

Trusts and Foundations Manager

Recruitment Pack

June 2026



An introduction from our Head of Fundraising

Villiers Park is a national social mobility charity with a strong track record of delivering impactful programmes that support young people from under-represented backgrounds to fulfil their potential.

We are seeking to recruit an experienced Trusts and Foundations Manager to lead and grow income from charitable trusts, foundations and grant-making bodies. This is a pivotal role within the fundraising team, responsible for developing and delivering a successful trusts and foundations income stream to support Villiers Park's programmes and ambitious 'Beyond Barriers' growth strategy.

Villiers Park is generously supported by charitable trusts and foundations, which contribute over £500,000 every year towards our work. The Trusts and Foundations Manager will build on and develop Villiers Park's trust fundraising, by cultivating relationships with current and prospective supporters, preparing compelling applications and reports, and seeking new funders and opportunities to help us to realise our goals and those of the communities we serve.

As Trusts and Foundations Manager, you will be part of a supportive fundraising team (based in our Cambridge office) and will work closely with dedicated and welcoming colleagues from across the organisation including our Communications Manager, Finance Manager, Programmes Team, Senior Leadership Team and Trustees.

I hope that you will be inspired to apply for the role and look forward to hearing from you.



Melody Brooker
Head of Fundraising

About Villiers Park

What we do

- We are experts in working with young people aged 11-19 from under-represented backgrounds. We believe that every young person should have an equal opportunity to excel at school, at university and into their careers.
- Our unique and highly-tailored programmes increase aspirations for learning and motivation, develop academic, employability and personal skills and raise attainment.

Who we are

- Founded over 100 years ago, Villiers Park is committed to advancing and promoting education and pathways into employment.
- Our vision is a future where every young person has the opportunity to realise their full potential. Yet for too many, this is limited by economic, social and personal barriers not of their making. As a national social mobility charity, we exist to change that.

Our Hub Locations



Our Values



We are ambitious

We are strategic in our ambition, and ambitious in our strategy. We are bold in our vision for long-term change, while remaining focused and driven in our day-to-day delivery. We support young people to be ambitious for themselves. And we are ambitious for the communities we work in, striving for meaningful, lasting change.



We are curious

We are driven by curiosity — asking questions, challenging assumptions, and exploring new possibilities for change. Our programmes are informed by data and evidence, and we continuously seek to learn and improve. We nurture curiosity in our staff and volunteers through learning and development, and we inspire young people to explore their futures with confidence and an open mind.



We are considerate

We approach our relationships with beneficiaries, partners, colleagues, and donors with empathy, respect and care. We are active listeners and intentional in our communications, fostering trust and collaboration. We use resources thoughtfully, make sustainable choices, prioritise wellbeing, and make decisions with a clear view of their long-term impact.



We are committed to equity

We are committed to ensuring fair access to resources and opportunities for every young person, regardless of their background or circumstances. We champion inclusion, collaborate across communities and make space for every voice to be heard. We will actively promote equity and inclusivity in all that we do, working towards a more just and balanced society.





About the role

Salary	£38,000 - £42,000 FTE dependent on experience Actual salary £30,400 - £33,600 (0.8)
Working pattern	0.8 FTE (0.6 will be considered)
Reports to	Head of Fundraising
Location	Hybrid in Cambridge

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The successful candidate will be joining the team at an exciting time for Villiers Park. We have five thriving regional hubs cross the UK, and an evidence-based approach that makes a proven impact on young people's lives. Our Beyond Barriers strategy is focused on further scaling our work to substantially increase our impact across the country by 2030.

As the Trusts and Foundations Manager, you will have the opportunity to work with colleagues from across the organisation, from Progression Coaches who work directly in and with our school partners to members of the Senior Leadership Team and Trustees. You will be part of a small fundraising team so working well in a team, and being flexible to support others, is essential. You will build mutually trusting relationships with colleagues and funders and balance tenacity with empathy.

Safeguarding:

Villiers Park Educational Trust is committed to safeguarding and to providing a safe and supportive environment, which secures the well-being and best outcomes for the young people with whom we work.

Safeguarding is embedded in all aspects of Villiers Park's work and integral to the commitment we make to our schools, partners and the young people and communities we serve and work with. All employees and volunteers are expected to share this commitment by adhering to our organisational safeguarding procedures, attending regular in-house training and keeping up to date with developments in policies and legislation. All employees and volunteers will also agree to undergo a Disclosure and Barring Services check and successfully complete our mandatory online training courses including NSPCC Safeguarding in Schools and PREVENT training.

Key responsibilities

- Prepare and write compelling applications to charitable trusts and foundations who have the capacity to make five and six figure gifts towards the charity's work.
- Prepare and submit scheduled applications and reports to current funders, ensuring that we hit deadlines and develop relationships with the trusts and foundations currently supporting Villiers Park.
- In collaboration with the Senior Leadership team, and colleagues in Fundraising and Communications, create engaging and accurate reports to current funders that share the impact of their support, including trusts, major donors and university partners.
- Work with colleagues in the Fundraising team to develop and implement targeted stewardship strategies that bring current donors closer to our work.
- Identify new prospects and propose engagement and cultivation strategies.
- With the Head of Fundraising and Chief Executive, develop the trusts and philanthropic strategy to support the organisation's 'Beyond Barriers' strategic growth plan.
- Work closely with the Fundraising Operations and Data Manager to prepare pipeline reports to inform budgeting and forecasting.
- Support the Head of Fundraising to identify and develop fundraising channels, including family trusts, corporate foundations and legacy giving.
- Ensure compliance with Villiers Park's safeguarding and data protection policies, and with the charity's gift acceptance and fundraising policies and processes.

This list is not exhaustive, and the post-holder may be required to undertake other tasks relevant to the role and within their capability.

Essential skills and experience:

- Passionate about supporting young people from under-represented backgrounds.
- Experience of successfully building relationships with charitable trusts and securing five and six figure gifts.
- Excellent written communication skills and attention to detail.
- Strong ability to cultivate relationships with internal and external stakeholders.
- Excellent planning and organisational skills.
- Ability to work autonomously and on own initiative.
- Good understanding of financial information and ability to communicate this effectively.
- A team player, who is personable, curious and empathetic.
- A commitment to learning and professional development.
- An understanding of current fundraising trends and connected with relevant fundraising networks.

Desirable skills and experience:

- Experience of fundraising for an educational or social mobility charity.
- Experience of securing multi-year six figure gifts.
- Interest in extending fundraising knowledge and experience, to include major donors, legacies and university partnerships.

Employee Benefits

- 26 days annual leave plus bank holidays (pro rated) and additional leave over Christmas.
 - A dedicated wellbeing day for you to take at any time and three days (pro-rated) paid leave for volunteering or study each year.
 - Training and professional development, including termly staff development days.
 - Support from our wellbeing working group and access to an employee assistance programme.
 - Opportunity to join working groups with other colleagues from across the organisation as well as wider networks such as the Fair Education Alliance.
 - Flexibility in working hours.
 - Additional sick pay and compassionate leave policies.
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How to apply

If you would like to apply for this position, please download and complete an application form and an Equal Opportunities monitoring form, and email them along with a short covering letter to hr@villierspark.org.uk.

How to apply



01223 872601



hr@villierspark.org.uk

villierspark.org.uk/jobs