

Candidate Pack: Trusts and Grants Fundraiser

Location: Remote/Hybrid – min once per month on site (Edinburgh)

Salary: £29,538 to £34,106 (pro-rata)

Hours: Part time – 21-28 hours per week

Closing date: Sunday 23rd August 2026



Welcome from Sarah Van Putten, Chief Executive at LifeCare Edinburgh

Thank you for your interest in joining LifeCare as Trusts and Grants Fundraiser.

For 85 years LifeCare has been tackling loneliness and supporting older people in Edinburgh to thrive and enjoy extra years of zest. With people at the heart of everything we do, we know relationships matter! No 15-minute care visits, high staff to client ratios and consistency ensures our clients get companionship alongside care. From those first touch points when you visit our hub to end of life our staff and volunteers' warmth and empathy shines through.

In the last year we have supported over 1100 clients and their unpaid carers through our range community hub activities and at home services. Often described by those we support as a lifeline, their happy place or the highlight of their week working at LifeCare makes a positive difference! Everything we do is made possible through the generosity of our clients, donors, funders, and local community.

As we celebrate our birthday we look to future with our exciting new strategy launched earlier this year that keeps people at the heart of what we do, building relationships, companionship, and a sense of community. We are committed to ensuring that more people can access the support they need when they need it. To do that, we must continue to build sustainable income streams and develop strong partnerships with those who share our vision.

Trusts, grants and foundations already play a vital role in supporting our work. They help fund many of our services and activities to both clients and unpaid carers and bring improvements to our service delivery and hub.

This is where you come in.

As our Trusts and Grants Fundraiser, you will play a key role in helping to ensure LifeCare can continue provide outstanding care and support today for years to come. Through securing funding, building meaningful partnerships and communicating the impact of our work, you will directly contribute to the care and support we provide. We are looking for someone who combines Grant and Trust fundraising expertise with creativity, ambition and a genuine passion for making a difference.

I hope this pack gives you a sense of both the opportunity and the purpose behind this role. If you are inspired by the chance to make a meaningful difference and want to be part of an organisation with ambition, compassion and community at its heart, we would be delighted to hear from you.

Thank you for considering joining LifeCare and I hope you choose to apply.

Sarah



Background on LifeCare Edinburgh



About LifeCare Edinburgh

LifeCare has a proud 85-year history of providing uplifting, positive and practical support for older people and they've never been needed more. Set up in 1941 by 3 trailblazing local women to tackle loneliness a commitment that remains at heart of what they do today. Their services are delivered to older people age 50+ who need care within the home, out and about in the community and from their registered day clubs. This includes people living with dementia, frail older people, those living with mobility problems, with poor mental health, people experiencing isolation and loneliness, and dedicated unpaid carers.

LifeCare's 'why'

There are an increasing number of older people, many living with more complex needs, who struggle to access health and social care. The loneliness epidemic shows no signs of decline with 3 in 5 over-50's experiencing loneliness in Scotland. Isolation can increase a person's risk of dementia by about 60%. As well, older people often face significant financial challenges, living in poverty or on low incomes, this is also true for their unpaid carers.

- 84% of LifeCare clients are over the age of 70
- 81% of LifeCare clients live alone
- 64% of LifeCare clients identify as female, and 36% as male
- 1,140 clients and unpaid carers were supported by LifeCare to live well and stay independent in 2025/26
- 9,444 fresh hot meals delivered



What they do

LifeCare supports older people in many ways, including:

- **Help at Home:** providing regular and reliable support with cleaning, household tasks and shopping to support people to stay independent at home
- **Outreach:** a registered care service providing care and companionship at home or out and about for the over 50s across Edinburgh
- **Day clubs:** In both Stockbridge and Portobello, LifeCare's day clubs support people to enjoy all sorts of activities, entertainment and trips out
- **Meals on Wheels:** delivering freshly made, nutritious hot food that is ready to eat to over 50s with health and/or support needs across Leigh and North Edinburgh
- **Support for unpaid carers:** a programme of free health and wellbeing activities for unpaid carers at their Stockbridge community hub
- **Community Hub and Café:** hosts a variety of free activities, classes, groups and events for all generations. These range from weekly activities to yearly large events

Their vision, mission and values

Their Vision

A society where no older person is left alone or isolated. They believe that older people should be supported to thrive.

