



Recruitment Pack

Trusts and Grants Fundraiser



**AYRSHIRE
CANCER
SUPPORT**

We're here for you

Thank you for your interest in our Trusts and Grants Fundraiser role

■ **Salary:**

- £18,540 per annum (Pro-rata, based on £30,900 FTE for 35 hours per week).
- 12-month fixed term contract.

■ **Hours:**

- Part Time, 21 hours per week, over 3 to 5 days, Monday to Friday.
- We can be flexible with regards to working pattern.
- Some evening and weekend working may be required.

■ **Base:**

- Ayr KA8 8LD / Kilmarnock KA1 1EQ - an element of hybrid / remote working can also be considered.

Ayrshire Cancer Support are here for anyone in Ayrshire affected by cancer, regardless of diagnosis, age, stage or level of need. We support people with their own diagnosis, the diagnosis of a loved one, or if they are bereaved by cancer.

Our services are professional, individualised, holistic and comprehensive and include patient transport, counselling, complementary therapies, support for children and young people, wellbeing activities, and specialist information and support. As a self-funded local charity, we punch well above our weight and rely on the generosity of our supporters, partners, and community to continue delivering these vital services.

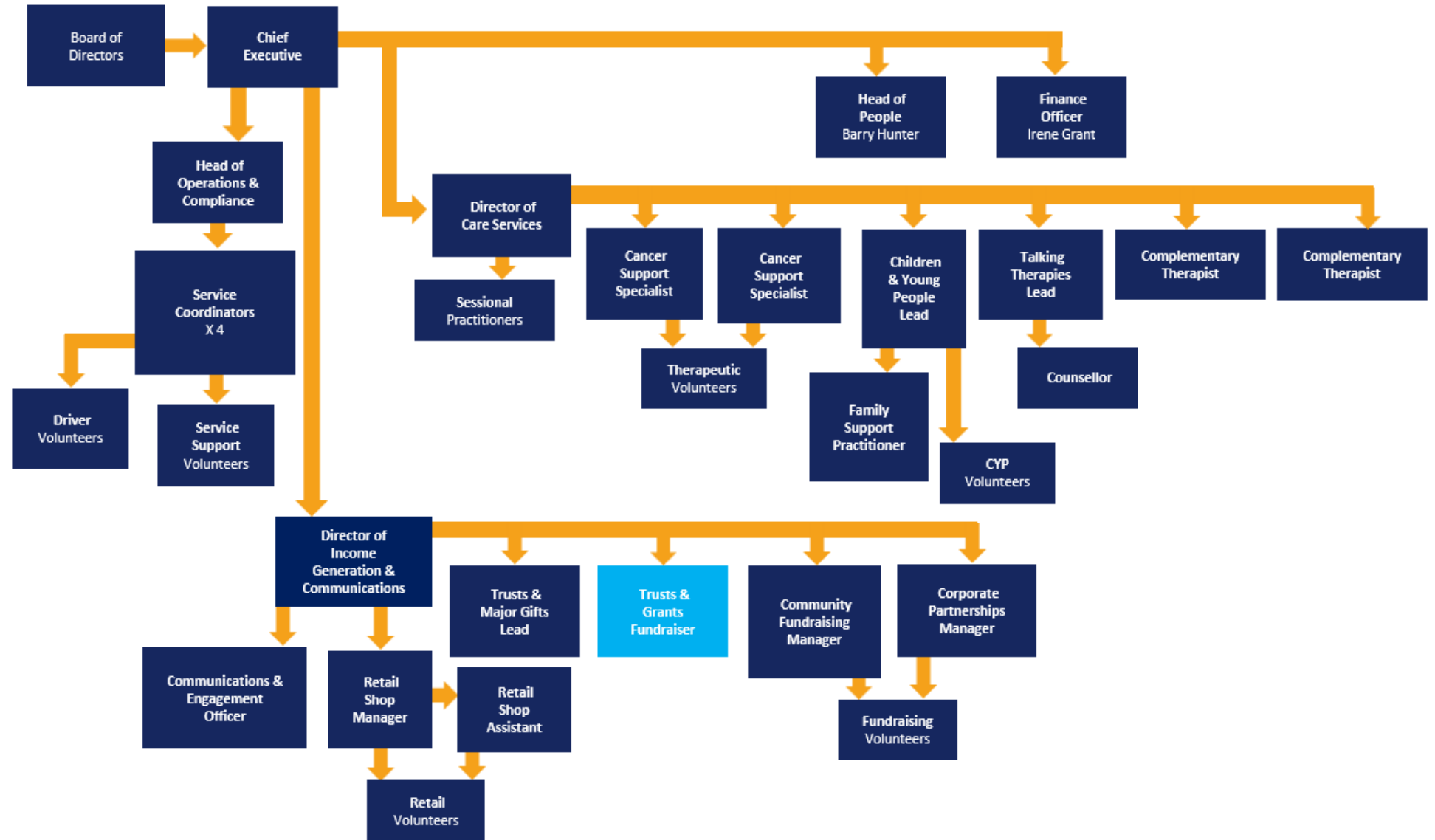
This is an exciting opportunity to join us for a 12-month period, in a role that will make a real difference to people and families affected by cancer across Ayrshire. As our Trusts and Grants Fundraiser, you will help secure the vital funding that allows us to provide compassionate, practical and emotional support when people need it most.

