Job title	Development & Grants Officer
Reports to	Development Director
Salary	£32,000 to £35,000 per annum (FTE), pro rata for 0.8 FTE
Hours	Full-time (35 hours per week). Applications from candidates seeking 0.8 FTE (28 hours per week) will also be considered.
Contract	Permanent
Location	Based in the London office at Somerset House with some hybrid working

About the National Saturday Club

The National Saturday Club is a Uk-wide education charity providing vital access to free extracurricular opportunity for young people aged 13–16, particularly those from underrepresented backgrounds. The weekly programme of non-formal learning enables young people to study subjects they love on a Saturday at local universities, colleges and cultural organisations. With over 130 Saturday Clubs across England, Scotland and Wales, working in collaboration with major industry and cultural sector partners, this year-long programme offers a transformational opportunity for young people to build skills, develop confidence and discover pathways to further study and future careers.

Comprised of a committed and growing network of over 100 Club partners across higher education, further education, creative industries and the cultural sector who deliver the Saturday Clubs in local communities, the National Saturday Club is supported amongst others by Arts Council England, Department for Culture, Media and Sport, British Film Institute, The Goldsmiths Company and Queen Elizabeth Scholarship Trust (QEST). We also work with prominent industry partners including Warner Bros, Burberry, YouTube and Arup alongside major cultural institutions including Tate, V&A and Manchester Museum.

About the role

The National Saturday Club has developed an ambitious and increasingly diverse approach to fundraising and income generation. As our relationships with trusts, foundations, corporate partners and other funders have grown, we are now looking for a Development & Grants Officer to join our Development team.

This is a new role, working closely with and reporting directly to the Development Director. The Development & Grants Officer will play an important part in ensuring that our funder relationships are managed exceptionally well. They will coordinate grant administration and reporting, maintain accurate records and funding information, support excellent stewardship of existing partners, and undertake research into prospective supporters and funding opportunities.

Alongside this, the role offers a genuine opportunity to develop as a fundraiser. Working with the Development Director, the postholder will contribute to funding proposals and cases for support, initially supporting and drafting applications and, as their experience develops, taking responsibility for selected applications and funding relationships.

We are therefore looking for someone who combines excellent organisation and attention to detail with intellectual curiosity, strong written communication and a real interest in developing a career in fundraising and development.

The role will enable the Development Director to devote greater time to strategic fundraising, major partnerships, relationship development and stewardship while strengthening the overall capacity and resilience of the Development function.

Key responsibilities

Grant management and reporting

- Coordinate the administration of our portfolio of grants and funding agreements, maintaining oversight of reporting requirements, payment schedules, conditions and deadlines.
- Work with colleagues across the organisation to gather programme, financial and impact information and use this to draft high-quality and compelling funder reports.
- Maintain accurate grant records and reporting systems, supporting the Development Director to monitor restricted funding, deadlines and identify any emerging reporting or compliance requirements.

Funder stewardship and relationship support

- Support thoughtful and consistent stewardship of existing funders and partners, including coordinating communications, meetings, visits and engagement opportunities.
- Prepare briefings, meetings and follow-up information for the Development Director and Chief Executive and help identify opportunities to keep funders connected to the impact of their support.
- As your experience develops, take responsibility for the stewardship of an agreed portfolio of smaller funders and relationships.

Prospect research and fundraising

- Research trusts and foundations, companies and other prospective partners, producing concise briefings on strategic fit, giving interests and potential opportunities.
- Maintain the fundraising prospect pipeline with the Development Director and monitor relevant developments and new funding opportunities.
- Contribute to funding applications, proposals, presentations and cases for support, including drafting content and bringing together evidence and organisational information.
- As your knowledge and confidence develop, take responsibility for selected smaller trust and foundation applications from research through to submission.

Development systems and team working

- Maintain accurate and useful information within our CRM and development systems, ensuring funder, prospect and relationship records are up to date.
- Work with Finance and other colleagues to support accurate tracking of income and provide information for development planning and reporting.

- Build effective relationships across programmes, communications, evaluation, finance and operations, developing a strong understanding of the National Saturday Club's work, impact and ambitions.

As a member of a small and collaborative team, you will also contribute to the wider work and culture of the National Saturday Club and undertake other appropriate responsibilities commensurate with the role.

Person specification

We recognise that candidates will bring different combinations of experience and knowledge. We are interested in potential as well as previous job titles and do not expect applicants to meet every desirable criterion. Previous professional fundraising experience is not essential. We are interested in candidates who can demonstrate the transferable skills, motivation and potential to develop successfully in the role.

Essential

- Experience of coordinating detailed work involving multiple deadlines, information and stakeholders, with strong organisational skills and attention to detail.
- Excellent written communication skills, with the ability to produce clear, accurate and engaging work for external audiences.
- Strong research and analytical skills, with the ability to identify, interpret and summarise relevant information.
- A proactive approach to managing priorities, anticipating what is needed and delivering work to a consistently high standard.
- Confidence working with data, budgets, records and digital systems, with an understanding of the importance of accuracy and good information management.
- The ability to build positive and professional relationships with colleagues and external stakeholders, together with good judgement about when to work independently and when to seek advice.
- A genuine interest in fundraising and development, charitable giving and partnerships, with curiosity and an appetite to learn and take on increasing responsibility.
- A commitment to the National Saturday Club's mission and to widening access to creative education and opportunity for young people.

You will also be expected to work collaboratively, exercise discretion when handling confidential information and contribute positively to the wider team.

Desirable

It would be useful, but is not essential, to have one or more of the following:

- Experience of fundraising, development, partnerships, grant management, funding applications or funder reporting.
- Experience of working with trusts and foundations, corporate partners or public-sector funders, or some knowledge of the UK funding landscape.
- Experience within a charity, education, arts, cultural or creative organisation.
- Experience of evaluation, impact reporting or working with monitoring and outcomes data.

Other Information

- Some occasional travel and weekend work is required including team-wide responsibility to supporting the delivery of the national events
- Training and professional development support available
- This post may be required to undertake other duties that fall within the scope and purpose of the role

Employment benefits

The Saturday Club Trust offers the following employment benefits:

- Working at the prestigious cultural destination Somerset House in central London, with access to offers and events from our resident community and discounts at onsite restaurants, bars and cafes
- Enhanced annual leave - 25 days plus bank holidays
- Flexible hybrid working upon agreement
- Company pension scheme
- Life insurance cover
- Access to our external employee assistance programme (Health Assured) for free 24/7 confidential advice and support
- Cycle to Work scheme

How to Apply

Closing date: Monday 07 December at Midday.

Send your CV and covering letter to jobs@saturday-club.org and complete our Equality & Diversity Monitoring Form. For questions: jobs@saturday-club.org

Equality, Diversity & Inclusion

We actively welcome applications from candidates of all backgrounds, particularly those underrepresented in arts, culture, and education. All staff complete safeguarding and ED&I training and contribute to an inclusive culture.

Environmental Responsibility

We seek to minimise our environmental impact and champion sustainable practices across all activities.

Data Protection

Applications are processed under GDPR, held for six months for future roles, and securely destroyed thereafter. Contact operations@saturday-club.org to opt out of this.

Use of AI in applications

We recognise that applicants may choose to use AI tools to support their application. While you may use these tools to assist with drafting or proofreading, we ask that your application remains a genuine reflection of your skills, experiences and motivations.

Saturday Club Trust is a charity registered with the Charity Commission in England & Wales (no 1165362) and the OSCR in Scotland (no SC055042) and as a company limited by guarantee (no 09559467).