.8 FTE)
<b>Reports to</b>	Chief Executive Officer
<b>Location</b> This is an office-based role in Netley Marsh, Southampton, with time out of the office for work-based activities.  Given the nature of this role, we will endeavour to be as flexible as possible, but there may be limited opportunities for home working. The post holder will benefit from working at home during periods when our workshops or offices are closed, unless they have any planned activities requiring them to be on site during this time.	
<b>Hours of work</b> Normal hours are 9.00am – 5.00pm Monday to Friday. This can be adapted depending on hours worked.  As part of this role some hours may be worked outside normal hours and there may be occasional unsocial hours, including weekends. Time of in lieu will be given in line with the TOIL Policy	
<b>Benefits Package</b>  <b>Salary:</b> Starting at £30,000, with potential for increments subject to achieving targets <b>Pension:</b> A 10% pension contribution will be made by the employer (employees have the option to sacrifice up to 2% of this contribution and take it as other earnings). <b>Life assurance cover</b> <b>Leave allowance:</b> 25 days plus bank / public holidays In addition, staff benefit from a discretionary 3-day closure over the Christmas period	
<b>Travel</b>  Team members attend occasional events within Hampshire and elsewhere in the UK from time to time. Work related travel undertaken in your own vehicle is covered by an allowance of 30p a mile.  This role may offer the opportunity to travel overseas. Estimated 2-3 weeks per year.	

**Please note, we are only able to employ people with the right to live and work in the UK**

**Tools for Self Reliance provides equal employment opportunities to employees regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We particularly encourage applications from candidates from black and minority ethnic communities, who are underrepresented within the charity sector.**

### APPLYING FOR THIS ROLE

**Please provide an up to date CV – this should be no longer than two sides of A4**

**Please also provide an accompanying supporting statement - this should be no longer than two sides of A4**

The job description for the post shows the purpose and job content of the post whilst the person specification lists the criteria the successful candidate will need to meet. Applicants demonstrating that they possess the knowledge, experience, skills, personal qualities required for the job stand the best chance of being short-listed and selected for interview.

Your supporting statement should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done and saying how you believe you meet each requirement.

Please send your completed application documents to: [jobs@tfsr.org](mailto:jobs@tfsr.org)

### SHORTLISTING AND INTERVIEW

Please note, we will be reviewing applications as soon as we receive them, so please apply early to register your interest.

Interviews will be held on a rolling basis, and the post will be closed early if an appointment is made prior to the closing date.

If you have not heard from us by 10<sup>th</sup> October 2025, please assume you have not been short-listed for this role.

We are not able to provide feedback on applications at this stage of our recruitment process.

**The post-holder must be UK-based and able to work on a permanent full-time contract. We are unable to provide employment sponsorship if required and unfortunately cannot progress applications without the required right to live and work in the UK on a permanent contract.**