

# JUSTICE

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## Interim Trust and Foundation Fundraiser

Salary: Circa £40000 | Fixed Term (15 months covering maternity leave) | Full time (flexible available)

London/hybrid | Great benefits | Important purpose | Inclusive culture

### Candidate pack

Deadline: 12pm, Monday 22nd September 2025

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*For a fairer UK justice  
system within everyone's  
reach*



## A MESSAGE FROM OUR DIRECTOR OF DEVELOPMENT

Thank you for your interest in this role at JUSTICE. My name is Jane Collier and I've been working for JUSTICE for 9yrs which I hope is a testament to how great it is to work here! In that time, I've met and worked with some incredible people. And, as a team, JUSTICE has delivered some groundbreaking work to improve the UK justice system so it is fairer and within everyone's reach. This pack sets out some helpful information about JUSTICE, the team, what we do and how we do it. At its heart, JUSTICE is a values-led organisation and you can read more about our values below. If you are serious about applying but have some hesitations or questions then I would be happy to have a short meeting to discuss the role especially as this is the role I started out in JUSTICE. If you would like to have a brief meeting, please email: [jobs@justice.org.uk](mailto:jobs@justice.org.uk)

## ABOUT JUSTICE

**JUSTICE is a law reform charity working to build a fairer UK justice system within everyone's reach.**

**Over our 68-year history we have transformed the legal landscape for the better, led by evidence, expertise, and a focus on practical solutions.**

We are the only non-governmental organisation whose work spans the whole of the UK justice system - from family and housing law to policing, benefits decision making, and much more – touching the lives of people across the country.

Key legal bodies we now take for granted such as the Ombudsman, the Crown Prosecution Service, and the Criminal Injuries Compensation Board were all proposed and supported into being by JUSTICE.

JUSTICE's work is known for its independence and rigor, and grounded in deep subject-matter expertise. We bring together experts from within and beyond law – including people with lived experience of interacting with the justice system – to develop realistic solutions to key challenges.

## OUR VALUES

### **Inclusivity:**

We prioritise meaningful collaboration and learning. We seek a wide range of views, perspectives and expertise when conducting our work, ensuring the voice of those with lived experience are heard loud and clear.

### **Integrity:**

We are trustworthy and evidence based. We work transparently and with intellectual rigour. We speak out with expertise and courage when appropriate.

### **Independence:**

We prize our objectivity and impartiality, and we are pragmatic and considered in our approach. This enables us to influence and hold key decision-makers to account.

### **Innovation:**

We're not afraid of thinking differently and challenging the status quo when it is not working. We strive to be forward looking and to set the agenda for justice system reform.

## OUR PEOPLE

JUSTICE has around 25 staff who work collaboratively across policy, fundraising, communications, membership, administration and governance.

Our work is overseen by the Board of Trustees led by our Chair, **Dame Alison Saunders DCB**.

We also have a Council, led by our President, **Baroness Helena Kennedy of the Shaws KC** and Vice Presidents **Dominic Grieve KC** and **Baroness Sarah Ludford**, who support our work.

JUSTICE is assisted by a considerable amount of volunteer and pro bono support each year from a range of people who join our working parties, help with research projects and co-host events with us, all of which ensures our work has expert input and broad reach.

## HOW WE WORK

### Leading research:

Our research highlights key problems and proposes practical solutions, hundreds of which have been adopted.

### Advising policymakers:

JUSTICE's strong reputation across Westminster and beyond is based on the quality and independence of its work.

