

# Trusts and Foundations Coordinator

## Kettle's Yard

Deadline: Tuesday 29<sup>th</sup> July 2025  
Job Reference: DC46474



## Trusts and Foundations Coordinator

### Salary:

£30,805- £35,116 (pro-rata)

### Contract:

Part-time, fixed-term contract for 1 year

### Location:

Cambridge

### Faculty / Department:

Kettle's Yard

### Reports to:

Development Manager

### Working Pattern:

Part-time, 0.6 FTE (3 days a week).

### Role Overview

The Development team's purpose is to increase Kettle's Yard's sustainability by generating income. The Trusts and Foundations Coordinator is a key role in the Development team and will be responsible for researching and drafting applications from trusts, foundations and grant making organisations.

Income raised through trusts and foundations plays an important part in our fundraising strategy. Currently, Kettle's Yard's fundraising efforts across all individual giving generates approximately £400,000 per year, and we are committed to increasing this figure. In addition, we are working towards a bold goal: growing our endowment by £5 million by 2027 through a major endowment campaign. The Trusts and Foundations Coordinator will contribute significantly to the success of these initiatives by securing impactful gifts across the varied programme at Kettle's Yard.

### Purpose of the role

The Trusts and Foundations Coordinator will research prospective trusts and develop new relationships whilst supporting the Development Manager and Senior Associate Director in stewardship and cultivation of grant making bodies.

Collaborating with the wider team, the Coordinator will draft compelling applications and proposals whilst maintaining accurate records and compiling reports for funders.

The Trusts and Foundations Coordinator will work closely

with the Senior Associate Director, Development Manager and Development Assistant. The team work closely with all departments at Kettle's Yard and effective internal communication is crucial to our success.

Within the wider Kettle's Yard team, the role also contributes to developing policies and undertaking tasks concerning especially access, inclusion, anti-racism, environmental sustainability, fundraising and income generation.



## Key responsibilities

### Trusts and Foundations Fundraising

- Research and identify new Trust and Foundation prospects, developing Kettle's Yard's donor pipeline. Including keeping up to date with changes in funders' strategies, eligibility rules, terms and conditions and the requirements. Review and adapt departmental process to ensure compliance with University and funder regulations.
- Prepare compelling, evidence-based funding applications and proposals.
- Administer a portfolio of trusts and foundations and ensure timely submission of applications.
- Support the Development Manager to monitor sector trends and funding landscapes to inform fundraising strategy and identify areas of opportunity.

### Administration and Reporting

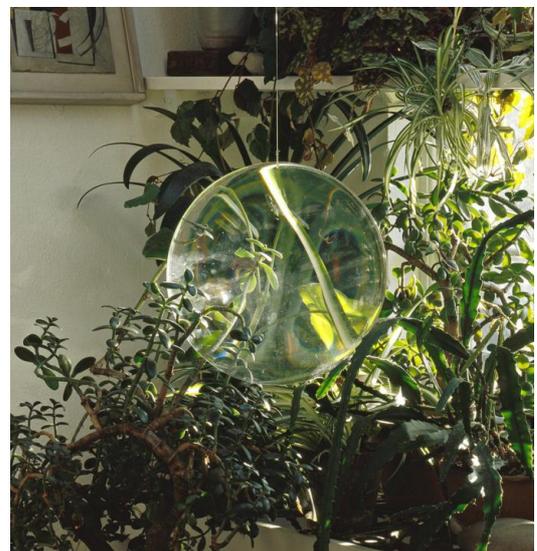
- Manage information on trusts and funds activity. Develop and maintain systems to track applications, deadlines, correspondence, outcomes and income.
- Ensure timely submission of grant reports, working closely with the programme and finance teams to collect data and financial reports.
- Track funding outcomes and report on progress to the Development Manager.
- Research and review complex information and data and adapt into informative and tailored 'funder- friendly' communications.

### Communications and Relationship Management

- Collaborate with internal teams to gather project information and budgets to support applications.
- Represent Kettle's Yard professionally in written and verbal communication with funders and build strong relationships with key funder contacts i.e. Fund Managers and administrators.
- Assist the Senior Associate Director and Development Manager with stewardship and compile written updates to keep funders engaged and informed.

