

## Job Description

Fundraising & Grants Assistant



Peak District  
National Park  
Foundation

**Responsible for:** N/A

**Responsible to:** Fundraising Manager

**Working hours:** 3 – 4 days per week (22.5 - 30 hours)

**Salary:** £25,000 full-time equivalent (£15,000 - £20,000 actual salary, depending on hours worked)

**Location:** Hybrid, with an expectation of spending at least half the time working in the Peak District (our HQ in Bakewell or elsewhere on location)

### About the Role

We are seeking a Fundraising Assistant to join the Foundation during an exciting period of growth. You will work as part of a small team to deliver our fundraising strategy – by 2028 we aim to be raising at least £1 million each year to fund vital work in the National Park. This is a key entry-level role within the Foundation and is a great opportunity for someone wanting to build experience of fundraising, as well as grant making.

In this role you'll get involved in all areas of fundraising from individuals, grant makers and corporate partnerships, as well as events. You'll take ownership of several specific areas and, with the support of the rest of the team, have the opportunity to lead the planning and delivery of relevant activities. You'll also oversee the day-to-day delivery of our grant making programmes for schools, charities and community groups. You'll receive training and ongoing support, so you don't need prior experience in fundraising or grant making.

We're a small, supportive team of three (Director, Fundraising Manager, Communications & Marketing Officer) who value collaboration, curiosity, kindness and getting stuck in. We love the Peak District and work with partners, local communities and experts to deliver meaningful impact for nature, people and heritage.

## Who This Role Would Suit

- Someone who wants a career in fundraising, grant making, environmental or community work
- Someone who enjoys talking to people
- Someone who enjoys solving problems and figuring things out
- Someone who is keen to learn and try new things
- Someone with strong organisation and follow-through
- Someone who likes variety and being outdoors sometimes

The skills and experience you bring to the role could come from paid work, volunteering, education, caring responsibilities, or your life outside work.

We particularly welcome applications from people who are currently underrepresented in the environmental/outdoor/protected landscapes sector, including people from ethnically diverse communities, people with disabilities, and people from low-income or urban communities.

## About Us

The Peak District is the UK's oldest National Park and has a special place in so many people's hearts. But the Park is in crisis. We need to restore threatened habitats, create homes for wildlife, protect our cultural heritage and inspire the next generation of nature champions to protect the park in the future. The reality of climate change means that repairing our natural landscapes is more important and urgent than ever.

At the Peak District National Park Foundation, we fund and deliver projects to:

- **Protect our peatlands:** the Park contains some of the most degraded upland peatland anywhere in Europe. We're working to restore Peak District blanket bogs and peatland back to health, conserving this vital carbon capturing habitat for the future.
- **Restore habitats:** nature is in crisis even in our National Park. We're creating bigger, better and more joined up habitats across the Peak District, supporting biodiversity and providing vital corridors for wildlife.

- **Connect people and communities to nature:** the more people who are connected to nature, the more people will want to protect it. We are working to ensure people of all ages and backgrounds have opportunities to experience and care for our National Park.
- **Ensure access for everyone:** there are over 1,600 miles of paths within the National Park. We're funding high quality path repair, improving access for people with disabilities and helping more people enjoy their right to roam.
- **Protect our cultural heritage:** the Peak District landscape has been shaped by people for over 10,000 years. We're working to protect and conserve irreplaceable heritage sites, from historic buildings and industrial structures to pre-historic features.

We are building a community of supporters who are working with us to protect and improve the Peak District for everyone, forever.

## **What You Will Be Doing / Key Responsibilities**

### Fundraising

- Individual Giving – lead on thanking and stewardship of individual donors and support the Communications & Marketing Officer with delivery of campaigns to recruit new donors.
- Community Fundraising – be the main point of contact for individuals and groups undertaking fundraising activities to support the Foundation.
- Events – work with the Director and Fundraising Manager to support the delivery of fundraising, and other, events organised by the Foundation and by other people and organisations on our behalf.
- Corporate Partnerships – lead on the administration of corporate partnerships, including the Peak Partners Scheme and the associated benefits for members. Lead the recruitment of new Bronze Peak Partners and participants in the Foundation's Visitor Giving Scheme.
- Major Gifts / Trusts / Legacy Fundraising – support the Director and Fundraising Manager with identifying and securing funding from individual major donors, grant making trusts and through legacies, and ensuring that all funder/donor reporting and stewardship requirements are met.

