

## Job Description



### Post: Funding and Development Officer

**Hours:** P/T – 17.5hrs per week (permanent)

**FTE Salary:** £33,366 – £34,314 (Pro rata) (dependant on experience)

**Location:** Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ (some home working may be considered)

**Closing date:** Monday 20<sup>th</sup> April 2026 at 5pm.

### Introduction

This is an exciting time to join Generations Working Together, Scotland's national centre of excellence for intergenerational practice. In 2026, we will be celebrating both [Global Intergenerational Week](#) and hosting the [Global Intergenerational Congress](#) in Glasgow—bringing together ideas, learning, and people from around the world.

By joining our team, you will contribute to a movement that strengthens connections between generations, challenges ageism, supports communities to create meaningful intergenerational opportunities, and creates tangible benefits for individuals, organisations and communities.

If you're passionate about making a difference and driven to take on new challenges, fundraising at GWT can be hugely rewarding.

### Background

Intergenerational practice brings together people from different generations intentionally to build meaningful, purposeful relationships. By creating regular opportunities for shared learning, creativity, and collaboration, intergenerational work helps break down barriers, reduce ageism, and strengthen community connections.

Generations Working Together supports this work across Scotland by delivering training, providing resources, running local and thematic networks, and developing pilot projects. We connect practitioners, volunteers, organisations and sectors, helping them share skills, develop ideas, and create community-led solutions. Through this support, we promote trust, respect, and lasting relationships between generations.

### Overview of Post

This role will play a key part in generating sustainable income for Generations Working Together. The postholder will identify and pursue funding opportunities across grants, trusts, foundations, and corporate partners, producing high-quality applications that support the charity's services and strategic priorities. They will build and maintain strong relationships with funders and sponsors, contribute to organisational development, and support colleagues with project reporting and funding requirements. By combining research, bid development, sponsorship generation, and partnership building, the role will help strengthen GWT's financial resilience and support the growth of intergenerational work across Scotland.

**Responsible to:** Chief Executive Officer

**Responsible for:**

1. Researching, designing, writing and submitting high-quality funding applications to support our services and core costs.
2. Developing attractive sponsorship and donation asks and securing income from corporate bodies.
3. Maintaining and strengthening relationships with existing funders and forging links with potential funders.
4. Contributing to the implementation and delivery of the organisation's projects and activities, within the context of [GWT's Corporate Plan](#).

**Responsibilities:**

1. **Lead on the preparation and grant management of high-quality funding bids, business proposals and other opportunities.**

This will include activities such as:

- Research potential grant funders and identify income or funding opportunities in line with the strategic aims of GWT's Corporate Plan.
- Write, edit and submit high-quality content for funding applications and bid processes, completing documents to deadline and ensuring they are of consistent quality and style.
- Identify opportunities for collaboration with other organisations (national & international) to jointly bid for funding where an individual bid is unrealistic.

2. **Secure sponsorship funding for both short and long-term projects that further the strategic aims of GWT.**

This will include activities such as:

- Securing sponsorship for GWT's annual national/international Excellence Award Scheme.
- Secure sponsorship and support GWT's annual [Global Intergenerational Week](#) campaign.
- Secure sponsorship and funding for events such as GWT's [Global Intergenerational Congress](#) 2026 and GWT's annual national conferences as and when required.

3. **Provide grant administration support for funders and GWT staff leading projects.**

This will include activities such as:

- Provide guidance and support to GWT staff delivering funded project work on writing and delivering end of year and funding reports.
- Work with GWT staff to ensure sponsor benefits are delivered, recorded and communicated, and donors receive appropriate information and updates about the project work they support.
- Work with the Finance and Development Officer to ensure that grants, sponsorship and donations received are recorded appropriately.

- Work with GWT colleagues to develop and maintain contacts within local/national media and ensure timely fundraising posts as relevant on social media platforms.
- Promote and raise awareness of the work of Generations Working Together.

### Personal Profile

Job Related Skills	Essential	Desirable
Proven track record in successfully securing income through application processes to a variety of charitable and corporate funders to values of at least £100k	√	
Proven track record in successfully securing income from a variety of public sector funds through competitive tendering via Public Contracts Scotland to values of at least £100k		√
Experience of engaging a variety of stakeholders and generating business opportunities.	√	
Experience gathering and organising statistics, case studies, quotes or evaluation evidence to support funding applications and reporting		√
Experience supporting tender submissions for partnership funding bids		√
In-depth knowledge of charity regulations, GDPR and Diversity and Inclusion.	√	
<b>Knowledge and skills</b>	√	
Highly computer literate, with a strong working knowledge of Microsoft Office, in particular Outlook, Word and Excel, Teams and/or Zoom.	√	
Knowledge and understanding of an outcome-based approach to measuring and monitoring performance.	√	
Good understanding and knowledge of trusts, statutory and National Lottery funds, and the third sector.	√	
Knowledge of sponsorship and understanding of effective approaches for working with the business sector.		√
<b>Personal Qualities</b>		
Approachable & personable.	√	
Creative thinker, able to reinvent supporter engagement, balanced with good judgement about the right risks to take.		√
Team player, committed to working collaboratively across the organisation and with partners.	√	
Flexibility to work irregular hours and undertake occasional overnight trips (with appropriate notice).	√	
Ability to work on own initiative with a high degree of autonomy.	√	

### Terms and conditions:

**Location:** Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ (some home working could be considered)

**Hours of work:** 17.5 per week

**FTE Salary:** £33,366 – £34,314 (Pro rata) (dependant on experience)

**Pension Employer Contribution:** 8%

**Expenses:** Travel and overnight expenses (if required) will be re-imbursed.

**Holiday hours:** 37 days per annum (includes public holidays and a personal celebration day).

An additional day will be awarded after each year of service up to a maximum of five.

**Probationary period:** Six months

**Notice period:** Two months

**Applications should be sent to** [Moira@gwt.scot](mailto:Moira@gwt.scot) by 5pm on Monday 20<sup>th</sup> April 2026.

Applications will be assessed as and when they are received.

**Please note: Interviews will be held in Brunswick House, 51 Wilson Street, Glasgow on either 5<sup>th</sup>/6<sup>th</sup>/7<sup>th</sup> May 2026. TBC**