



Action for  
Pulmonary  
Fibrosis



# Trusts, Foundations and Grants Manager

Charity Commission England & Wales Registered Charity Number: 1152399  
Scottish Charity Regulator Number: SC050992

[actionpf.org](https://actionpf.org)

## Job description

|                                   |                                                                                                                                                                                                                                                                            |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>                 | <b>Trusts, Foundations and Grants Manager</b>                                                                                                                                                                                                                              |
| <b>Location:</b>                  | <b>Fully remote</b> , with occasional travel to Peterborough for team meetings, funder meetings or APF events as required.                                                                                                                                                 |
| <b>Salary:</b>                    | <b>Band 3</b> £34,000–£41,000 per annum.                                                                                                                                                                                                                                   |
| <b>Hours:</b>                     | <b>Full-time, 37.5 hours per week.</b> Part-time considered, minimum 4 days per week. APF supports flexible working, with flexibility around working patterns to support a healthy work-life balance. Occasional out-of-hours work may be required, with time off in lieu. |
| <b>Reports to:</b>                | <b>Head of Fundraising</b>                                                                                                                                                                                                                                                 |
| <b>Direct Reports:</b>            | <b>None</b>                                                                                                                                                                                                                                                                |
| <b>Directorate and Department</b> | <b>Directorate:</b> Fundraising and Communications<br><b>Department:</b> Fundraising                                                                                                                                                                                       |

## About Action for Pulmonary Fibrosis

Pulmonary fibrosis is a devastating lung condition that scars the lungs and makes breathing increasingly difficult. It changes lives quickly and, too often, takes people from their families too soon.

Action for Pulmonary Fibrosis (APF) is the UK's leading patient charity for people affected by pulmonary fibrosis. We fund research, campaign for better care and provide vital support and information to people living with the condition and the families, friends and professionals who care about them.

We were founded by people affected by pulmonary fibrosis and clinicians, and we remain rooted in community, evidence and lived experience. Our mission is to work together to stop lives being lost to pulmonary fibrosis. Our vision is a future where everyone with pulmonary fibrosis has access to effective, evidence-based care and, ultimately, a cure. Our values are compassionate, expert, bold and collaborative.

This is an exciting time to join APF. We are a growing charity with an ambitious five-year strategy, and we are increasing our income and impact so we can expand support services, accelerate research, influence policy and improve care across the UK.

### Why this role matters

This role makes our work possible. The income secured from trusts, foundations and grant-makers will help APF reach more people, fund more research, strengthen our support offer, amplify the voices of people affected by pulmonary fibrosis and push for better care nationally.

As our Trusts, Foundations and Grants Manager, you will turn evidence, data and lived experience into compelling funding proposals that show funders why APF's work matters and why now is the moment to invest.

You will help build the relationships and funding pipeline that allow our services, research, policy and involvement work to grow.

We are looking for someone who brings proven experience in trusts, foundations or grants fundraising. You will already understand what makes a strong funding application, how to manage deadlines and relationships, and how to translate complex work into clear, persuasive cases for support.



## Purpose of Role

The Trusts, Foundations and Grants Manager will secure income from trusts, foundations, statutory bodies and other grant-making organisations to support APF's mission to stop lives being lost to pulmonary fibrosis.

The postholder will identify new funding opportunities, develop compelling applications and reports, build strong funder relationships and maintain a sustainable pipeline of grant income. Working collaboratively across APF, they will gather evidence, impact data and lived experience stories that demonstrate the difference APF makes to people affected by pulmonary fibrosis.

Success will be measured through achievement of agreed income targets, growth in the grant funding pipeline, retention and development of funder relationships, and timely delivery of high-quality applications and reports.

The role will work with a high degree of autonomy, managing a portfolio of prospects and funders. The postholder will develop project budgets with budget holders, coordinate cross-organisational contributions to proposals and make recommendations on funding opportunities to the Head of Fundraising.

