

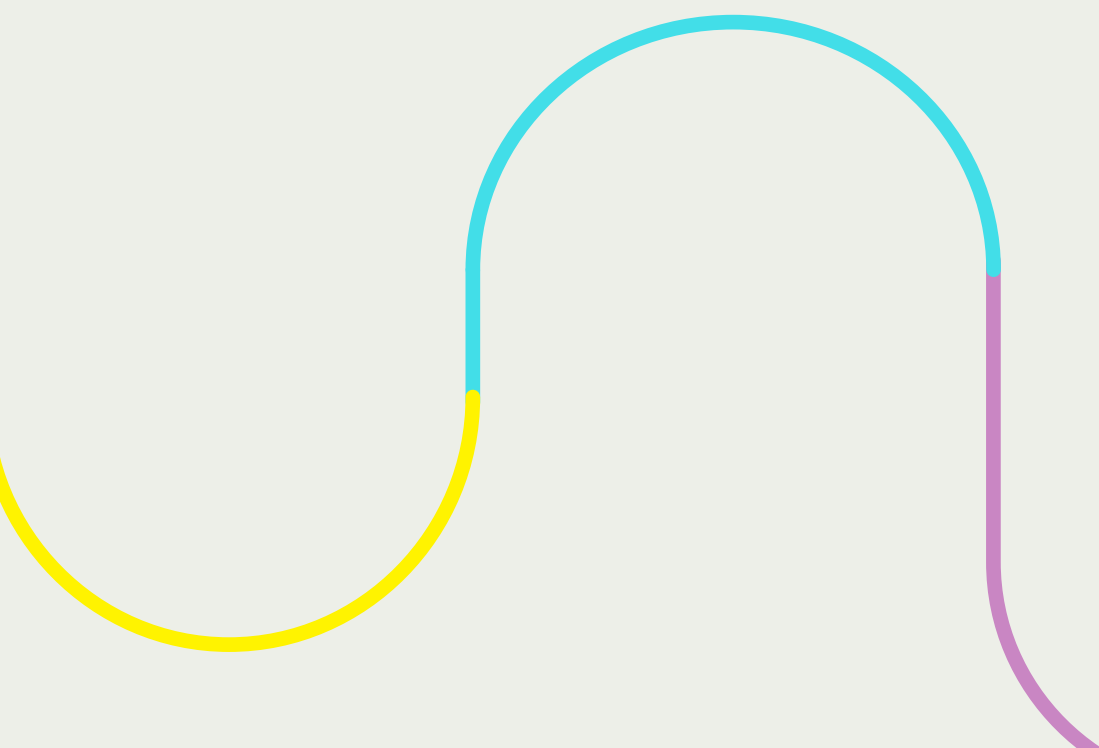
# Trusts Fundraising Lead

**Recruitment pack**



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# Job summary

## Trusts Fundraising Lead



- £28,000 – £36,000 per annum, at Life Cycle salary grade 3
- Five days per week
- Permanent contract

Are you an experienced fundraiser who enjoys turning great ideas into compelling proposals? As Trusts Fundraising Lead, you will be our specialist in Trusts and Foundations fundraising, securing the income that enables us to transform lives through cycling. Working across our charitable services and social enterprise, you will identify opportunities, build strong funder relationships and develop persuasive funding applications that help us grow our impact. If you're passionate about creating social change and thrive on combining research, relationship-building and great bid writing, we'd love to hear from you.



# Hello, we are Life Cycle!

We're a charity that transforms lives and the environment through cycling.

## About us

We work with people of all ages, abilities and backgrounds at every stage of their cycling journey: From learning to ride, to building a career in the cycle industry.

**We know that with the right support, anyone can benefit from bikes.  
We help thousands of people each year by providing:**

- 1. Bikes that are safe, smooth and fun to ride.**
- 2. Cycle training for all ages and abilities.**
- 3. Cycling activities for people with additional needs.**
- 4. Industry-accredited training for the public – and people in prison.**

We're here to show that cycling can be safe, practical and affordable for most short journeys: No matter who you are, what you do or what you look like. We create positive spaces where people can be themselves, develop and reach their goals.

We're all about empowering people on their cycling journey.