Reporting to our Director of Income Generation and Communications, and working as part of a caring and committed team, you'll build meaningful relationships with funders and tell the story of our work in a way that reflects the people, experiences and local communities at the heart of everything we do.

How We Support...

- **Drop-in - Kilmarnock and Ayr Centres**
Meet our friendly team and find out more about our services open weekdays 10.00am to 4.00pm.
- **Counselling**
One-to-one emotional support to help with the feelings and challenges that cancer brings.
- **Complementary Therapies**
A range of therapies to help promote relaxation and relieve the symptoms of cancer and its treatment.
- **Groups, Courses & Workshops**
A range of specialist groups, courses and workshops to learn and connect with others.
- **Children and Young People Support**
Counselling, therapeutic support or groups for children and young people affected by or bereaved from cancer.
- **Patient Transport Service**
A door-to-door volunteer driver transport service to help people attend hospital appointments or our centres.
- **Cancer Support Specialist Appointments**
Time with experienced oncology health professionals that can assess needs fully, provide a plan of support, or help liaise with clinical teams.
- **Patient Information Service**
A library of information and advice on cancer, our services, and other local/national support organisations.

Our Structure...



Our Trusts and Grants Fundraiser will play a critical role in securing the sustainable income needed to support people across Ayrshire affected by cancer...

You'll be responsible for researching, engaging, building and developing relationships with charitable trusts and foundations, grant funders and statutory authorities, to maximise income generation and increase awareness of Ayrshire Cancer Support.

Working closely with our Director of Income and Communications, our Trusts and Major Gift Lead, and our wider Team, you will maximise current opportunities, develop further connections and find new and innovative ways of engaging with potential donors, maximising income generation, whilst increasing awareness of Ayrshire Cancer Support.

You'll be an effective and professional ambassador for the organisation, our funders and potential supporters, focusing on charitable trusts, grants and foundations to acquire restricted and unrestricted income in line with our budgeted expectations, contributing to the success of our multi-channel fundraising programme, drawing on your experience of developing relationships with a wide range of stakeholders to help ensure ACS is the beneficiary of choice.

The role is suited for a well organised and dedicated individual with high levels of integrity and the ability to communicate effectively with people at all levels, whilst displaying commitment to our values.