## Key responsibilities

### 1. Trusts, Foundations and Grants Fundraising

- Manage APF's trusts, foundations and grants fundraising plan by identifying opportunities, developing applications and stewarding funders.
- Manage and grow a robust pipeline of trust, foundation, statutory and other grant-making opportunities, ensuring activity is prioritised effectively and key deadlines are met.
- Develop applications ranging from small and medium-sized grants to larger multi-year funding proposals.
- Achieve agreed annual income targets through successful applications, excellent stewardship and effective pipeline management.
- Research, identify and assess new trusts, foundations and grant-making organisations whose priorities align with APF's mission, values and strategic objectives.
- Monitor funding trends and emerging opportunities, using insight to strengthen APF's pipeline.
- Provide regular pipeline forecasting and performance reporting to the Head of Fundraising, identifying risks, opportunities and mitigation actions.
- Take delegated responsibility for progressing applications and proposals within agreed approval processes, escalating significant opportunities and risks where appropriate.

### 2. Internal Funding Development and Collaboration

- Build strong relationships across APF to identify projects, services, research initiatives and strategic priorities that require funding.
- Work collaboratively with colleagues to understand funding needs, shape compelling cases for support and ensure opportunities align with organisational priorities and impact goals.
- Gather information, evidence, data, budgets and case studies from colleagues across the organisation to support high-quality funding applications and reports.
- Promote a culture where fundraising is understood as a shared organisational responsibility and where teams actively contribute to funding opportunities.



## Key responsibilities (continued)

### 3. Proposal Development and Fundraising Delivery

- Lead the development of compelling, high-quality funding applications, proposals, expressions of interest and reports.
- Work closely with services, research, policy, involvement, communications and fundraising colleagues to develop strong and persuasive cases for support.
- Translate complex programmes, projects and strategic priorities into clear, engaging and fundable proposals.
- Develop project budgets in collaboration with budget holders and finance colleagues.
- Ensure all submissions meet funder requirements and are completed to a consistently high standard.
- Manage multiple applications and reporting deadlines simultaneously, maintaining strong attention to detail.

### 4. Funder Stewardship and Relationship Management

- Build and maintain positive relationships with trusts, foundations and other grant-making organisations.
- Develop and deliver tailored stewardship activities that strengthen engagement and encourage repeat funding.
- Act as a key point of contact for funders, ensuring timely and professional communication.
- Coordinate meetings, presentations and funding visits involving senior leaders, trustees and operational colleagues where appropriate.
- Ensure all grant conditions, reporting requirements and deadlines are met.
- Support the development of long-term funding partnerships that maximise impact and income.

### 5. Statutory and Corporate Funding Development

- Support the Head of Fundraising and the Director of Policy, Research and Involvement to identify and pursue statutory and corporate funding opportunities where appropriate.
- Research opportunities from NHS organisations, local authorities, government programmes and other public-sector funders.

- Work collaboratively with colleagues to develop funding applications and reports for statutory funders.
- Help build APF's understanding of local and national funding opportunities that support the charity's strategic priorities.

### 6. Impact Reporting and Insight

- Develop high-quality grant reports that clearly demonstrate outcomes, impact and value for money.
- Work with colleagues to gather data, case studies and evaluation information that show the difference APF makes.
- Use reporting outcomes and funder feedback to strengthen future applications and funding propositions.
- Monitor performance against agreed fundraising KPIs and provide regular updates to the Head of Fundraising.

### 7. Data, Systems and Compliance

- Maintain accurate records of funder relationships, applications, reports and income using APF's CRM system.
- Ensure all correspondence, stewardship activity and reporting deadlines are appropriately recorded.
- Work closely with Finance colleagues to ensure grants are accurately recorded, coded and monitored.
- Use data and insight to improve fundraising performance and pipeline management.
- Ensure all fundraising activity complies with the Code of Fundraising Practice, APF's ethical fundraising standards, data protection legislation, grant conditions and restricted-fund requirements.
- Handle funder, supporter and organisational information responsibly, including appropriate use of consent, confidentiality and secure record keeping.



## Safeguarding and Compliance

### Safeguarding

APF is committed to safeguarding and promoting the welfare of children, young people and adults at risk. All employees are expected to share this commitment, act in accordance with APF's safeguarding policies and procedures, and undertake relevant safeguarding training appropriate to their role.

### Health, Safety and Wellbeing

All employees have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions. Employees are expected to comply with APF's health and safety policies, procedures and guidance, and contribute to maintaining a safe and healthy working environment.

### Data Protection and Confidentiality

The postholder is required to comply with the UK General Data Protection Regulation, the Data Protection Act 2018 and APF's policies relating to confidentiality, information governance and data security. All personal and organisational information must be handled responsibly and securely.

