



JOB DESCRIPTION

ROLE TITLE:	Statutory Funding and Impact Officer		
REPORTING TO:	Fundraising and Marketing Manager		
LOCATION:	Home-based	HOURS:	21 hours per week
SALARY:	£32,235 - £37,440 fte pro rata	DIRECT REPORTS:	None
CLOSING DATE:	Sunday, 30 th August	INTERVIEW DATE:	Thursday, 10 th September

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Spelthorne Family Centres**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through **Steps2Wellbeing** and our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Community Group** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

The Statutory Funding and Impact Officer will play a key role in securing and sustaining income from statutory sources, including local authority and public sector commissioners. The post holder will help to lead on the development of high-quality funding applications, tenders, and contract submissions, ensuring alignment with commissioning priorities and organisational strategy.

A key aspect of the role will be gathering, analysing, and presenting evidence from across the organisation to demonstrate impact, strengthen funding bids, and support ongoing contract performance and reporting.

Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

Duties and Responsibilities

The Statutory Funding and Impact Officer will lead on securing income from statutory sources, including local authority and public sector commissioners, through high-quality tender writing, funding applications, and partnership development. This core duty will adapt based on commissioning cycles, balancing tender preparation with grant-making trust applications.

A key feature of the role is the development and use of evidence and insight from across programmes to demonstrate impact, strengthen funding applications, and support reporting to funders. The successful candidate will need to work independently and using own initiative to create new relationships and funding opportunities for the Trust.

- **Statutory Funding and Bid Development**

- Identify and monitor statutory funding opportunities including tenders, commissioning frameworks, and public sector grants
- Help to lead and coordinate the preparation of high-quality tender submissions and funding bids
- Write clear, persuasive, and evidence-based responses to service specifications
- Help develop delivery models, outcomes frameworks, and costed proposals in collaboration with operational teams
- Maintain a pipeline of statutory funding opportunities and manage deadlines
- Build and maintain relationships with commissioners and local authority contacts

- **Impact, Evidence and Insight**

- Work with operational teams to design and maintain data collection frameworks and spreadsheets to track KPIs and evaluate programme effectiveness across the Trust.
- Work with delivery teams to ensure consistent and accurate monitoring of service activity
- Translate data and programme outcomes into clear, persuasive narratives for funders and commissioners
- Collect impact summaries and evidence reports for use in bids and contract management
- Support the development of organisational understanding of impact and effectiveness
- Undertake light research into policy developments, local need, and commissioning priorities

- **Relationship Management**

- Build and maintain relationships with commissioners, local authority officers, and other statutory funders
- Represent the organisation at relevant meetings, briefings, and partnership forums
- Support collaborative working with partner organisations on joint bids or consortia opportunities

- **Contract and Performance Support**

- Contract, Grant and Relationship Management
- Support mobilisation and reporting requirements for statutory contracts and trust grants
- Ensure compliance with funder requirements, including monitoring and reporting deadlines
- Maintain accurate records of applications, awards, and funder communications
- Develop and maintain relationships with statutory commissioners, trust funders, and key stakeholders
- Represent the organisation at relevant external meetings, briefings, and partnership forums

- **Trusts and Foundations Fundraising**

- Use impact data to draft compelling applications to Grant-Making Trusts during off-peak statutory tender cycles
- Research and identify relevant charitable trusts and foundations aligned with organisational priorities
- Manage a pipeline of trust applications, renewals, and reporting deadlines
- Build and maintain relationships with key trust funders where appropriate
- Ensure timely and accurate reporting to trust funders on funded activity and outcomes

- **Other**

- Any other duties commensurate to the role

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
Good level of education (A levels or Level 3 qualifications or equivalent) required with strong verbal and written English.	Degree, preferably in a relevant field or professional fundraising qualification (e.g. IoF)
Relevant Experience	
Experience of writing successful contract tenders, ideally within a statutory funding environment	Experience of working with commissioners (local authority, NHS etc.)
Experience of collecting, managing, and interpreting data, monitoring information, or impact reporting to a high level	Experience of partnership or consortium bidding
Experience in designing and implementing data capture tools (e.g., surveys, online forms, outcomes scales, etc.)	Experience of Project Management
	Experience of using data to present clear messages to audiences.
Knowledge	
Understanding of public sector commissioning or local authority funding processes	Knowledge of outcomes frameworks and impact measurement approaches
	Knowledge of commissioning frameworks or procurement processes
	Understanding of the charity or voluntary sector
Skills and Expertise	
Strong bid writing and communication skills with the ability to translate complex information into clear, persuasive content	Experience of developing or contributing to a fundraising strategy
Advanced IT skills with ability to navigate and implement new systems using high level of IT proficiency and sharing expertise with colleagues	

Advanced proficiency in data management tools (e.g., Excel) for data analysis and reporting.	
Experience using public sector procurement portals and navigating complex tender specifications.	
Analytical thinking and data interpretation with demonstrable ability to use information and present insights in a meaningful way	
Strong planning and prioritisation skills, with the ability to manage multiple deadlines	Project Management skills
Strong interpersonal skills with confidence networking and building relationships with operational teams and external stakeholders	Proven experience of building networks and relationships with external organisations.
Strong presentation skills with confidence to lead and present data and impact reports to audiences for a specific purpose	Experience of presenting to large and mixed audiences
Self-motivated and highly organised, able to manage a varied workload independently and from home	
Ability to travel to programmes and events across Surrey as needed	

This role is home-based. The postholder will be expected to travel across the region of the Trust's service delivery, and occasionally beyond, for networking events, meetings with commissioners, and team meetings. A DBS check is not required for this role.

Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

General

This job description is not an exhaustive list of duties, but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust.

For an initial discussion about this role please contact Rachel Perez-Lofly at rachel.perez-lofty@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk – Closing date for applications is 5pm Sunday 30th August 2026.