

## Job description

**Title:** Trusts and Foundations Programme Lead

**Organisation:** Bliss, the premature or sick baby charity

**Location:** Hybrid (a minimum of three of your days over two weeks will be worked in the office  
Bliss Head Office, London SE1)

**Salary:** £43,973 FTE

**Terms:** 28 hours a week (£35,178)

## Role description

### Main purpose of the role

The Trusts and Foundations Programme Lead is an integral role in the fundraising team at Bliss. We are at an exciting time of substantial growth for trusts and foundations income and we are looking for an experienced fundraiser to continue to drive this area forward. The Trusts and Foundations Programme Lead will be responsible for identifying funding opportunities; managing bid development and applications in partnership with our trusts fundraising consultants; writing and securing high-quality bids; and developing an effective strategy to strengthen relationships with trust and foundation donors. The role will also oversee the management of the reporting and outcomes framework. This role would be well-suited to an experienced trusts fundraiser looking to grow their career in a small, agile, and ambitious organisation.

### About the team and department

This is the sole trusts specialist role at Bliss, although you will be supported with administration by the Fundraising Assistant. This role sits within the Fundraising Department alongside the Partnerships, Community & Events, Individual Giving, and Fundraising Operations teams.

### Reporting structure

Reporting to the Director of Fundraising

### Key responsibilities

- Work with the Senior Management Team (SMT) and our Services and Policy, Research and Campaigning teams to identify projects for funding and build these into compelling cases for support.
- Manage the relationship with our external trusts fundraising consultants, including joint development and management of the trusts funding pipeline, overseeing their writing of bids, and ensuring delivery to a high standard.
- Take responsibility for writing a small number of compelling bids to funders, ensuring effective and timely input from colleagues up to CEO level.
- Ensure timely and effective reporting back to funders through the reporting and outcomes framework, overseeing input from other teams, with ultimate accountability for writing and delivering high-quality reports.
- Involvement with financial planning and reporting for trusts fundraising, including supporting the Director of Fundraising with annual budgets and reforecasts, as well as responsibility for monthly management accounts review and variance reporting.

- Develop an effective stewardship plan, including regular communications and events to effectively communicate the impact of Bliss' work and maximise the value of funders.
- Lead the planning and delivery of any stewardship events for trusts, foundations and other high-value donors including managing the invitation list, working with SMT to develop content, event project management, and representing Bliss on the day.
- Work with the Fundraising Assistant to manage our bids to smaller warm funders, ensuring bids are targeted, effective and deliver a positive return on investment, with excellent stewardship and reporting provided.
- Ensure strong record keeping and administration of all bids and funding, including effective use of our Raiser's Edge database, trusts pipeline, and internal documentation.
- Monitor application outcomes and produce timely updates for SMT.
- Stay well-informed of Bliss' strategy and plans and maintain strong ongoing relationships with internal teams, particularly Finance, Services and Policy, Research and Campaigns.
- Contribute as a senior member of the Fundraising team, ensuring strong collaboration across the department.
- Contribute as a senior staff member at Bliss, ensuring effective cross-team working.
- To stay ahead of changes and trends in the sector.
- To carry out any other duties as may reasonably be required.

## Person Specification

### Skills and Experience

- Strong experience of fundraising, with proven specialisations in trusts and foundations.
- Proven experience of writing bids to successfully secure five- or six-figure and multi-year grants.
- Excellent relationship management skills; the ability to quickly build trusting relationships with funders, partners and colleagues of all levels.
- Exceptional writing skills with the ability to translate complex information into clear, compelling cases for support.
- Influencing skills, including demonstrable experience of effectively working with senior colleagues and/or external stakeholders.
- Strong financial planning skills with the ability to manage budgets and set and achieve stretching yet realistic financial goals.
- Excellent administrative skills with the ability to maintain accurate records.
- Excellent project management and attention to detail.
- Ability to work under pressure, effectively prioritising tasks and delivering to a high standard.
- Experience using databases to manage fundraising administration and record keeping.
- Ability to work with minimal supervision under your own direction.
- Good IT skills, with confidence using Outlook, Excel and Powerpoint.
- Ability to work a minimum of three days per fortnight in our London Bridge office.
- Experience of Raiser's Edge is a plus.

