



The Smallpeice Trust

The Smallpeice Trust is an energetic and independent educational charity that exists to address the shortage of engineers in the UK by engaging and inspiring young people aged 9 – 18 to choose pathways that can lead to a career in engineering. Our vision is to inspire increasing numbers of young people to acquire Life, Leadership and Engineering skills, in order to increase the number of engineers in the UK, in order to enable society.

The Trust has a specific focus on widening the engineering talent pipeline through the engagement and inspiration of student groups currently underrepresented in engineering e.g. females and less advantaged students.

Endowed in 1966 by Dr Cosby Smallpeice, a self-taught engineer, The Smallpeice Trust has a reputation for delivering professionally executed engineering programmes for young people, including Arkwright Engineering Scholarships, residential courses, one-day STEM events, and engineering projects. Our programmes are made possible through support (both financial and non-financial) from private, public and third sector partners. The Trust is undergoing a digital transformation, with extensive programme development underway in order to ensure the Trust can achieve its vision in new and innovative ways.

“Scientists study the world as it is, engineers create the world that has never been “
- Theodore von Karman

Job Description

Job Title	Fundraising Assistant (FTC)
Department	Business Development
Reporting To (Job Title)	Senior Fundraising Development Manager
Responsible For (number of reportees)	0
Date of Issue	12.09.2025
Benefits	Salary: £24,000 Pension: (7% employer contribution) Life Assurance Private Healthcare Generous holiday and sickness allowance
Location	Your place of work is Holly House. There is an expectation that you will spend 40% to 60% of your working time at Holly House.

Role Purpose
The Fundraising Assistant will provide essential operational support to both the Fundraising and Partnerships teams. The role will be directed to support administrative, reporting, and stewardship tasks in support of the wider team and the Trusts funding partners. This position will help maximise revenue from trusts and foundations, enabling the organisation to deliver its programmes effectively.
Key Tasks and Responsibilities

Income Development

- Undertake prospect research to identify new organisations.
- Carry out competitor research to understand the funding landscape and identify opportunities.
- Collate data and evidence (e.g., demographics, deprivation indices) to support proposals and cases for support.
- Provide support with smaller funding applications and initial approaches.

Account & Partnership Support

- Ensure scheduled activity for funder accounts is delivered on time.
- Draft meeting notes, reports, and updates for funders, partners, and internal colleagues.
- Support the production of tailored stewardship plans.
- Send status updates, communications, and donation acknowledgements to partners and supporters, as agreed with Partnership Managers or donation processes.
- Assist with account management (e.g., diarising meetings, tracking touchpoints, acknowledgements for small gifts from individual givers).

Reporting & Data Management

- Assist with impact reporting and monitoring.
- Support production of forecasted income reports.
- Maintain accurate and up-to-date records in the CRM.
- Keep Trustnet, Monday.com, and other internal tools up to date and well organised.
- Update fundraising subscriptions and resources.

Key Deliverables & Results

- Operational and administrative tasks as delegated by manager
- Support for applications, reports, and stewardship plans delivered on time and to a high standard.
- Accurate, timely, and well-organised records maintained across internal systems.
- Contribution to successful income generation from funders, enabling programmes to be delivered effectively.

Key Relationships

- Head of Fundraising & Head of Partnerships: support with team organisation and income reporting
- Fundraising Managers and Partnerships Managers: support with operational tasks, reports, and stewardship.
- Trusts, foundations and funding partners: provide professional and timely communications and reporting.
- Internal colleagues across programme and operations teams: support with data collection and administrative tasks.

Safeguarding responsibilities

- Be aware of and ensure strict compliance with the Trust's Safeguarding policies and procedures and Code of Conduct.

<ul style="list-style-type: none"> • Report any safeguarding concerns, no matter how small. • Undertake all safeguarding training as directed.
Data security responsibilities
<ul style="list-style-type: none"> • Maintain confidentiality of data and information that is sensitive to the Company, in line with Company policy and the Data Protection Act. • Be aware of responsibilities under the requirement of the Data Protection Act 2018 and ensure strict compliance with the Trusts Data Protection policies and procedures. • Minimise the risk of data security breaches by ensuring all Trust confidential data is handled and processed securely. • Report all data breaches immediately so that swift containment action is taken. • Undertake all data protection training as directed.
Health and Safety Responsibilities
<ul style="list-style-type: none"> • Be aware of and ensure strict compliance with the Trust's Health and Safety policies and procedures. • Take a proactive approach to managing their own and others Health & Safety. • Take reasonable care of own and others personal health and safety when carrying out the Trust's activities. • Report any potential health and safety risks or hazards to line managers. • Undertake all health and safety training as directed.
Standard Requirement of all positions
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Be flexible in their duties/responsibilities and perform other duties which reasonably correspond to the general character of their job and their level of responsibility. • Adhere to all Company's policies. <p>All employees must be willing to live The Smallpeice Trust Values and Behaviours:</p> <ul style="list-style-type: none"> • Excellence - Strive to be the best in all we do and how we deliver it • Collaborative - Supportive of each other and our partners, and work together to achieve the best outcome • Inclusive - Welcome diversity and create safe spaces where everyone can be themselves • Inspirational - Motivating and encouraging, finding fun in failure and perfection in imperfection • Innovative - Advocate for change by seeking new and different ways of working

Person Specification	Essential (Yes/No)	Desirable (Yes/No)
Experience: (minimum needed to be able to undertake the role)		
Enthusiastic and proactive, with a can-do attitude and willingness to learn.	Yes	
Willingness and ability to be flexible with a demanding work schedule and competing deadlines	Yes	
Strong organisational skills, able to manage multiple tasks and deadlines	Yes	
Excellent written and verbal communication skills, with attention to detail	Yes	
Confident using data for reporting and analysis.	Yes	
Strong IT skills and competency in MS Office	Yes	
Experience of using databases and/or CRM systems	Yes	

Knowledge of data protection and working with children		Yes
Team player who enjoys supporting colleagues and contributing to shared goals	Yes	
Experience in fundraising		Yes
Knowledge of the charity sector, particularly trusts, foundations or corporate fundraising		Yes
Interest in STEM education or children and young people's charities		Yes
Qualifications/Technical Training/Professional Membership		

Essential Skills must be satisfied at Application/CV stage to be selected for Interview.
Desirable Skills should be used as a tool to distinguish between applicants to select for Interview.