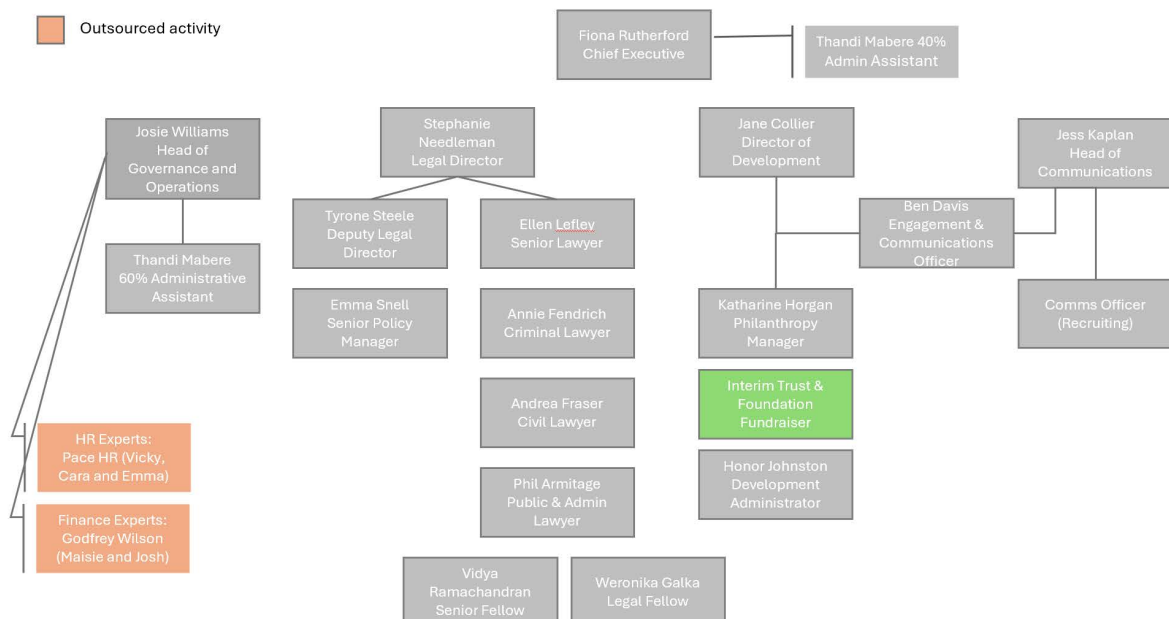
### Convening experts:

Our events, working parties, and roundtables bring together leading experts across a wide range of justice topics.

### Building understanding:

Our spokespeople regularly appear in the media to set out why a fair justice system matters and how it can be achieved.

JUSTICE Organogram



# ABOUT THE ROLE

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JUSTICE is looking to recruit an interim Trust and Foundation Fundraiser to join our friendly, values-led team. This is a fixed term post for 12 months (maternity cover) and provides an exciting opportunity for someone who has experience of raising income from trusts and foundations.

We are looking for an individual who has an interest in the purpose of the charity (to improve the UK justice system so that it is fair and within everyone's reach), as well as a keen interest in taking responsibility for raising income from new and existing trusts and foundations and stewarding grants. This is an exciting time to join JUSTICE as we focus on a period of growth, looking to expand our reach out of London and internationally. This role will really suit someone who enjoys identifying and then building relationships with funders, has great writing skills, has experience of securing five to six figure grants, is comfortable with a degree of autonomy and who thrives in this competitive fundraising environment.

Around one-third of JUSTICE's £1.5 million income currently comes from grants, with active partnerships including major funders. Sustaining and growing this income will require proactive research, strategic outreach, and a highly organised, detail-focused approach to both applications and stewardship.

This role sits within an enthusiastic and supportive Development Team. The role works closely with the Director of Development and Policy Team, who are committed to leveraging their time and networks to support fundraising success, to put together engaging applications and grant reports. The post-holder will also collaborate with other fundraising colleagues, while enjoying a high level of autonomy in contributing to the long-term direction of JUSTICE's Strategy.

# KEY DETAILS

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Job title	Interim Trust and Foundation
Salary	Circa £40,000
Hours	35 hours
Location:	UK wide
Reporting to:	Director of Development
Start Date:	Early December 2025
Benefits include:	<ul style="list-style-type: none"><li>• 27 days holiday plus bank holidays. Time off between 25 Dec-1 Jan (inclusive). Two additional leave days to look after your wellbeing and to celebrate your birthday.</li><li>• Generous pension scheme (8% employer contribution, rising to 10.5% after 2 years).</li><li>• Annual salary review (measured against inflation)</li><li>• Employee Assistance Programme</li><li>• Headspace subscription</li><li>• Working with a lovely, diverse group of people who care about building a fair, accessible justice system!</li></ul>

# JOB DESCRIPTION

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The Trust and Foundation Fundraiser's role is to maximise income and support for JUSTICE through the research, development and management of relationships with trusts and foundations. The post holder will be supported by the Director of Development on trusts and foundations and corporate foundation fundraising by identifying, cultivating, and securing trust and foundation support to enable JUSTICE to meet its fundraising and organisational objectives.