### Other

- Seek to uphold Kettle's Yard's Values and contribute, as appropriate, to organisational policies, plans and working groups including: financial resilience, inclusion, access, anti-racism and environmental sustainability.



# Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Experience in securing funding from Trusts, foundations or grant making bodies.	✓	
Experience in using standard IT software packages.	✓	
Experience in a funder/customer/client-facing role.	✓	
Experience of developing and maintaining accurate databases.		✓
<b>Skills</b>		
Strong communication skills, both oral and written, with the ability to tailor communication to different audiences.	✓	
Strong research skills with the ability to review complex information and data.	✓	
Strong organisational skills with the ability to multitask while maintaining a strong attention to detail.	✓	
Ability to prioritise own workload and work unsupervised.	✓	
Proven relationship management skills with the confidence to build new relationships internally and externally.	✓	
<b>Qualifications</b>		
Educated to HND, HNC, level 4/5 vocational qualification or equivalent level of practical experience.	✓	
<b>Additional requirements</b>		
Interest in a career in fundraising.		✓
Ability to work flexibly and be supportive of colleagues.	✓	
A commitment to inclusion, anti-racism and environmental sustainability.	✓	

## Other Information

Working Conditions
Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.
Physical Requirements
Requires normal physical effort associated with an office environment (or equivalent).
Sensory Requirements
Uses normal office equipment and/ or standard tools.

*This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by University management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.*

**The University expects that you will:**

- Treat all members of the University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
- Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with University and departmental safety requirements.

# Terms of Appointment

## Tenure and probation

The appointments will be made on a part-time basis, 3 days a week (0.6FTE), with a fixed-term contract of 1 year. Appointments will be subject to satisfactory completion of a six-month probationary period.

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk)

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

### Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you

will be conditional upon you gaining it.

### Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

### References

Offers of appointment will be subject to the receipt of satisfactory references.

### Equality and Diversity

We particularly encourage global majority candidates and people with disabilities to apply for this vacancy as they are currently under-represented at Kettle's Yard. If you wish you can self-identify in your personal statement.

### Information if you have a disability

The University welcomes applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at [www.admin.cam.ac.uk/offices/hr/staff/disabled/](http://www.admin.cam.ac.uk/offices/hr/staff/disabled/)

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact us at [hr@kettlesyard.cam.ac.uk](mailto:hr@kettlesyard.cam.ac.uk).

# About Kettle's Yard

## Our Values:

### 1. Openness

Encompassing our commitment to access, equality, anti-racism and enriching communities. Seeking to be generous and caring, making a programme of events and activities inspired by Jim and Helen Ede's vision of a place in which everyone is welcome and can be enriched.

### 2. Creativity

Fundamental to the ethos of Kettle's Yard, from inspiring visitors to be creative in their own lives and communities, to the diverse creativity of the artists we support and whose work we present, to how we think about the future of Kettle's Yard.

### 3. Collaboration

Working with others - to learn from them and achieve stronger and richer outcomes. Contributes to sustainability through adding value and efficiency when exhibitions and projects are organised collaboratively and shared widely.

### 4. Insight

As part of the university, we undertake, enable, and disseminate research to generate new insights about art and artists, so deepening knowledge and enriching public engagement. We can elicit valuable insights and learn and grow as an organisation through conversations - whether with children and young people, members of the community, visitors or among our colleagues.

### 5. Sustainability

There is a cost to our existence and our work. Addressing how we run Kettle's Yard to reduce our carbon footprint is essential. We need to act and plan to reduce waste of all kinds and strengthen our financial resilience to secure our long-term health and wellbeing. This runs across everything that we do.