- Key Responsibilities...**
- Managing our annual rolling programme of Trusts and Grants applications, being responsible for robust and regular research of local and regional funding opportunities.
 - Preparing and submitting high-quality, compelling tailored applications to secure funding for specific projects and our core activities.
 - Developing effective relationships with funders to sustain and increase levels of funding, stewarding existing donors, finding opportunities to cultivate and grow relationships.
 - Conducting wider horizon scanning to identify a broad base of prospects, refreshing and renewing our pipeline of prospective funders.
 - Working alongside colleagues to develop proposals, and to prepare accurate expenditure budgets, creating aspirational but realistic projects with achievable outcomes that fit with organisational strategy.
 - Ensuring communication and reporting plans for donors and supporters are managed and recorded in a timely, co-ordinated fashion and appropriate contact is received in relation to their support.
 - Managing and updating our application and reporting processes, utilising our CRM, ensuring compliance with GDPR requirements.
 - Demonstrating a positive approach to colleagues and our stakeholders through your actions and words.
 - Ensuring adherence to internal policies and procedures, including accounts and audit requirements funding.
 - Attending functions or networking meetings to promote our services including internal or external meetings as required.
 - Willing to work flexibly and occasionally outside core hours (evenings and weekends at fundraising/donor events) and to support colleagues especially with events.

Essential Requirements

- Experience of researching and identifying relevant trust, foundation or grant funding opportunities.
- Strong written communication skills, with the ability to prepare clear, persuasive and well-evidenced funding applications.
- Excellent relationship-building skills, with the confidence to engage professionally with funders, colleagues and external stakeholders.
- Strong organisational skills, with the ability to manage deadlines, maintain accurate records and balance competing priorities.
- First-rate attention to detail, including accuracy in budgets, reporting requirements and funder information.
- Ability to understand and communicate the impact of services for people and families affected by cancer.
- Good IT skills, including experience of using Microsoft Office and databases or CRM systems.
- Understanding of confidentiality, data protection and GDPR responsibilities.
- Commitment to Ayrshire Cancer Support's values and to providing compassionate, people-focused support.

Desirable Criteria

- Experience of working in the third sector, charity fundraising or a similar values-led environment.
- Direct experience of trusts and grants fundraising, including preparing successful applications and reports.
- Knowledge of the local Ayrshire community and the voluntary sector landscape.
- Experience of developing cases for support, impact reports or funder stewardship materials.
- Understanding of restricted and unrestricted funding, project budgets and funder reporting requirements.

Additional Personal Qualities

- You're Compassionate, Caring, Kind and passionate about our values and supporting people affected by cancer.
- You're organised, efficient, have great attention to detail with strong administration skills, whilst being emotionally resilient, empathic, curious, diplomatic and people focused.
- You're confident in your abilities, have excellent verbal and written communication skills, having the ability to tell compelling stories, display financial accuracy and produce high-quality reports.
- You're proud of your work ethic, able to pro-actively work on your own initiative, as well as being a great team player.
- You're able to handle multiple demands, with the ability to prioritise, and work effectively to deadlines.
- You'll demonstrate a positive approach to colleagues and our stakeholders through your actions and words, confidently presenting the key messages of Ayrshire Cancer Support.



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Confidentiality, Data Protection and Safeguarding

We value those we support and our team members who allow us to deliver that support.

Confidentiality is of utmost importance; our expectation is that you will adhere to Ayrshire Cancer Support's policies and procedures in relation to confidentiality, consent and information sharing.

Your privacy is important to us, by submitting the information required in the application process you consent to all your data being processed under the relevant provisions of current Data Protection Acts, and any subsequent changes to Data Protection Acts. Our Privacy Notices are available to view on our website www.ayrshirecs.org

Ayrshire Cancer Support is committed to safeguarding and protecting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment.

How to Apply...



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To apply, please submit your CV with an accompanying letter to HR@ayrshirecs.org by 5.00pm on Thursday 25th September 2026.

Please outline why you are the right candidate for this role. Your letter should tell us about the experience, skills, and personal qualities you would bring to Ayrshire Cancer Support.

If you would like to discuss the role, please contact the email address above to schedule a call-back.

We expect first stage interviews to take place between Thursday 1st and Friday 2nd October 2026.



Registered Charity Number SC016098