



Development & Grants Manager, Re-Form Heritage

Stoke-on-Trent (remote and flexible working arrangements also considered)

£33,000 per year (dependent on experience)

Full-time, Fixed-term (12 months; possibility of extension pending further funding)

Introduction

Are you looking for a new fundraising opportunity or to build your charity fundraising career? Re-Form Heritage are a growing charity in the UK's exciting heritage sector, with big ambitions to expand on our existing successes. We revitalise communities through the regeneration of heritage buildings at risk of decay and demolition. The areas in which Re-Form Heritage works are impacted by deprivation, underinvestment, and inadequate infrastructure - places which will benefit most from the regeneration and growth we successfully deliver.

As Development & Grants Manager role will lead on development of the Re-Form Heritage patron and corporate sponsor offer, as well as support the grant funding applications. The post is funded by a grant, and the post will be line managed by the Finance Director.

As Development & Grants Manager, you will:

- Identify and deliver grant application opportunities that will help deliver long-term financial resilience for the Middleport Pottery site, in line with strategic goals arising from a 2023 NLHF resilience grant.
- Build strong relationships with corporate sponsors, patrons, donors, grant-making bodies, and other supporters to deliver financial resilience targets
- Manage a legacy development programme
- Ensure all fundraising data are kept to a high standard and are in compliance with data protection regulations
- Lead on fundraising budget management and financial reporting to the Chief Executive and Finance Director
- Supporting delivery of charity strategic plan goals that have fundraising objectives.
- Develop and promote Re-Form Heritage's charity status
- Undertake other appropriate duties as may be requested by the Chief Executive or Finance Director

JOB INFORMATION

Necessary Skills and Qualifications

- Experience of fundraising in the charity sector.
- Ability to build rapport and relationships with people quickly, whether in-person or via appropriate media.
- Strong writing skills and ability to write in an engaging manner.
- Strong public speaking and presentation skills.
- Strong organisational self-starter skills.
- Excellent data and numeracy skills.

Preferred Skills and Qualifications

- Degree in fundraising, heritage, or related field.
- Experience of fundraising in the heritage sector.
- Up-to-date knowledge of the latest trends and best practices in fundraising.
- Excellent knowledge and understanding of the heritage sector in England.
- Experience of managing budgets.
- Direct experience of data protection regulations.

Time: 37.5 hours per week

Salary: £33,000

Duration: 12 months (possibility of extension pending further funding)

Location: Middleport Pottery, Stoke-on-Trent

We are willing to consider flexible working patterns (eg, variable hours equivalent to a full-time role), hybrid home/office working, and a primarily remote working arrangement.

How to Apply

Application is via submission of a cover letter (of no more than two pages) and CV.

Please send applications and any queries to dave.poulsom@re-form.org. Please put 'Re-Form Heritage Development & Grants Manager' as the subject header of application and query e-mails.

There is no closing date; we are undertaking rolling interviews as suitable candidates apply.

About Re-Form Heritage

Re-Form Heritage is an independent charity which specialises in the restoration and rejuvenation of heritage buildings at risk of decay or demolition. Re-Form Heritage's objective is to transform historic buildings into local assets, creating job opportunities and catalysing wider social and economic benefit. Re-Form Heritage owns and manages Middleport Pottery and Harper Street in Burslem, Stoke-on-Trent. The charity was

appointed as the Heritage Development Trust for Stoke in December 2023, and is currently identifying new regeneration opportunities in the city.

Our offices are located at Middleport Pottery in Burslem, Stoke-on-Trent. Office-based staff enjoy the opportunity to work at the Grade II*-listed Middleport Pottery on the banks of the Trent & Mersey Canal, the last continuously operating Victorian pottery factory in Stoke, and one of the most important industrial heritage sites in the west Midlands.

Re-Form Heritage particularly welcomes applications from Black, Asian, other ethnic minority, and disabled candidates, as these are all currently underrepresented on our staff.

For more information about our work and our sites, please visit our website: <https://re-form.org/>