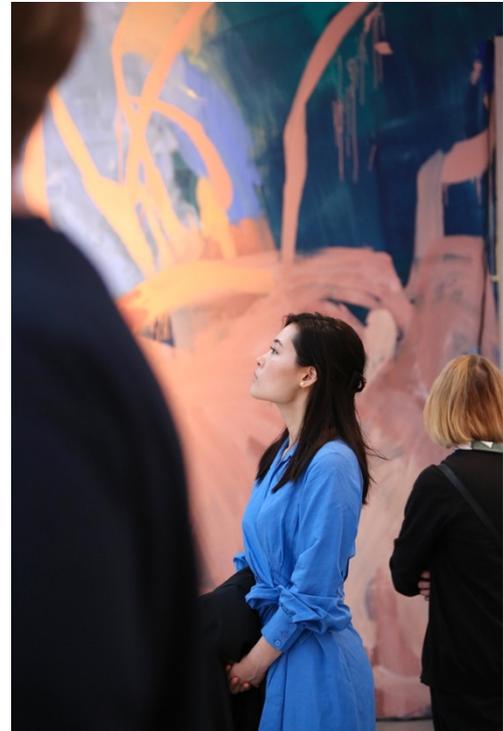
Our mission is to contribute to society by inspiring and engaging audiences through art, learning and research of the highest quality. We believe that great art should not be the privilege of the few, but for everyone. Our values reflect Kettle's Yard's creator Jim Ede's support for artists and belief in art's power to make us look again and change how we act in the world.



# Working at Kettle's Yard

Kettle's Yard has a staff team of around 70 employees; approximately half of which are our customer-facing Front of House team and the other half, our back-office team including curatorial, community & learning, development, communications, events, finance and operations teams.

Key working relationships for this role include the Development Manager (line manager) and all other members of the Fundraising team – the Director, Senior Associate Director for Fundraising and the Development Assistant. In researching and forming applications the Trusts and Foundations Coordinator will also communicate and collaborate with the Programme team, Learning & Community team, House & Collections team, the Music Associate and the Finance team. There will also be frequent liaison with members of the team at Cambridge University Development and Alumni Relations.



As a small but ambitious organisation, collaborative working and teamwork is key and we encourage opportunities to bring staff together across teams. We have a number of working groups in different areas that are open to all staff as well as regular all-staff meetings to encourage information, support and idea sharing across teams.

Due to the nature of this work this role can be offered for hybrid working with the potential to be partly or fully remote (subject to line manager approval). Kettle's Yard has hot-desk spaces available for on-site working. If you have any questions about hybrid or remote working with this role, please get in contact via the details on the 'How to apply' page.



# The University

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

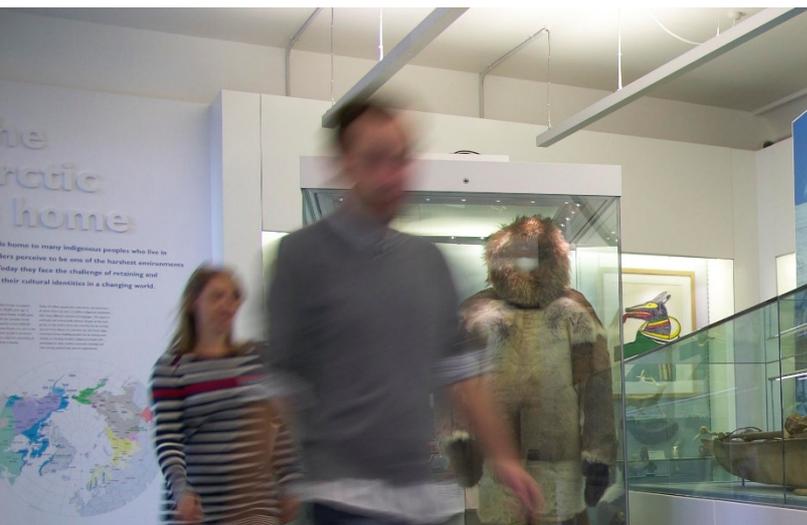
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Please complete the online application form including examples of how you meet the essential requirements for the post.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

Alison Waterhouse

Email: [hr@kettlesyard.cam.ac.uk](mailto:hr@kettlesyard.cam.ac.uk)

The closing date for applications is: end of day, Tuesday 29<sup>th</sup> July 2025

Interviews are expected: Friday 8<sup>th</sup> August 2025