Their Mission

To support more older people to enjoy years of zest through providing the best possible care, support and companionship.

Their Values

People are at the heart of everything LifeCare does:

- They help people reach their full potential
- They recognise everyone has unique gifts and strengths
- They listen
- They learn
- They work together

These values guide their decisions, shape their culture and underpin the care and support they provide every day.



Background on the Trusts and Grants Fundraiser role

The Trusts and Grants Fundraiser will play a pivotal role in securing and growing sustainable income from charitable trusts, grant funders and foundations to support the ongoing work and future ambitions of LifeCare Edinburgh.

As a key member of the team, the postholder will lead on developing high-quality funding proposals, cultivating long-term relationships with funders and delivering exceptional stewardship that inspires ongoing support and investment in the care LifeCare delivers to the community across Edinburgh.



Working collaboratively with colleagues you will identify funding opportunities that align with organisational priorities and translate service delivery into compelling, evidence-based cases for support. Through powerful storytelling, strategic relationship management and a proactive approach to pipeline development, you will help secure vital funding for core costs and services, innovative projects and future service development.



Why is this role vacant?

Trust and grant fundraising currently sits within the remit of the Fundraising and Communications Manager role. As the current post holder is leaving LifeCare, the organisation has taken the opportunity split the responsibility out and source a dedicated and experienced trusts, grants and foundations fundraiser to ensure focus remains on the pipeline and portfolio.

There is a solid foundation to build on. The current post holder has had success across different size applications, has delivered reports on time and to funder requirements, and there are existing processes and templates in place to pick up and use.

Overall, the trusts, grants and foundations portfolio at LifeCare is in a good place, they need someone with experience to come in and continue that positive trajectory.

What are the opportunities and challenges for the post holder?

LifeCare's service delivery is incredibly tangible. The successful postholder will be able to see the difference their work makes every single day across the many services and activities the charity provides. This presents a lot of opportunities for funding applications to a wide variety of funders – both large and small.



LifeCare has seen funding success from the likes of National Lottery, Shared Care Scotland, Scottish Power, RS MacDonald, The Clothworkers Foundation, The Wolfson Foundation and other local funders. Funded work includes everything ranging from supporting day clubs, providing free meals on wheels, chatty cafes, community events, to changing places toilets and solar panel provision. There is no end to the opportunities funding can be sought for – which makes this a really engaging opportunity for a trust fundraiser. Currently the charity is preparing applications to a couple of large national funders, so these will be in the pipeline for the incoming postholder to pick up and deliver.

Feedback from funders previously has been that the voice of clients sometimes hasn't been loud enough – this is being addressed through a new Advisory Group so there will be additional evidence to bring into trust applications from that in the future.

The organisation is embarking on a new strategic period too, having passed the incredible milestone of reaching 85 years serving the community. The new strategy includes holding onto what they do best but also ensures there is the opportunity for new developments and new funding proposals to be developed.



This role could be for you if you:

- Love developing engaging and compelling funding propositions
- Can work independently, seeking collaboration when required
- Can effectively project manage a complex pipeline of funders, confident with multi-tasking and prioritising
- Enjoy relationship building and stewardship - especially maintaining long term relationships
- Enjoy working with other teams and departments such as Finance and Service Delivery
- Aren't afraid to discuss targets, and monitor and report on financial achievements

This role would suit someone who has demonstrable experience of working with significant trust and grant funders, creating compelling cases for support and engaging applications, and delivering income.

Perhaps you are at officer or fundraiser level already but may be looking to move to part-time hours, or a more flexible career path. Perhaps you are already working part time or in a freelance capacity but would value a steady part-time role alongside your other opportunities.