# Our vision, mission and values

## Vision

A world with clean air and healthier people, where cycling is the chosen mode of transport, for most people, for short daily journeys.

## Mission

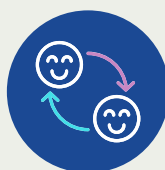
Our mission is to help more people experience the benefits of cycling – transforming lives and the environment.

## Values



### 1. Quality:

We strive for excellence in everything we do.



### 2. Inclusivity:

We want cycling to be accessible to everyone.



### 3. Curiosity:

We aren't afraid to try new things. We are bold. We are always learning.



### 4. Empowerment:

We are guided by the people we work with.

Take a look at our videos to learn about our projects!



[Bikes beyond bars](#)



[Tandem cycling for the visually impaired  
"Two's Company"](#)

# Job description

As Trusts Fundraising Lead, you will be Life Cycle's lead specialist for Trusts and Foundations fundraising. Reporting to the Fundraising & Marketing Manager, you will lead the development and management of a strong funding pipeline, identifying opportunities, coordinating bid development and securing grant income that supports Life Cycle's charitable objectives and long-term sustainability.

Working closely with colleagues across the organisation, you will translate project ideas, impact data and organisational priorities into compelling funding cases. You will coordinate the development of applications and proposals, ensuring submissions are evidence-based, costed and aligned with the charity's objectives. You will manage the Trusts CRM, ensuring all stewardship and Trust data is effectively recorded.

Alongside securing new funding, you will lead stewardship and reporting for Trusts and Foundations, building strong relationships with funders and helping maximise repeat grants and long-term partnerships. You will work closely with the Marketing Lead and Supporter Care Officer to ensure Life Cycle's impact is communicated effectively through funding applications, stewardship materials and wider charity comms.

This is a varied and influential role that combines strategic pipeline management with hands-on fundraising delivery. From researching prospective funders and developing major bids, to stewarding relationships and demonstrating impact, you will play a key role in helping Life Cycle secure the resources to change more lives.



# Key responsibilities

## Trust and Foundation Fundraising

- Act as Life Cycle's lead specialist for Trusts and Foundations fundraising.
- Lead the development of the Trusts and Foundations fundraising pipeline.
- Research, assess and prioritise prospective funders aligned with our objectives.
- Write high quality funding applications, expressions of interest and bid proposals.
- Coordinate bid development across departments, ensuring applications are realistic, evidence-based and aligned with organisational priorities.
- Oversee accurate records of applications, deadlines and outcomes.
- Monitor fundraising performance, identifying opportunities to strengthen pipeline value and conversion rates.

## Funder Stewardship

- Lead stewardship of Trusts and Foundations funders, building strong relationships that encourage repeat funding.
- Coordinate funder communications, updates, meetings, reporting schedules and funding renewals.
- Act as a key point of contact for existing and prospective funders.
- Support the Fundraising & Marketing Manager with relationships involving larger strategic funders and partnership opportunities.
- Represent Life Cycle at funding, networking and stakeholder events.

## Impact Communication

- Lead the preparation and submission of monitoring information and reports for funders.
- Work with colleagues to gather outcomes data, case studies and evidence of impact.
- Work with finance colleagues to produce accurate budgets and financial reports.
- Ensure all reporting deadlines and funding conditions are met.
- Work closely with the Marketing Lead and Supporter Care Co-ordinator to ensure strong storytelling and impact evidence underpin funding applications and reports.

## Fundraising Coordination

- Maintain oversight of funding opportunities, report schedules and pipeline activity.
- Support the Supporter Care Officer with delegated funding applications, reporting tasks and fundraising administration.
- Contribute fundraising insight and opportunity scanning to aid organisational planning.
- Keep abreast of developments in the fundraising sector, grant-making trends and emerging opportunities.
- Identify opportunities to improve fundraising systems, processes and effectiveness.

