



STRATHCARRON HOSPICE

Trusts, Grants & Philanthropy Development Lead

Temporary to Permanent Opportunity*

**37.5 hours per week
over 5 days**

Salary: £33,247 - £41,424 per annum

Ref No: 2604720

About Strathcarron Hospice

For nearly 45 years, Strathcarron Hospice has provided free specialist palliative and end-of-life care across Forth Valley, Cumbernauld and Kilsyth. Our mission is to enable people living with life-limiting illness to live well and, when the time comes, to die well—supported with compassion, dignity and respect.

In the community, for our community, with our community. This reciprocity shapes everything we do and reflects our core values: **Compassion, Respect, Integrity, Innovation, Excellence and Partnership.**

About the Role

Strathcarron Hospice has an exciting opportunity for a motivated, professional and proactive **Trusts, Grants & Philanthropy Development Lead** to join our dedicated Fundraising Team. This role carries lead responsibility for **Trust and Grant income** (restricted and unrestricted) and for developing **philanthropic giving**, ensuring the long-term sustainability of our specialist palliative care services.

You will also support the development of our Legacy Giving programme, helping to raise awareness of gifts in wills and stewarding relationships with supporters who choose to remember Strathcarron Hospice in this special way.

As a key contributor to our voluntary income — over £5 million annually — you will play a vital role in securing the funding that enables us to provide compassionate care and support to patients and families across our communities.

Working closely with the Fundraising Manager and senior colleagues across the Hospice, you will translate organisational priorities into compelling, fundable propositions. You will be an excellent communicator, able to build strong relationships with funders, philanthropists and internal stakeholders, and confident in representing Strathcarron Hospice with professionalism and warmth.

At Strathcarron Hospice, our values guide everything we do. We are committed to: **Compassion, Integrity, Respect, Innovation, Partnership and Excellence.**



We actively promote **Equity, Diversity and Inclusion (EDI)** and welcome applications from all backgrounds and communities.

This is an exciting opportunity to join a supportive, collaborative team and make a meaningful difference every day.

*This is a temporary role with a planned review point. Subject to organisational priorities and the successful contribution of the post-holder, there may be an opportunity for the position to become permanent.

About You

We are looking for someone who can demonstrate:

- Strong understanding of Trust and Grant fundraising
- Excellent bid-writing and persuasive communication skills
- Ability to develop and steward philanthropic relationships
- Initiative, enthusiasm and a positive, solutions-focused approach
- Commitment to continuous professional development
- Understanding of the third sector landscape
- Alignment with our values and commitment to EDI

The post is subject to a Level 1 check by Disclosure Scotland.

All new employees will be subject to a probationary period of 6 months, during which performance and suitability for the role will be assessed.

We are an equal opportunities employer, committed to diversity, equity, and inclusion. We welcome applicants from all backgrounds, including the LGBTQ+ community, and ensure fair treatment throughout our recruitment process. Our Equal Opportunities and EDI Policy is available on request.

How to Apply

Application forms only will be accepted for this post.

Forms are available:

- On our website: www.strathcarronhospice.net
- By contacting the HR Team on 01324 826222
- Or by emailing fv.schr@nhs.scot



Want to know more?

For further information, please contact Jackie Johnston, Fundraising Manager, on 01324 826222 or email Jackie.johnston@nhs.scot

Closing Date: Application Forms should be returned by Monday 8th June 2026 to the HR Department via e-mail: fv.schr@nhs.scot

Job Description

JOB DETAILS

Job Title: Trusts, Grants & Philanthropy Development Lead

Responsible to: Fundraising Manager

Department: Fundraising

No. of Job Holders: 1

JOB PURPOSE

Strathcarron Hospice must raise over £5 million each year from voluntary sources to deliver specialist palliative care and family support. As part of the Fundraising Team, the post holder will lead on **Trust and Grant fundraising**, including restricted and unrestricted income, and will support the development of **philanthropic giving** to strengthen long-term income generation.

DIMENSIONS

- Act as the organisational lead for Trusts, Grants and philanthropic development
- Manage the full lifecycle of funding applications, reporting and stewardship
- Develop and maintain strong relationships with funders and philanthropic supporters
- Work with senior colleagues to identify and articulate fundable priorities
- Contribute to the wider fundraising strategy and team objectives
- Support business continuity by training in additional duties as required

ORGANISATIONAL POSITION

Chief Executive



Fundraising Manager



Deputy / Corporate Fundraiser

Fundraiser (Community) – 2 roles

Fundraiser (Events) – 2 roles

Fundraising Team Leader



Fundraising Administrator – 2 roles

KEY DUTIES / RESPONSIBILITIES

A. FUNDRAISING ACTIVITIES

- Identify, research and prioritise Trust, Grant and philanthropic prospects
- Develop strategic approaches to income generation in agreement with Senior Management
- Gather information from colleagues to prepare compelling, evidence-based funding proposals
- Write and submit high-quality applications tailored to funder requirements
- Manage reporting schedules, ensuring timely submission of impact and financial reports
- Maintain accurate and up-to-date records using Raisers Edge
- Provide excellent stewardship to funders and donors, ensuring long-term engagement
- Contribute to team planning, shared targets and collaborative working

B. LEGACY GIVING SUPPORT

- Support the development and delivery of the Hospice's Legacy Giving initiatives.
- Work with the Fundraising Manager to raise awareness of gifts in wills and promote legacy messaging across campaigns, materials and supporter communications.
- Provide sensitive and appropriate stewardship to individuals and families enquiring about leaving a gift in their will.
- Maintain accurate records of legacy enquiries and pledges using Raisers Edge.
- Collaborate with colleagues to ensure legacy giving is integrated into wider fundraising activity and supporter journeys.