Job Description: Trust and Grants Fundraiser

Role purpose

Secure funding from trusts, grants and foundations to support the delivery and development of LifeCare's services. The role will be responsible for building and maintaining a pipeline of prospective funders, developing compelling case for support materials and funding applications and gathering evidence and impact measurement, ensuring high-quality reports and stewardship of funders.

Key tasks

Trust and grant fundraising

- Identify, research, and pursue trust, grant and foundations funding opportunities which align with LifeCare's mission and strategy and annual objectives.
- Build a pipeline of prospective funders, maintaining an accurate and up-to-date prospect list.
- Draft compelling funding applications, expressions of interest, letters of inquiry and supporting documentation.
- Manage the full grant cycle, from prospect research and application through to reporting and stewardship.
- Ensure all applications align with organisational priorities, strategic objectives and funder requirements.
- Maintain a calendar of funding opportunities, deadlines, reporting requirements and key relationships.
- Ensure that appropriate information is gathered on funded projects and provide accurate and timely reports to funders and ensure conditions of any grants are met.
- Develop and maintain positive relationships with trust, grant and foundation funders, ensuring they remain informed about the impact of their support.
- Account-manage existing partnerships, delivering on contractual agreements and strengthening the relationships long term.

Fundraising Administration and Compliance

- Maintain accurate records of all funding applications, awards, reporting requirements and funder communications using the fundraising database and recording systems.
- Monitor grant income, expenditure requirements and reporting schedules.
- Work closely with the Finance Team to ensure financial information included within applications and reports is accurate and up to date.
- Produce timely and high-quality monitoring reports and impact updates for funders.
- Ensure all fundraising activity is conducted in accordance with organisational policies, GDPR requirements and fundraising best practice.
- In conjunction with the Finance Team manage the monitoring of grant income to effectively report to grant funders and donors.
- Contribute to the wider fundraising strategy and organisational sustainability plans.

General Responsibilities

- Always act as a positive ambassador for LifeCare.
- Demonstrate LifeCare's values when working with clients, colleagues, funders and partner organisations.
- Participate fully as a member of the Fundraising & Communications Team and contribute to broader organisational objectives.
- Produce reports and papers for the CEO and Board of Trustees, attending meetings when requested to speak to reports.
- Undertake relevant training and professional development.
- Carry out duties in accordance with LifeCare's policies and procedures, including Health and Safety, Safeguarding, Equality, Diversity and Inclusion, and GDPR.
- Undertake any other reasonable duties commensurate with the level and responsibility of the post.
- Arrange and support funder meetings, hospice visits and engagement opportunities.
- Represent the hospice professionally and passionately to external stakeholders and supporters.
- Work collaboratively with colleagues to ensure funders receive timely and meaningful communications.

Person Specification: Trusts and Grants Fundraiser

Person Specification

Essential

- Commitment to the vision, mission and values of LifeCare.
- Experience of trust and foundation fundraising, including researching, writing and submitting successful funding applications.
- Demonstrable experience of managing fundraising pipelines and securing grant income against targets.
- Demonstrable ability to translate complex information into persuasive, compelling and accessible funding proposals, applications and reports.
- Experience of gathering, analysing and presenting data, outcomes and impact information.
- Able to effectively prioritise own workload, multiple tasks, timelines and deliverables across the funder pipeline without oversight and ensure deadlines are adhered to.
- Interpersonal, influencing and relationship-management skills that demonstrate confidence and capability in building effective relationships across all levels including internal and senior stakeholders, potential funders, existing funder and others, with the ability to adapt communication to suit the audience and situation.
- Demonstrable financial literacy and numerical accuracy across charity finance, project budgets and funding requirements.
- Demonstrable experience of using MS Office applications in day-to-day use within a charity setting, and using Customer Relationship Management (CRM) systems to manage a pipeline, funder records and to monitor and report on income

Desirable

- Experience of securing capital funding grants.
- Knowledge of the trusts and foundations funding landscape in Scotland.
- Experience of using CRM, grants management or donor management systems.
- Experience of working with statutory or government funding programmes.