## Person specifications

| Characteristic                                                                                                                  | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| At least three years' experience in a fundraising role, including securing funding from Trusts and Foundations.                 | X         |           |
| Proven experience writing successful funding applications, grant proposals or bids.                                             | X         |           |
| Experience managing relationships with funders, partners or external stakeholders.                                              | X         |           |
| Experience managing a fundraising pipeline and balancing multiple deadlines.                                                    | X         |           |
| Excellent written communication, editing and proofreading skills.                                                               | X         |           |
| Ability to gather and synthesise information from multiple sources and turn it into compelling funding cases.                   | X         |           |
| Strong project management, stakeholder engagement and organisational skills                                                     | X         |           |
| Financial literacy and ability to understand project budgets and financial information.                                         | X         |           |
| Experience using CRM systems, spreadsheets and Microsoft 365.                                                                   | X         |           |
| Ability to work collaboratively across teams and build positive working relationships.                                          | X         |           |
| Commitment to Life Cycle's values of Quality, Inclusivity, Curiosity, Empowerment.                                              | X         |           |
| Proven track record of securing five-figure grants from charitable trusts, foundations or public sector funders.                |           | X         |
| Experience preparing funder monitoring reports and grant compliance returns.                                                    |           | X         |
| Experience developing project budgets, funding models or costings.                                                              |           | X         |
| Experience working within the charity, community or social enterprise sector.                                                   |           | X         |
| Professional fundraising qualification or relevant professional development.                                                    |           | X         |
| Experience using AI-assisted research, writing or productivity tools.                                                           |           | X         |
| Experience using fundraising CRMs and pipeline management systems.                                                              |           | X         |
| Experience fundraising for projects related to health, transport, environment, education, social inclusion or criminal justice. |           | X         |

*Note: This job description is for guidance only. You will be expected to undertake activities as required in order to help the charity increase its social impact.*

# Terms and conditions

**Salary:** £28,000 – £36,000 per annum. This is at Life Cycle salary grade 3.

**Working hours:** Full time (5 days / 37.5 hours per week).

**Working days:** Monday – Friday.

**Contract:** Permanent.

**Probationary Period:** Three months, with reviews at one month and two months.

**Annual Leave:** 32 days paid leave in each holiday year, pro rata. Statutory holidays such as bank holidays are included within this entitlement. Three of these days (pro rata) must be taken between Christmas and New Year when the Life Cycle office is shut.

All employees will receive one extra day of annual leave, pro rata, for every full year they are employed by Life Cycle up to a maximum of Five additional days.

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**Pension:** 5% matched contribution to pension

**Other benefits:** Company Sick Pay, staff discount on refurbished bike (or Cycle to Work scheme for new bike); TechScheme, free cycle training; free annual bike service; discounted Endura cycle clothing; team building meetings and socials; professional development opportunities.

**Location:** CREATE Centre, Smeaton Road, Bristol, BS1 6XN. Flexible and home working is possible, but you will typically be expected to spend 3 days per week at our main office, be visible and co-ordinate marketing attendance at key in-person staff activities.

**Reports to:** the Fundraising & Marketing Manager.

**Training:** Opportunities will be available: to be discussed on appointment.

**Working with volunteers:** Life Cycle values its volunteers, who make a vital contribution to our work. You will be expected to encourage, develop and support volunteer involvement in our work.

## Equalities focus

Whilst equalities and diversity have always been important to us, we are now on a journey to becoming an anti-racist organisation. This means we are committed to increasing diversity amongst our staff, volunteers and participants – and to actively tackling unconscious bias and structural racism. We expect all staff to share our commitment to be always learning and working to address racial inequality, in order to achieve racial justice both inside and outside Life Cycle.

# How to apply

For an informal chat about this role email Jenny, Fundraising and Marketing Manager, to arrange a call: [jenny.w@lifecycle.org.uk](mailto:jenny.w@lifecycle.org.uk).

## To apply

Life Cycle is committed to diverse and inclusive recruitment practises, so to reduce unconscious biases we practice anonymous shortlisting.

Please fill in the application form below. You'll be asked to attach a CV and answer a few questions.

Please make sure you remove all identifying personal information, e.g. name, address, date of birth, etc. **Unfortunately, we cannot accept applications that haven't been fully anonymised.**

**Application form:** [Trusts Fundraising Lead](#)

**Deadline:** 5 pm on Monday 28th September 2026

**We will hold interviews at:** Life Cycle Head Office, The CREATE Centre, Smeaton Road, Bristol, BS1 6XN.

**Start date:** As soon as possible

# Life Cycle

