HEAD OF PROJECTS AND FUNDRAISING: JOB DESCRIPTION

Salary: £37,000 – £40,000 per annum (depending on experience, with a performance-based bonus scheme to be explored)
Location: Moulsecoomb Place, Westergate Business Centre, flexible working
Start date: From late 2025, with full operational focus by early 2026
Reports to: Chief Executive Officer
Hours: Full-time
Contract: Permanent

Purpose of the Role

The Head of Projects and Fundraising will play a central role in a new charity being established by East Brighton Trust (EBT) to lead creative, enterprise, and social infrastructure project work across East Brighton.

This role will lead on the creation, development, fundraising, and management of projects that deliver measurable income and impact, directly supporting the CEO and working collaboratively across the small staff team.

It is both a strategic and hands-on position, ideal for someone with strong experience in project development, bid writing, partnership building, and community-focused enterprise. The post-holder will also provide light operational support to the Head of Operations, including occasional cover for buildings and facilities tasks within EBT's estate.

Key Responsibilities

1. Project Creation and Development

- Lead the design and development of new creative, enterprise, and community projects in line with the new charity's strategic priorities.
- Work with the CEO to identify opportunities, build partnerships, and translate ideas into viable, fundable project proposals.
- Develop business cases and documentation for all new initiatives, ensuring clarity around purpose, outcomes, and income potential.

- Oversee delivery and monitoring of approved projects, ensuring quality, accountability, and alignment with funder and organisational requirements.

2. Fundraising and Income Generation

- Lead on researching and securing funding through trusts, foundations, public bodies, and corporate partnerships.
- Draft and submit funding bids, working with the CEO on strategy, positioning, and negotiation.
- Identify and develop new income streams including training, consultancy, and enterprise pilots.
- Manage funding pipelines and reporting within the CRM, ensuring timely submissions and data accuracy.
- Contribute to quarterly income and impact reporting for the Board and Business Committee.

3. Partnership and Stakeholder Development

- Build and maintain relationships with funders, partners, and delivery organisations across the creative, education, and enterprise sectors.
- Represent the new charity at external meetings, networks, and events, promoting the organisation's work and building collaborations that lead to income and impact.
- Work closely with Plus X, Aldridge Education, Brighton Open Market, and other local partners to expand project opportunities and reach.

4. Delivery and Oversight

- Provide leadership in the management of active projects, ensuring clear objectives, milestones, budgets, and reporting.
- Support evaluation and learning across projects to demonstrate impact and improve delivery.
- Provide regular updates and reports for the CEO, funders, and the Board.

5. Marketing and Communications Collaboration

- Work with the CEO, staff, and marketing agency to produce bid-ready and promotional content for projects, events, and The Skep venue.
- Contribute to digital campaigns, storytelling, and case studies to support visibility and fundraising.

6. Operational Support (as needed)

- Provide cover and support for the Head of Operations in areas such as venue logistics, facilities liaison, and event coordination.

- Support integration of operational and project delivery systems through the CRM.

Experience and Skills

Essential

- Proven experience in project development and fundraising within the charity, social enterprise, or cultural sectors.
- Strong understanding of funding landscapes, including trusts, foundations, and statutory funders.
- Experience in designing and delivering community or enterprise projects with measurable impact.
- Excellent written and verbal communication skills.
- Confidence in managing partnerships and representing an organisation externally.
- Commercial awareness combined with a social purpose mindset.
- Highly organised, proactive, and able to work collaboratively in a small, fast-paced team.

Desirable

- Experience working within creative, education, or place-based community settings.
- Knowledge of CRM systems and monitoring frameworks.
- Understanding of charity governance and reporting requirements.

Key Measures of Success

- Income targets met or exceeded (£140,000–£195,000 across team, with direct role contribution to bids and projects).
- Two to three successful funding bids delivered within the first year.
- At least three new strategic partnerships developed.
- High-quality project delivery and reporting.
- Effective collaboration with the CEO and Head of Operations.
- Positive feedback from partners, funders, and stakeholders.
- Potential to earn additional income if targets are met.

Working Relationships

- Reports directly to the Chief Executive Officer.
- Works closely with the Head of Operations and other staff to ensure integrated delivery.

- Liaises with the Board, Business Committee, funders, and partners as required.

Support and Supervision

The post-holder will receive ongoing support and regular supervision to ensure successful delivery of all responsibilities.

Inclusivity Statement

EBT is committed to building an inclusive workplace and recruiting a workforce that is as diverse as the communities we serve. However you identify, and whatever background you bring with you, we welcome you to apply for this role. If there are any adjustments that would help support you in your application, please do let us know when you apply. Disabled, D/deaf and/or neurodivergent people and those from Black, Asian and Ethnically Diverse backgrounds are underrepresented in our workforce so we particularly encourage applications from people in these groups.

Conditions

The employee will be employed under East Brighton Trust's normal conditions and permanent Contract of Employment. The role is full-time and unsocial hours (evening and occasional weekends) might be a necessary requirement of the post at times.

Holiday entitlement is 25 days a year plus 3 extra days at Christmas (pro-rata), plus bank holidays. In the occasional event that additional hours may be required, time off in lieu (TOIL) will be applied. Hours worked are as flexible as possible to suit the needs of the community and the post-holder.

How to Apply

Send your CV and a short covering statement (maximum two pages) outlining your relevant experience and motivation to **ceo@eastbrightontrust.co.uk** by Friday, 28 November.

For an informal conversation about the role, please contact Gary Pleece, CEO.
East Brighton Trust is an equal opportunities employer.

We welcome applications from candidates of all backgrounds who share our commitment to creativity, community, and enterprise in East Brighton.