Benefits & life at LifeCare Edinburgh

Salary, hours and contract	Salary band is circa £29,538 to £34,106 (pro-rata) per annum The role is a 12-month fixed term contract with the potential for extension. The successful candidate can select the hours they would like to work between 21 – 28 per week. LifeCare are open to flexible working patterns including compressed hours and school hours/term time working patterns. Please discuss your preference in your screening call with THINK Recruitment.
Location and travel	This post can be undertaken mostly remotely. LifeCare ask that the successful candidate commits to a minimum of a day a month working from the LifeCare Centre to remain connected to the service delivery there, and to build relationships with on-site staff. The ability to meet funders at other locations will be required occasionally.
Annual leave	30 days including Bank Holidays – applied pro-rata
Pension	4% employer contribution Salary sacrifice option available
Other	Accident insurance policy Access to virtual Medical Care which also covers immediate family members

If you have questions about the benefit package, or if there are policies you would value seeing before continuing in the selection process, please do reach out via recruitment@thinkcs.org and we will be happy to find out the information you need.

Equality, Diversity and Inclusion

LifeCare Edinburgh believes everyone has the right to be treated equally and with respect. The organisation is an equal opportunities employer and are committed to, and promotes, its policy of equality of opportunity through the equal treatment of all and opposing all forms of discrimination in the workplace.

During this recruitment process at LifeCare Edinburgh, we will ensure that individuals are recruited without reference to any protected characteristic, and that no one will receive less favourable treatment or, for any reason.



As part of the selection process the business is committed to ensuring that the selection criteria are strictly job-related and essential to the requirements of the role, and only those qualifications and skills that are important and relevant to the job are used as criteria for selection.

If you have a disability which means you are unable to meet some of the job requirements, specifically, because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

The recruiting manager will ensure no decision is made, or preference stated, in advance which could unfairly influence the outcome of the recruitment process.



Full Equal Opportunities Policy is available upon request.

If there is anything THINK Recruitment can do to make any reasonable adjustments to ensure you can engage fully in the process, please do contact Jo McGuinness at recruitment@thinkcs.org for a confidential discussion.

How to apply

To express interest in this role, and to arrange an initial conversation with THINK Recruiting please email recruitment@thinkcs.org with a copy of your CV and contact information.

THINK's Recruitment Manager will have an informal screening conversation with all applicants prior to shortlisting. Rather than requesting candidates submit a supporting statement or cover letter, we will provide interested candidates with screening questions to answer which alongside your CV will form your application.

Please ensure you allow enough time to have a call prior to the closing date, as we cannot put candidates through to shortlist who have not been screened.

Screening calls with THINK Recruitment	Monday 10th August – Friday 21 st August
Closing date	Midnight Sunday 23 rd August
Invites to interview out to candidates	By midday Wednesday 26 th August
Stage 1 Interviews	Tuesday 1 st September
Stage 2 interviews – if required <i>Every effort will be made to keep the process to one stage.</i>	Monday 7 th September
Decision by	EOD Tuesday 8 th September

Interviews will be held in person at LifeCare Edinburgh. There will be an interview task, details of which will be shared in the invite to interview alongside the panel questions to support candidate prep.



If there are any reasonable adjustments THINK Recruiting can make to ensure ease of participation in the selection process, please do get in touch. All discussions are confidential.

Thank you for your interest, please do get in touch if you have any questions.

Jo McGuinness
Senior Recruitment Manager - recruitment@thinkcs.org

The logo for THINK Recruitment features the word "THINK" in white, bold, uppercase letters on a black rectangular background. Below it, the word "Recruitment" is written in black, bold, uppercase letters on a white rectangular background. To the left of the "Recruitment" box is a small black square.

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