

Job Description – Grants, Trusts and Statutory Fundraising Lead

Reports to:	Co-Directors
Contract:	2 year fixed term
Hours:	0.4 Full time - 15 hours per week - flexible working requests considered
Salary:	£38,000 per annum pro rata
Annual Leave:	33 days including bank holidays pro rata
Based at:	Sydenham Garden Resource Centre, SE23 2LW or working from home – minimum 1 day a month in office.

Our Organisation

Sydenham Garden, based in Lewisham in South-East London, is a special, unique and beloved wellbeing centre utilising its gardens, nature reserve and activity rooms to help people living with and recovering from mental and physical ill-health. We were established in 2002 and will celebrate our 25th anniversary in 2027. We provide nature and arts based creative, social and therapeutic activities for co-workers (the name we give our primary beneficiaries). People are referred to us from community organisations and health professionals and we use an integrative approach where those with different degrees of mental and physical ill health come together with volunteers from the local community to reduce social exclusion and prejudice. Each year we work with on average over 250 co-workers and over 70 volunteers.

Sydenham Garden's mission is to promote the physical and mental wellbeing of residents living in South London by providing:

- Community gardens where horticulture is used for therapy and rehabilitation
- Opportunity for training for work and education
- Opportunity for artistic and creative expression principally in our resource buildings
- The protection and preservation of the environment for the benefit of the public through nature conservation and the promotion of biological diversity

Some examples of our impact from our most recent [annual report](#) include:

- 95% of our coworkers reported increased confidence to advocate for themselves
- 93% of our coworkers and 100% of our volunteers reported increased contentment with life
- 91% of volunteers reported improving their skills

What our co-workers say about Sydenham Garden:

"You make people feel important, special and welcome – there isn't anywhere else like it"

"I've enjoyed the fresh air and being outside and connecting with others. Everyone is very supportive. I've gained better confidence, more independence, and less anxiety about speaking with people. I feel more assertive and confident now."

"I have really enjoyed being part of a group. I feel a real bond with the people in the group. Everyone is friendly, warm, supportive, and welcoming"

Our values are Empowerment, Inclusivity, Accountability

Now is an exciting time to join Sydenham Garden. We're two years into our current four-year strategy, and we have recently recruited two new fundraising trustees to advise on our future fundraising growth. This year a key focus will be designing and implementing a new fundraising strategy that builds on our existing strong trust and foundations work, expands our opportunities in local commissioning and statutory funding, and lays the foundations to grow our community fundraising and individual giving.

We are seeking to appoint **two Fundraising roles** – one focused on **Grants, Trusts and Statutory Fundraising**, and one focused on **Community Fundraising**. Each post will be for two days per week and will play a key role in securing income for our vital work. These are hands-on roles that require a balance of strategic thinking and operational delivery.

At Sydenham Garden, you'll be part of a small but ambitious and dedicated team where your work will directly impact our ability to deliver transformative programmes. Every day you'll be able to see and experience the impact of your work. We're looking for people who are ready to roll up their sleeves, embrace challenges, be solution-focused and driven to make a tangible difference in peoples' lives.

Funding at Sydenham Garden

Our income in 24-25 was £543,947. We have multi-year support from a range of statutory and Trusts & Foundation sources including Lewisham Council, the South-East London Integrated Care Board, Garfield Weston, Julia Rausing Trust and Mercers' Company. We also raise income through venue hire, hosting corporate days, individual supporters and community events. We have been supported by a freelance fundraiser since 2023 and we are now seeking to appoint two staff positions to specialise in each area of fundraising development.

Job Purpose

This is an exciting opportunity for a high performing Trusts and Foundations fundraiser to develop on our existing strong relationships and success and take ownership of the next phase of growth for Sydenham Garden. You'll be tasked with both strategic planning (with support from the Co-Directors) and operational delivery of the strategy. You'll be a mission driven self-starter, an excellent communicator, highly organised and able to effectively manage your limited time to maximise fundraising opportunities. You will thrive on building and maintaining strong relationships, communicating our mission and impact effectively and managing the full fundraising pipeline from prospecting research, through to reporting on outcomes and impact to our funders.

This role is ideal for a fundraiser with a strong track record who is looking for a flexible, part-time position with real scope to shape and lead their own work, while being part of a close-knit, supportive team delivering meaningful impact for a community-rooted mental health charity.

Key Responsibilities

Strategy & Planning

- Lead the development of Sydenham Garden's high-value income generation strategy and annual plans, with support from Co-Directors and the Fundraising sub-committee.

