



BE THE TRAILBLAZER
ACTIVATE CHANGE
STRENGTHEN LIVES
BUILD COMMUNITIES
EMBRACE THE CHALLENGES
BE THE HELPING HAND
FAITH TAKING ACTION
PURPOSEFUL ACTION
REAL PEOPLE
REAL FAITH
RISK TAKERS

TRUSTS OFFICER

Application Pack

CONTENTS

ROLE OF THE TRUSTS OFFICER3

JOB DESCRIPTION4

ROLE REQUIREMENTS 7

OUTLINE TERMS AND CONDITIONS 9

WHAT MAKES US CHURCH ARMY..... 10

APPLICATION PROCESS 12



ROLE OF THE TRUSTS OFFICER

Thank you for your interest in the role of Trusts Officer at Church Army. This is an exciting opportunity to shape and grow a valued income stream, build meaningful partnerships, and play a vital part in resourcing life-changing mission across the UK and Ireland.

We're looking for someone who is comfortable both writing persuasive, well-evidenced funding applications and building long-term relationships with funders. You'll bring an ability to translate our work into clear, impactful language, matched with the organisation, initiative, and drive to manage a healthy pipeline, meet deadlines, and deliver results.

You'll be joining a collaborative, growing team where everyone contributes to building a culture of generosity, creativity, and trust. You'll work closely with our frontline teams, leadership, and Philanthropy Lead to make sure funders feel genuinely connected to the people and work they support.

This role is based within our Fundraising & Communications team in Sheffield, with regular team days and collaborative working at the Wilson Carlile Centre. We recognise that people work in different ways and from different places. While regular in-person engagement is important, we're open to discussing a working arrangement that makes sense for you - whether that's hybrid or remote with structured time on-site.

Please note: this role has an Occupational Requirement for a Christian faith, in line with Church Army's vision and values.

I hope this pack gives you a clear sense of the role, the team, and the impact we're aiming to achieve. I'd be glad to hear from you.

Kind regards,
Elizabeth York
Fundraising Engagement Team Lead

JOB DESCRIPTION

Job Title:	Trusts Officer
Location:	Hybrid - Sheffield office or remote working options available, with regular team days in Sheffield (typically 1-2 days/month).
Responsible To:	Fundraising Engagement Team Lead
Relating To	Fundraising & Communications Engagement Team
Purpose:	To secure income from charitable trusts, foundations, and donor advised funds to support Church Army's vision, work and mission. To develop compelling funding applications, steward funder relationships, and support the strategic growth of trust and philanthropy income.
Objectives:	<ol style="list-style-type: none">1. Write compelling funding applications to trusts, foundations, and DAFs that align with Church Army's programmes and vision.2. Build and maintain strong relationships with funders, offering excellent stewardship and reporting.3. Manage and grow a healthy pipeline of prospects through structured research and tracking.4. Support the development of a DAF programme in collaboration with the Philanthropy Lead.5. Monitor income, deadlines, outcomes, and reporting cycles with accuracy and professionalism.

RESPONSIBILITIES AND KEY TASKS:

1. Trusts and Foundations Fundraising

- 1.1 Research and identify suitable trust and foundation opportunities.
- 1.2 Prepare high-quality written applications, expressions of interest, and tailored proposals.
- 1.3 Adapt language and tone for funders from both faith-based and secular backgrounds.
- 1.4 Aim to secure grants in the range of five to six figures, supporting both project-specific and unrestricted income.
- 1.5 Work cross-functionally with Finance and service delivery colleagues to develop and present clear, funder-aligned budgets.
- 1.6 Support Church Army project leads to identify, plan, and submit applications for smaller, localised funding opportunities.
- 1.7 Maintain an up-to-date calendar of deadlines, applications, and outcomes.
- 1.8 Record all activity in the CRM and contribute to accurate forecasting.

2. Fundraising Pipeline & Prospect Development

- 2.1 Build and manage a pipeline of qualified trust and DAF prospects.
- 2.2 Develop briefing documents, case for support templates, and funder packs.
- 2.3 Collaborate with service delivery colleagues to gather information, stats and stories.

3. Relationship Management & Stewardship

- 3.1 Build and maintain effective relationships with funders, including faith-based and secular trusts.
- 3.2 Write timely, meaningful updates and impact reports that show outcomes clearly.
- 3.3 Respond to funder enquiries and requests with efficiency and professionalism.
- 3.4 Coordinate funder visits or meetings where relevant.
- 3.5 Support the involvement of senior leadership and trustees in key funder relationships, providing briefings, talking points, and strategic advice.

4. Donor Advised Fund Programme.

- 4.1 Work closely with the Philanthropy Lead to develop DAF research and strategy.
- 4.2 Draft tailored proposals and stewardship content for DAF donors and intermediaries.
- 4.3 Contribute to systematising the tracking, stewardship, and relationship management of DAF prospects and supporters.

5. Reporting and Insight.

- 5.1 Monitor grant performance, deadlines and reporting requirements.
- 5.2 Work with finance and delivery teams to ensure grant conditions are met.
- 5.3 Generate funder-friendly reports with narrative, data, and impact stories.
- 5.4 Support monthly income reporting and quarterly performance reviews.