## **Key Responsibilities:**

### **Raising Income**

- Develop exciting and persuasive proposals to encourage new donor relationships and broaden support from existing donors, in line with operational objectives.
- Identify and research new philanthropic trust and foundations, and corporate foundation funding streams to support JUSTICE's programmes, projects and core costs.
- Develop excellent relationships internally with colleagues to understand the work of JUSTICE, budgets, resource requirements and areas of activity to enable strategic applications for funding, and to ensure that policy staff understand the requirements of trusts and foundations and institutional donors grants that are secured.
- Build a robust pipeline of potential funding opportunities with a particular emphasis on new sources of income including international grants and income to develop our JUSTICE North focus.

### **Donor Management**

- Responsible for donor relationship management and stewardship, coordinating funder reporting and providing support and information for trusts and foundations, this would include ensuring that reports are faithful to donor guidelines and interests as well as organisational performance, donor update meetings and responding to any queries by telephone and email.

### **Forecasting, budgeting and procedures**

- Keep up to date on best practice developments within the charity sector, including fundraising regulations and codes of practice
- Work with the Director of Development to set and deliver income targets for trusts and foundations and corporate foundation donors, maintain and update budgets and forecasts.
- Maintain accurate records of new and current funding applications, bids and contracts.
- Working with the Development Administrator to ensure timely and accurate data entry, and maintenance of the fundraising database.
- Follow appropriate processes, procedures and policies to ensure the smooth functioning of the fundraising operation.

**Team responsibilities**

- Support the Director of Development and the Development Team more generally by attending fundraising events when applicable.
- To participate in the wider work of the Development Team, to share ideas and develop strategic alliances.

And to undertake other duties within the spirit and the scope of the role.

# PERSON SPECIFICATION

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## **Knowledge & experience:**

- Experience of: identifying suitable prospects; initiating and building relationships with new and existing trusts and foundations; developing a funding pipeline; meeting income generation targets and managing ongoing funder relationships.
- Substantial experience of developing compelling proposals, gathering information for project updates and creating timely, well-written reports for funders, with a sound knowledge of fundraising techniques and processes.
- Demonstrated experience of creating and monitoring application budgets and financial reports to donors.
- Experience of proactive stewardship to facilitate continued/increased funding.

## **Skills & abilities:**

- Excellent written skills with a keen eye for detail.
- Strong interpersonal and networking skills and the ability to build good relationships both within JUSTICE and with external funders and partners, representing the organisation's vision, strategy and activity.
- Ability to communicate clearly and persuasively, in writing, over the phone, and face to face and an ability to explain technical information to non- specialists.
- Demonstrated ability to work autonomously and as part of a small team, with a flexible, positive, and collaborative approach.
- Good time management and organisational skills, ability to manage competing priorities and multiple tasks to ensure deadlines are met.
- Sound IT skills, proficiency in Microsoft 365 and experience of using databases (preferably Raisers Edge) to manage donor relationships and support fundraising.
- A good understanding of relevant charity law, fundraising regulations and best practice.
- Ability to travel and attend meetings/events in person.

## **Values & behaviours:**

- A demonstrable commitment to JUSTICE's mission and values.
- High level of integrity and professional ethics.
- Proactive and adaptable approach to challenges and opportunities.
- Collaborative working style with a focus on empowering teams and individuals.



# APPLICATION PROCESS

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To apply, please submit your CV (maximum 2 pages) and, in a separate document, a two-page Expression of Interest to: [jobs@justice.org.uk](mailto:jobs@justice.org.uk).

The deadline for applications is midday on **Monday 22nd September**

Sifting will be completed by **Friday 26th September**.

Interviews will be held on **6th October**. Candidates may be required to complete a test as part of the interview process.

JUSTICE is an equal opportunities employer. We encourage applications from people of all backgrounds and welcome everyone who shares our values and purpose regardless of age, gender, race, region, socio-economic background, education, sexuality, identity, disability and neurodiversity.

Due to the high number of applications we receive we are unable to provide individual feedback to applicants who are not interviewed.

Please note that we will not respond to any enquiries from recruitment agencies.