## Grant Making

- Lead the administration of the Foundation's open grant making programmes (including the Connect Fund and the Community Nature Fund). This includes being the first point of call for applicants before submission, arranging payment of grants, and securing information on the impact of our grants.
- Support the Director and Fundraising Manager with the administration of the Foundation's projects and other grant making activity.

## Fundraising Support & Administration

- Work with the Foundation's accountants to ensure that incoming donations and outgoing grant payments are accurately recorded on the charity's CRM, Beacon, and accounting software, Xero.
- Provide general administrative support as required, including organising and taking minutes at meetings, dealing with incoming and outgoing post, and managing the shared Foundation email inbox.

## Organisational responsibilities

- Be a strong advocate for the Foundation, its activities and ambitions.
- Support, promote and implement equity, diversity, access and inclusion across all areas of the Foundation's work.
- Ensure that all activity is recorded in the Foundation's CRM, Beacon, in an accurate and timely manner.
- Perform such other duties as may reasonably be required including attending out-of-hours activities and functions such as fundraising events, networking events and presentations.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Experience working with people in a customer-facing, administrative, retail, hospitality or community setting	Experience of working in fundraising or another relevant role, such as sales or business development
	Experience of handling information or data accurately	Experience working with CRMs (preferably Beacon)
	Experience of working towards goals or targets	Experience of grant making
	Experience organising tasks, events or projects (work, study or personal)	
<b>Knowledge &amp; Skills</b>	Strong written and verbal communication skills	Understanding of fundraising and the charity sector
	Confident using a range of software, including MS Office	
	Ability to work independently and take initiative on projects	
	Strong organisational skills, with the ability to effectively manage and prioritise multiple tasks, deadlines or projects	
	Ability to build strong and lasting relationships with a wide variety of people	
<b>Personal Qualities</b>	Interest in the vision and mission of the Foundation	Knowledge of the Peak District National Park or similar outdoor environments

	<b>Essential</b>	<b>Desirable</b>
	Collaborative mindset and willingness to work across teams	
	Creative thinking and a proactive approach to problem solving	

### **What We Can Offer You**

- 25 days' annual leave plus bank holidays (pro rata)
- An additional day off for your birthday
- Two wellbeing days (pro rata) – additional paid leave to support your physical, mental and emotional wellbeing
- Two days' volunteer leave per year
- Flexible working – hybrid and adaptable hours to suit your lifestyle
- Support for your development including access to fundraising training, training on how to use grant management/finance systems and shadowing opportunities
- The opportunity to work in and around the incredible landscapes of the Peak District National Park

It may be necessary for the post-holder to undertake occasional duties outside of the normal working week (e.g. evenings and weekends) for which time off in lieu is given. The postholder must have the ability to travel to meetings and events as required by the duties of the post.

### **How to Apply**

The deadline for applications is 9:00 AM on Monday 2<sup>nd</sup> March 2026.

Interviews will take place on Monday 9<sup>th</sup> and Tuesday 10<sup>th</sup> March 2026 in person at our HQ in Bakewell.

We are happy to reimburse travel costs for attending in-person interviews.

Please send a copy of your CV and a covering letter of no more than 500 words outlining your interest in the role and how your experience aligns with the person specification to [hello@peakdistrictfoundation.org.uk](mailto:hello@peakdistrictfoundation.org.uk).

Please specify in your covering letter the number of hours per week you would be looking to work if you were appointed to the role.

If you're unsure whether to apply, we encourage you to go for it — we're looking for potential as well as experience.

Thank you for your interest in the role and the Peak District National Park Foundation.