6. Contribute creatively to the work of the Fundraising Team and across the Fundraising and Communications directorate.

- 6.1 As and when appropriate and within capacity, take on additional fundraising projects and programmes.
- 6.2 Suggest ways to improve fundraising processes leading to a better donor experience.
- 6.3 Support colleagues in achieving their aims as and when needed and possible.
- 6.4 Engage in and support the spiritual life of the team by attending and leading prayer meetings.
- 6.5 Attend team meetings to keep the rest of the team informed of progress and attend and initiate creative meetings as required.
- 6.6 Keep up to date with new fundraising opportunities and relevant training & resources.

7. To be an active participant in the life of the Co.Lab Team.

- 7.1 Be an active member of the Co.Lab team, sharing in the life, objectives, and shared practices of the team.
- 7.2 Attend and take part in regular Co.Lab gatherings.
- 7.3 Whilst working at the WCC, share in the general responsibilities of all staff with regard to welcoming visitors, dealing with post, handling phone calls, and enquiries as required.

General:

- To undertake any such duties as are commensurate with the post at the direction of the Fundraising Engagement Team Lead.
- To be active as a member of the Fundraising team (and wider Fundraising and Communication Department), demonstrating and encouraging participation in team meetings and in the overall objectives and life of the team.
- To attend an annual appraisal and regular one to ones with your line manager.
- To undertake any training as required for the role as identified in an appraisal or supervision.
- To adhere to Church Army's contractual and non-contractual policies at all times. These are outline in the Staff Handbook.
- Act in the best interest of Church Army at all times

TRAINING

As a responsible employer we value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1s with your line manager and all the support that comes from being part of a national charity and a loving community

ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment check (e.g. references).

ESSENTIAL	DESIRABLE
Knowledge, qualifications and understanding	
Proven experience writing successful trust or grant funding applications.	
Strong writing and editing skills with a high level of attention to detail.	
Ability to translate complex information into persuasive, accessible proposals.	
Excellent organisational and time management skills, with the ability to manage multiple deadlines.	
Comfortable using CRM systems and managing records and reports.	
Confident self-starter able to work independently and take initiative.	
Passionate about evangelism and aligned with Church Army's vision and values, with the ability to communicate that passion effectively to Christian audiences.	
A collaborative team player with a flexible attitude, ready to support colleagues and take on additional tasks as needed.	
Experience	
	Experience working with a range of trusts, foundations, or DAFs.
	Understanding of restricted income monitoring and grant reporting.
	Experience working with Christian funders or grant-making bodies.
	Familiarity with Microsoft Dynamics or other CRM systems.
	Knowledge of Donor Advised Fund trends and networks in the UK.
Skills and abilities	

Excellent communicator (both written and oral) able to inspire funders with stories of impact and lives transformed through the work of Church Army	
Strong organisational skills - Able to prioritise workload, meet deadlines and use initiative.	
Good research skills	
Excellent interpersonal skills able to engage with a range of key stakeholders effectively	
Attributes	
Teachable & committed to self-development	
Creative: able to generate ideas	
Passion for evangelism particularly to the marginalised	
Highly motivated self-starter	
A strong team player, able to share own knowledge and understanding and work collaboratively.	
Willing to take risks for the good of the organisation	
Other	
Willingness to travel and be away from home overnight	

We are looking for a candidate that models the Church Army values in their work and life. You must be in sympathy with the vision and values of Church Army and be willing to represent the organisation in public.

For this role, you must be willing to work some evenings and weekends and have a flexible approach to accommodate the needs of the organisation.

OUTLINE TERMS AND CONDITIONS

Location	Hybrid - Sheffield office or remote working options available, with regular team days in Sheffield (typically 1-2 days/month).
Salary	£35,403
Hours	37.5 hours per week
Pension	Church Army is an auto enrolment employer. If you are eligible for pension contributions, you will be enrolled into a qualifying scheme and 5% pension contributions of qualifying earnings will be made by the employer.
Annual Leave	25 days per year, plus bank holidays. (33 days)
Probation Period	6 months
Contract Type	Full Time, Open Ended
Notice Period	4 weeks (after probation period)
DBS Requirement	<p>This post is subject to a basic DBS (Disclosure and Barring Service) check and compliant with safeguarding policies and procedures.</p> <p>Everyone in Church Army whether a staff member, volunteer, Evangelist, Evangelist in Training or Licenced Waterways Chaplain is responsible for making sure that Church Army has a safe and healthy safeguarding culture. We are committed to protecting the vulnerable and ensuring the highest possible safeguarding standards. We expect everyone in Church Army to be familiar and comply with our Safer Ministry Policy, undergo any safer recruitment processes, and report any concerns or behaviours they don't think are right to a member of the safeguarding team: safeguarding@churcharmy.org, or someone they trust.</p>
Occupational Requirement	This post is subject to an Occupational Requirement under the provisions made in the Equality Act 2010 that the post holder has an active faith in Jesus. The successful candidate must be in agreement with the vision and values of Church Army.

We also offer our staff:

- Life Assurance cover at 3 x salary
- Access to employee perks scheme through Life Works
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

Our Values

Everything we do is underpinned by our GRACEUP values:



Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our website below our vacancies.



APPLICATION PROCESS

If you would like you to find out any more about the role, please contact Elizabeth York, Fundraising Engagement Team Lead by email on Elizabeth.york@churcharmy.org.

To apply, **please submit a Church Army Application Form** which is available to download from the job advert on our website.

Deadline: 2 October 2025 @ 23.59

Interview: Week commencing 13 October 2025

What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to recruitment@churcharmy.org
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: www.churcharmy.org