- Work with the Co-Directors and Head of Services to agree funding priorities, develop our case for support, prioritise our asks, create proposals and impact reports

Fundraising Pipeline & Management

- Cultivate strong working relationships with our current portfolio of trusts and foundations and statutory funders increasing their engagement and support of Sydenham Garden.
- Identify and research new prospective Trust & Foundation funders and statutory funding streams.
- Develop and submit high-quality and compelling grant funding proposals and bids to Trusts and Foundations and statutory funders by working collaboratively with the Projects team, finance contractor and Co-Directors.
- Complete high-quality reports for Trusts & Foundation and statutory funders and ensure other funder requirements are met.
- Keep up-to-date with trends and new opportunities in the funding landscape, proactively adapting strategies and shaping and seizing opportunities as needed.

Monitoring & Reporting

- Maintain accurate records of current grants, applications made and new prospects.
- Develop Sydenham Garden systems to improve collection and analysis of fundraising data.
- Effectively record and analyse fundraising data to inform activity and income targets, report internally against targets and KPIs, and contribute to organisational planning.

Representation and communication

- Work collaboratively with the Community Engagement and Fundraising Lead to lead the development of resources to support fundraising and effectively showcase the work we do and the funders who support us.
- Identify and attend relevant meetings, conferences and forums to increase funding opportunities available to Sydenham Garden.
- Be an enthusiastic and credible face of Sydenham Garden, representing the organisation in meetings and at events.
- Develop and maintain a strong understanding of how Sydenham Garden's services support people living with mental ill-health and dementia and the impact of being part of the Sydenham Garden community on co-workers.

General duties

- Work within the policies and procedures at Sydenham Garden and in a way that meets legal, statutory and best practice requirements.

- Identify and participate in appropriate personal and skills development and training.
- Work flexibly, including evening and weekend working for Board meetings and events, for which TOIL is available.
- Undertake any other duties as reasonably required.

This is a description of the job as it is presently constituted. It is the practice of Sydenham Garden to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

Working with Us

Sydenham Garden is a small team rooted in our local community, and that community is at the centre of everything we do; from the people we support, to the volunteers and neighbours who get involved in our gardens and our work in all sorts of ways.

We work collaboratively, support each other across different areas of the organisation, and aren't afraid to try new approaches and learn from what doesn't work. We're values-led, we care deeply about our impact, and we hold ourselves accountable to the people and communities we serve.

We're also confident advocates for our work, and comfortable making the case for Sydenham Garden to funders, partners and the wider community.

Person Specification

CRITERIA	To be assessed via application form	To be assessed at interview	To be assessed via task
Experience			
A proven track record of securing significant levels of funding from Trusts, Foundations and statutory funders through bid writing	X	X	
Strong relationship management experience, with a focus on funder stewardship and cultivation	X	X	
Experience of developing and delivering a fundraising strategy in a small charity or Experience contributing to or supporting the development of a fundraising strategy in a small charity or similar setting	X	X	X
Qualifications/Training/Skills/Abilities			

Excellent written communication skills, with the ability to create compelling and tailored proposals to communicate effectively about Sydenham Garden's work.		X	X
A collaborative approach, with the ability to engage and work effectively across teams.		X	
Knowledge and Understanding			
Passionate about community-based work and committed to Sydenham Garden's mission and values.	X	X	
Knowledge of CRM systems and fundraising databases including how to use and record data for accurate reporting	X	X	

This role requires a basic Disclosure and Barring Service (DBS) check.

Equity, Diversity and Inclusion

Sydenham Garden is committed to **Equity, Diversity and Inclusion (EDI)**. We want to build a diverse and inclusive staff, volunteer and trustee team where everyone feels that they belong and that reflects the profile of the communities we serve. Therefore, we will welcome and consider applications from candidates of all backgrounds and protected characteristics, and **we particularly encourage applications from people of African or Caribbean heritage** to ensure our staff team represents the communities we serve.

How to Apply

To apply, please send us a CV together with a supporting statement that addresses how you meet the Person Specification, including how you have gained the experience and abilities required (maximum 2 pages). Applications should be made by email to: jobs@sydenhamgarden.org.uk with 'Grants, Trusts and Statutory Fundraising Lead' in the subject line.

A note on the use of AI for your supporting statement

We understand applicants may use AI tools for accessibility support and for proofreading or structuring their thoughts. However, we're looking for authentic examples from your own experience and your genuine voice. We ask that your supporting statement is not drafted entirely through generative AI

Recruitment Timeline

Deadline for applications: **9am Monday 13 April**

Interviews: **Friday 1 May**

Do you have any questions? If you would like to find out more about the role then we can arrange an informal chat with Beth or Lowell, our Co-Directors, please contact jobs@sydenhamgarden.org.uk to arrange a call.

A diverse workforce is important to us, and for this reason, we request that you complete our equal opportunities form [here](#), which is kept separately from the recruitment process.