### Fundraising Standards and Ethical Practice

The postholder is expected to work in line with the Code of Fundraising Practice, APF's policies and APF's commitment to ethical, transparent and respectful fundraising. This includes ensuring that applications, reports, funder communications and stewardship activity are accurate, appropriate and aligned with APF's values.

## Person Specification

### Essential Experience and Knowledge

- Proven experience of researching, writing and developing successful funding applications to trusts, foundations or grant-making organisations.
- Experience of managing multiple funding applications, reporting deadlines and stakeholder relationships.
- Experience of producing high-quality written communications for external audiences.
- Experience of working collaboratively with colleagues from different teams and disciplines.
- Experience of gathering and presenting impact data, outcomes and case studies.
- Understanding of charity fundraising principles and grant fundraising best practice.
- Experience using CRM systems, databases or similar systems to record and manage activity.

### Essential Skills and Abilities

- Excellent written communication skills, with the ability to produce persuasive, impact-led proposals and reports.
- Strong attention to detail and proofreading skills.
- Strong relationship-building and communication skills, including confidence building relationships remotely.
- Excellent organisational and project management skills.
- Ability to manage competing priorities and work effectively to deadlines.
- Strong research and analytical skills.
- Confident working independently in a fully remote role while contributing positively to team objectives.
- Financially literate, with the ability to work with budgets and funding requirements.
- Strong ICT skills, including Microsoft Office, database systems and digital collaboration tools.
- Commitment to inclusive communications and equitable fundraising practice.



## Person Specification (continued)

### Personal Qualities

- Proactive and self-motivated, with a willingness to take ownership of tasks and opportunities.
- Collaborative and relationship-focused, with a positive and supportive approach.
- Resilient and adaptable, able to manage changing priorities and deadlines.
- Comfortable working flexibly and remotely as part of a connected, values-led team.
- Committed to continuous learning and improvement.
- Motivated by improving the lives of people affected by pulmonary fibrosis.
- Committed to APF's values of being compassionate, expert, bold and collaborative.

### Desirable experience

- Experience working within a health, research, patient or support charity.
- Experience of statutory, NHS or public-sector funding applications.
- Experience working with lived experience case studies and impact reporting.
- Knowledge of pulmonary fibrosis or other long-term health conditions.
- Experience of securing and managing grants of £50,000+ and/or multi-year funding partnerships.
- Experience of developing applications for research, healthcare or patient-support programmes.
- Experience of cultivating long-term strategic funding relationships that result in repeat or increased support.

## Diversity and Inclusion

At Action for Pulmonary Fibrosis, we are committed to promoting equity and inclusion. Pulmonary fibrosis does not discriminate, and neither do we. We believe our team should reflect the diverse communities we serve.

We warmly welcome applications from all candidates irrespective of age, disability, race, sex, pregnancy or maternity, gender reassignment, sexual orientation, religion or belief, or marital or civil partnership status.

If you need any adjustments during the recruitment process, or would like information in another format, please contact us and we will do our best to support you.



## Terms of appointment

|                        |                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract:</b>       | Permanent                                                                                                                    |
| <b>Salary band:</b>    | Band 3: £34,000-£41,000                                                                                                      |
| <b>Pension:</b>        | Auto-enrolment, with APF contributing 3%                                                                                     |
| <b>Holiday:</b>        | 25 days plus 3 discretionary days at Christmas, plus bank holidays, pro rata for part-time. Buy/sell leave scheme available. |
| <b>Location:</b>       | Fully remote, with occasional travel for team meetings, funder meetings or APF events as required.                           |
| <b>Hours:</b>          | 37.5 hours full-time, with flexible working and TOIL. Part-time considered, minimum 4 days per week.                         |
| <b>Other benefits:</b> | Flexible working policies, life assurance and a supportive remote-working culture.                                           |
| <b>Probation:</b>      | Six-month probationary period.                                                                                               |
| <b>Notice periods:</b> | Two weeks during probation, extending to three months thereafter.                                                            |

## How to apply

Please submit a CV and a covering letter, maximum two pages, outlining your suitability for the role and demonstrating how your experience aligns with the key responsibilities and person specification.

Applications should be sent to **[recruitment@actionpf.org](mailto:recruitment@actionpf.org)** by **8th July 2026**.

If you would like an informal conversation about the role, need the application information in another format, or would like to discuss adjustments to the recruitment process, please contact us on **01733 839642**.

Interview date: week commencing **13th July 2026**.

