



## YOUNG ENTERPRISE JOB DESCRIPTION

### Trusts & Philanthropy Officer

Job Title	Trusts & Philanthropy Officer (Trusts and Foundations)
Department	Philanthropy, National Fundraising
Salary	£26,000 - £30,000 per annum pro rata
YE Pay Grade	4
Hours	Full-Time 37.5 hours / 5 days per week (1.0 FTE) or Part-Time 30 hours / 4 days per week (0.8 FTE)
Reporting To	Senior Relationship Manager, Philanthropy
Contract Type	Permanent
Direct Reports	None
Location	<i>Hybrid (Working from our Central London or Oxford Office a minimum of 8 days a month if Full-Time or a minimum of 6 days a month if Part-Time)</i>
Who We Are	<p>We're Young Enterprise – a national charity with a bold mission: to give every young person the skills, confidence, and mindset to thrive in the changing world of work.</p> <p>For over 60 years, we've empowered more than 7 million young people through hands-on enterprise and financial education programmes. Whether it's launching a student business or learning how to manage money, we help young people develop key life skills—teamwork, leadership, problem-solving, and resilience.</p> <p>We're a passionate, down-to-earth team of 90+ staff and 2,000+ volunteers who believe that every young person, regardless of background, deserves a fair start in life.</p>
Purpose of the Role	<p>This is an ideal role for someone looking to take the next step in their Fundraising career. It's an exciting time to join Young Enterprise as we implement our new Transforming Futures strategy, that was launched in late 2024. This will take us to 2030, with many interesting projects and opportunities to engage supporters and prospects, inspiring them with our mission.</p> <p>A key member of the impactful and collaborative national fundraising team, this role will contribute to an annual budget of £4.2m and raise income from Trusts, Foundations and statutory income streams. In a driven and supportive environment, the role holder will also undertake prospect research and create compelling project updates and reports to effectively inspire and steward our supporters.</p> <p>As part of a small team that emphasises personal development and opportunities for growth, this role calls on strong income-generating and communication skills, to contribute towards YE's future ambitions across England and Wales.</p>

#### A few practical things

- This is a hybrid role, requiring the role holder to work from a YE office (London or Oxford) at least 8 times per month
- The role will involve travel to events, typically at schools, which take place during term time, however some evening working may also be required.



## Key Responsibilities

### Income generation

- To achieve or exceed agreed income targets, with a focus on securing donations from Trust and Foundations – particularly multi-year relationships (where possible). Do this by developing compelling, inspiring, and effective cases for support and applications.
- Manage excellent internal relationships across departments and regions to gain support for new proposals and involve them in new business projects, as well as gathering and collating project information for reports.
- There will be the opportunity to work on major donors if this is of interest to the candidate and once the T&F portfolio is stable and yielding income.

### Grant management

- Working with our operational Educational Partnerships Team and Programmes and Services teams to track funded projects' progress against targets. Working with colleagues to ensure they remain on track, correcting where necessary.
- Produce timely, engaging, and accessible project reports to inspire and build donor relationships.
- Steward an existing portfolio of warm donors with Young Enterprise event invites and volunteering opportunities, where relevant.

### Prospecting

- Research and qualify a robust pipeline of Trusts and Foundations and small statutory opportunities to progress and ultimately secure financial support for Young Enterprise.
- Manage pipeline to ensure best possible prospect research is delivered against, and creative, innovative thinking is utilised to help Young Enterprise to access new, sustainable income streams.

### Administration

- Effective administration across YE systems and platforms, including maintaining accurate database records and files for funders and supporting the team on ad hoc admin tasks/projects.

### Travel and donor stewardship

- Some travel required to support Young Enterprise activities with young people in schools, donor visits to projects, Young Enterprise meetings and team strategy days etc.
- Introduce innovation to account management that keeps partners well informed as part of robust stewardship plans, ensuring we retain partners and react to opportunities as they arise.

**The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.**



### Person Specification

The Philanthropy Officer will be an organised self-starter, who is able to manage their time effectively and to handle competing priorities.

With a resourceful outlook, the role holder can relate well to people, building and maintaining effective relationships internally and externally.

Adaptable and responsive to the needs of Young Enterprise, the role holder can work creatively and think entrepreneurially, to seize potential funding opportunities when they arise, and/or highlight these to colleagues, depending on their scale.

The Philanthropy Officer will demonstrate a clear commitment to quality, continuous improvement, integrity, and equal opportunities. They will be an accomplished team player, able to work with ambiguity and challenging tasks. They will contribute to the wider team, seeking and providing support to colleagues as needed.

The role holder will demonstrate an enthusiastic and positive “can-do” attitude, with a passion to make a difference for young people to help them succeed.

<b>Essential</b>	Excellent communication skills, both verbal and written, with the credibility and authority to inspire others. Ability to write inspiring, accurate reports with up-to-date information from colleagues/sources for funders.
	Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome initial negative responses to proposals.
	Strong organisational skills and attention to detail. A successful track record of meeting deadlines and managing own workload.
	Understanding of prospect research of Trust and Foundations and, ideally, statutory funding opportunities.
	Competent IT skills, including Microsoft Office, Outlook and PowerPoint.
	Strong research and analytical skills.
	Two plus years of fundraising and grant management experience from Trusts and Foundations, as well as a demonstrable track record of successfully applying to Trust and Foundations with strong examples of c.£10k+ successful applications.
	Reporting and budgetary knowledge to support your input into grant applications and financial monitoring processes.
	Proficiency in prospect research and familiarity with grant-making processes.
	Awareness of the guidelines and legislation around confidentiality and working with sensitive information, and the necessity to follow YE policies and procedures.
	An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times.
<b>Desirable</b>	A basic knowledge of current education initiatives, practice and thinking as relevant to the work of Young Enterprise.
	Utilising Networking Opportunities: to have actively engaged in networking activities, including LinkedIn and other platforms, to expand their network and strengthen relationships within the funding community.



## Young Enterprise Core Values

### Young Enterprise has 4 Core Organisational Values

#### Unlocking Potential

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

#### One Team

Working together effectively to achieve our goals.

#### Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities.

#### Creating Great Impact

Aiming for the biggest impact on young people and their educators.

**All YE Staff are expected to model these values at all times.**

## Keeping Young People Safe

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

At Young Enterprise, we take our commitment to safeguarding children and vulnerable adults seriously. We design our roles, programmes and services with safeguarding in mind; conduct thorough checks on new employees in line with UK safeguarding legislation; and ensure that our people have the safeguarding knowledge and skills they need to do their role and are supported to regularly refresh their training.

All successful applicants in eligible roles that involve contact with young people will need to undertake an enhanced DBS (Disclosure and Barring Service) Check prior to starting in the role, and at subsequent 3-year intervals. In addition, no Young Enterprise employee will at any point be unaccompanied while in the presence of children under the age of 18.

In line with the Rehabilitation of Offenders Act 1974, in the vast majority of cases DBS checks which contain information on previous convictions will not disqualify an individual from working with us. If you have any questions, please contact the Young Enterprise HR Team at [hr@y-e.org.uk](mailto:hr@y-e.org.uk).