



**DORSET  
& SOMERSET**  
AIR AMBULANCE

# Grants and Trusts Manager

**Recruitment Pack • January 2026**

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**HarrisHill**  
charity recruitment specialists



# About us

Dorset and Somerset Air Ambulance is a registered charity dedicated to saving and improving lives across Dorset and Somerset. We deliver life-saving critical care by air and road, funded entirely by the generosity of our supporters. Our vision is a future where innovation and collaboration drive improvements in patient outcomes, ensuring everyone in need receives excellent clinical care.

## **Our Mission: Delivering Critical Care When It's Needed Most**

Since March 2000, Dorset and Somerset Air Ambulance has responded to emergencies across the region, bringing advanced medical care to patients wherever they are. Our team's specialist skills, advanced equipment and rapid response capabilities can make a life-saving difference.

## **Our Expert Team and Services**

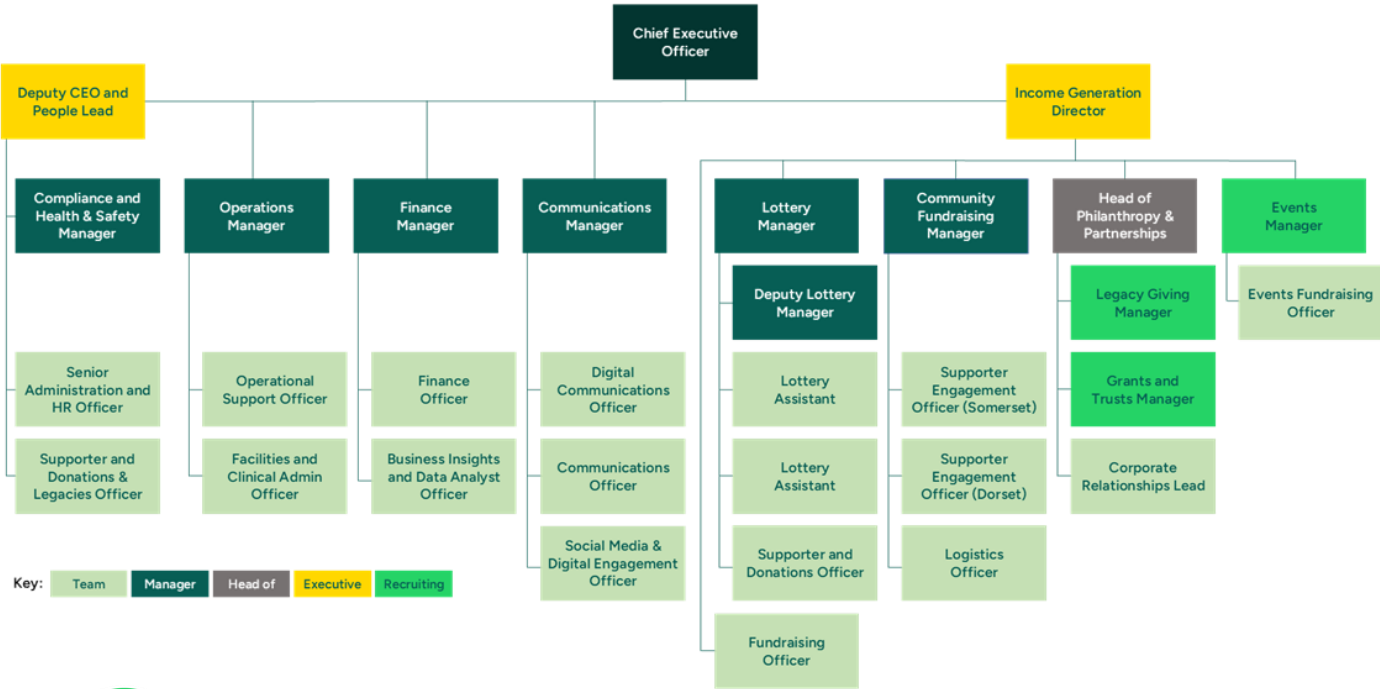
Our dedicated team includes expert pilots, critical care practitioners, paramedics, nurses, and doctors, working together 19 hours a day, from 7:00 am to 2:00 am, every day of the year. From remote rural areas to busy urban centres, we bring the hospital to the patient, providing complex and life-saving interventions at the scene. Whether landing by a roadside, in a park, or on a beach, our crew's response can be the difference between life and death.

Once patients are safely transported to the hospital, our patient and family liaison nurses are there to offer compassionate support. Their work ensures continuity of care and guidance for families during incredibly challenging times, which is a crucial aspect of the comprehensive care we provide.