### Special conditions

- Able to demonstrate commitment to the aims and objectives of Bliss
- Willingness to work outside office hours and weekends
- Willingness to undertake further training as and when required

### Health and Safety and codes of conduct

- To carry out all work in accordance with Bliss' site health and safety policy
- To adhere to Bliss' Equity, Diversity & Inclusion Policy at all times
- To adhere to Bliss' financial monitoring processes
- To ensure compliance with the GDPR and Bliss' Data Protection Policy
- To adhere to Bliss' User Involvement policy and practice and to work closely with a range of stakeholders and users of services to best design, support and evaluate our activities.
- To undertake duties in line with the Institute of Fundraising, the Fundraising Regulator and other relevant codes of conduct.
- All employees must have a right to work in the UK.

#### Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Bliss we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role, but your past experience doesn't align perfectly with every aspect of the job description, we encourage you to apply to tell us what you can offer our organisation. You could be just the right candidate for this or other roles.

## About Bliss

Bliss is the UK charity for babies born premature or sick. Our vision is that every baby born premature or sick in the UK has the best chance of survival and quality of life. We champion the rights of every baby born premature or sick to receive the best care. We achieve this by empowering families, influencing policy and practice, and enabling life changing research. For more information about Bliss, visit [bliss.org.uk](https://bliss.org.uk)

### Why Work for Bliss

If you work for Bliss, you'll be part of a passionate, hardworking team who are making a real difference to the lives of babies born premature or sick.

Bliss has around 40 staff, most of whom are based in our lovely London Bridge office, with a small number of remote staff based in Scotland and the Midlands. All of our staff work **flexibly**, with everyone able to choose when to work their hours between 7am – 7pm Monday to Friday (working days are up to 8hrs long). This means we can provide lots of options for flexible working, such as annualised or compressed hours, as well as offering roles on a job-share basis.

We really value in-person interactions, so **hybrid working** means staff work in the office for three days over a fortnight but can choose to work wherever they like for the rest of their hours. Staff are supported to work even more flexibly and can choose four weeks per year when they work fully remotely.

Our staff truly embody our **values** of being supportive, trusted and ambitious. In 2025 we asked staff about working for Bliss. **100% of staff said they are treated with fairness and respect at Bliss. 100% said they enjoyed their work at Bliss and their managers are supportive.**

Working at Bliss also means you'll leave work every day knowing that you **make a difference**. We take opportunities to share each other's successes, and we are totally focussed on understanding the needs of our beneficiaries and seeking to address them. We share our findings regularly with each other, so that we all feel **connected to the cause** and see the **direct impact** we are having.

Working for a relatively small charity, you will get a real chance to shape the agenda and be able to **take ownership of a project or task**. We can also provide lots of opportunity to work with different teams and on project and working groups, so you'll never be bored!

We are an equal opportunities employer and take pride in our collaborative and inclusive work culture. We understand that we all have different priorities at home and we therefore aim to offer a mix of financial and non-financial benefits.

Our **benefits** include financial, health & wellbeing, lifestyle and career development options:

- 34 days paid holiday (pro rata for part-time employees) including bank holidays which can be taken whenever desired [26 days of holiday plus 8 days of bank holiday]
- Additional one-off week holiday granted as a 5 years' service award
- Generous contributory pension scheme
- Interest-free season ticket loans and tax-efficient cycle loans
- Enhanced company sick pay
- Enhanced family leave pay (after minimum service)
- Neonatal leave and pay
- Paid time off for volunteering
- Paid Emergency and Dependents leave
- Paid study days.

We have a relaxed work-life and dress code, offer free access to an **employee assistance programme** and ensure a genuine focus on ongoing **learning and development** for all staff, with dedicated L&D time and paid leave for personal L&D activities. Our staff are friendly and kind and enjoy **social activities** together in and outside of working hours.

Bliss is a London [Living Wage employer](#) and is signed up to the [Show the Salary pledge](#).

### Accessibility Statement

Bliss is committed to recruiting employees who reflect the diverse community we serve. We know that in order to recruit the most talented people, we need to access a wide pool of talent, and this means being as inclusive as possible in how we recruit, support and retain our staff.

Bliss recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates.

Some examples of our accessibility provisions for the recruitment process include:

- Step free access to the building, all key meeting rooms and bathrooms, and an accessible workstation
- Application pack in large / easy read format
- Additional time for interview tasks
- Private space for additional needs (e.g. prayer / breastmilk expression)
- Pre-interview meeting to talk through the role and person specification.

If you need any adjustments to enable you to access this job information, or the application process, please let us know.