C. DATABASE & ADMINISTRATION

- Maintain accurate records of applications, deadlines, outcomes and funder interactions
- Produce reports for the Fundraising Manager and Senior Management as required

D. VALUES & EDI

- Demonstrate Strathcarron Hospice values — **Compassion, Integrity, Respect, Innovation, Partnership and Excellence** — in all interactions
- Promote and uphold the organisation's commitment to **Equity, Diversity and Inclusion**
- Ensure fundraising practice is ethical, transparent and aligned with sector standards

SYSTEMS & EQUIPMENT

PC, Printer/Photocopiers, Microsoft Office, Raisers Edge, Website and relevant third party platforms.

ASSIGNMENT & REVIEW OF WORK

- Plan and manage own workload to meet deadlines
- Work flexibly to respond to funding opportunities
- Collaborate with colleagues to ensure departmental objectives are met
- Support colleagues during periods of absence

DECISIONS & JUDGEMENTS

- Make decisions within remit relating to applications, funder engagement and workload
- Exercise judgement when responding to enquiries or adapting proposals

MOST CHALLENGING PARTS OF THE JOB

- Maintaining high-quality work under tight deadlines
- Managing multiple applications and reporting cycles
- Remaining resilient in the face of unsuccessful bids

COMMUNICATIONS & WORKING RELATIONSHIPS

Internal: Fundraising Team, Senior Management, clinical and support teams

External: Trusts, foundations, philanthropists, funding bodies

PHYSICAL / MENTAL / EMOTIONAL DEMANDS

Physical demands:

- Daily keyboard use.
- Occasional lifting of heavy Fundraising goods.

Mental demands:

- Concentrating at computer for periods of time.
- Resilience in the face of rejection from funder
- High level of attention to detail at all times

Emotional demands:

- Occasional contact with bereaved relatives – e.g. taking donations of funeral collections.
- Dealing at all times with sensitive issues in the appropriate manner.

Environmental demands

- Distraction of working in open plan office.
- Extensive use of PC.

KNOWLEDGE & EXPERIENCE REQUIRED

- Strong understanding of Trust and Grant fundraising
- Experience of philanthropic relationship development
- Excellent written and verbal communication skills
- Strong numeracy and financial understanding
- Knowledge of the charity sector
- High level of attention to detail
- Strong interpersonal skills
- Experience or understanding of Legacy Giving and the ability to engage supporters in conversations about gifts in wills with compassion and respect.



STRATHCARRON HOSPICE

Terms and Conditions: Strathcarron Hospice Terms and Conditions.

Location: Strathcarron Hospice

Salary Scale: £33,247 - £41,424 per annum

Hours: Full time- 37.5 hours per week

Employees may be required to vary the pattern of their working week subject to the exigencies of the service.

Duration: Permanent

Annual Leave: 27 days rising to 29 days after 5 years' service and to 33 days after 10 years' service plus 8 public holidays (pro rata).

Or

202.5 hours rising to 217.5 hours after 5 years' service and to 247.5 hours after 10 years' service plus 60 hours' public holiday (pro-rata).

Sick Leave & Pay: In accordance with Strathcarron Hospice provisions

Pension: This post is superannuable under the Falkirk Council Local Government Superannuation Scheme and your remuneration will be subject to deduction unless you choose to opt out of the scheme.

Right to work in the UK: Strathcarron Hospice has an obligation to ensure it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK for all prospective employees, regardless of nationality or job category

Pre-employment Health Assessment:

No appointment can be confirmed until a satisfactory medical examination has been undergone.

Protecting Vulnerable Groups Scheme

(if applicable):

From 28th February 2011 the Scottish Government introduced a new membership scheme to replace and improve upon current disclosure arrangements for people who work with vulnerable groups. If the duties of this post involve regulated work with children and young people and/or protected adults, the successful candidate will require to be a member of the PVG Scheme and consent to Strathcarron Hospice obtaining a Scheme Record or a Scheme Record Update, if they are already a member of the Scheme. More information of the PVG Scheme can be found at www.disclosurescotland.co.uk

Level 1 & 2 Checks

(if applicable):

If the duties of this post require the declaration and validation of criminal convictions, the successful candidate will be required to complete a Level 1 or Level 2 Disclosure Scotland check prior to any offer of appointment being made. In the event of employment, any failure to disclose such convictions could result in the withdrawal of any offer, disciplinary action or dismissal by Strathcarron Hospice.

Confidentiality:

In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorized disclosure or removal of information may lead to consideration of disciplinary action.

Equality in Employment:

Strathcarron Hospice fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. Strathcarron Hospice is committed to ensuring equality of treatment for both present and potential employees.

No Smoking Policy:

In line with Strathcarron Hospice's No Smoking policy, Strathcarron Hospice is a smoke free environment. This means that smoking will not be permitted by staff whilst performing their roles.



Health & Safety:

All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following Strathcarron Hospice policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

Partnership Agreement: Contributing to the development of partnership working by: supporting Strathcarron Hospice in delivering its goals and objectives; supporting continuous improvement in own performance and the performance of the department, directorate and Strathcarron Hospice; attending training, development and other activities aimed at improving own skills and for the benefit of the organisation and patient care.

Our Strategy

A copy of our Strategy is available on our website [What we do | Strathcarron Hospice](#)

Completed application forms should be returned to:

**HR Department
Strathcarron Hospice
Randolph Hill
Denny
FK6 5HJ
Fv.schr@nhs.scot**

Closing Date: Monday 8th June 2026.

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