# Organisation chart



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# Job description

**Job Title:** Grants and Trusts Manager

**Reports to:** Head of Philanthropy and Partnerships

**Location:** Wellington, Somerset (with hybrid working options)

**Salary:** £35,000 - £40,000 (FTE)

**Contract:** Permanent/Full-Time/Part-Time

## We're building a fundraising team for the future.

More people need our life saving charity and we can't meet that need without an additional aircraft and a bigger base. That's why we need you, a fundraising professional at the top of their game, building on your extensive sector experience to thrive with the freedom to act. We are in the late stages of a capital appeal to trusts and foundations to fund our aircraft. We need you to build relationships with those who make awards, fundraise to build our airbase, and help establish grants fundraising as a successful long term income stream for our charity.

### The Role

We are seeking a proactive and experienced Grants and Trusts Lead to drive income generation from charitable trusts, foundations, and grant-giving bodies. You will play a pivotal role in researching, developing, and submitting compelling funding applications, managing relationships with funders and ensuring robust reporting and stewardship to maximise support for our life-saving work.

You will have full ownership of the charity's grants pipeline, systems and deadlines with support from a manager who brings 15 years of grants fundraising expertise. This includes maintaining accurate records, improving tracking tools, managing reporting schedules, and ensuring nothing falls through the cracks. It also includes using and shaping our new CRM system, which will launch within the next year to support efficient tracking and reporting. You will be trusted to work autonomously, prioritise effectively, and bring structure and reliability to a growing grants programme. This role suits someone who enjoys combining strategic thinking and relationship building with the discipline of every delivery.





## Key Responsibilities

- Own and maintain the charity's grants tracking system, ensuring all applications, deadlines, reporting requirements, and outcomes are accurately recorded and up to date.
- Research, identify, and prioritise potential grant and trust funding opportunities aligned with the charity's strategic objectives.
- Prepare and submit high-quality, persuasive funding applications and supporting documentation.
- Develop and maintain strong relationships with existing and prospective funders, providing timely updates and impact reports.
- Work collaboratively with colleagues across fundraising, finance, and service delivery to gather information and evidence for applications.
- Monitor, evaluate, and report on grant income and application success rates, providing internal updates on activity and performance to senior stakeholders.
- Ensure compliance with all grant conditions, deadlines, and reporting requirements.
- Keep up to date with sector trends, funding opportunities, and best practice in grant fundraising.
- Contribute to the wider fundraising strategy and support the charity's vision for growth.



# Person specification

## Essential

- Proven experience in prospect research, writing, and securing grants within the charity or non-profit sector.
- Excellent written and verbal communication skills, with the ability to craft compelling cases for support and build relationships with funders.
- Strong project management and organisational skills, able to manage multiple deadlines and priorities.
- Demonstrable experience of building, improving, or maintaining grant tracking systems or processes.
- Analytical and detail-oriented, with experience in monitoring, evaluating, and reporting on funding outcomes.
- Ability to work collaboratively with internal and external stakeholders.
- Confident using digital tools and CRM systems to support grant management and reporting.
- Self-motivated, proactive, and results-driven, with a passion for the charity's mission.

## Desirable

- Knowledge of the regional and national funding landscape for health or emergency services.
- Experience developing and launching new funding initiatives or partnerships.
- Relevant professional qualifications in fundraising, grant management, or a related field.
- Experience in financial management or budgeting for grant-funded projects.
- Understanding of compliance, governance, and reporting requirements for charitable funding.
- Ability to inspire and motivate colleagues and stakeholders to support funding initiatives.





# Terms of appointment

<b>Job Title:</b>	Grants and Trusts Manager
<b>Salary:</b>	£35,000 - £40,000 (FTE)
<b>Location:</b>	Wellington, Somerset (with hybrid working options)
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full-Time/Part-Time
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Opportunity to make a real difference in a life-saving charity.</li><li>• Supportive, collaborative team environment.</li><li>• Flexible working arrangements.</li><li>• Professional development and training opportunities.</li><li>• 28 days holiday per year</li><li>• Generous Pension contribution (8% charity)</li><li>• Health care plan via Simply Heath</li><li>• Enhanced sick pay and illness cover.</li></ul>



# How to apply

**If you would like to apply for this position, please send the following:**

- An up-to-date CV outlining your employment history, academic and professional qualifications
- A Supporting Statement (no more than 2 x A4 pages)
  - Demonstrating how you meet the criteria outlined in the Person Specification
  - Outlining why you are interested in working for Dorset and Somerset Air Ambulance.

Please submit your completed application to [dominic.gilchrist@harrishill.co.uk](mailto:dominic.gilchrist@harrishill.co.uk) to arrive by **9am, Monday 16<sup>th</sup> February 2026**.

## Dates for your diary

**Closing date:** 9am, Monday 16<sup>th</sup> February 2026

**Interviews:** Week commencing 23rd February 2026

Please state in your application if you have any commitments during the interview period that may coincide with these dates, and/or if you need any reasonable adjustments at any point in the recruitment process.