



Fundraiser (Grants) Job Application Pack

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**BLACKBURN
CATHEDRAL**

Job Description

Blackburn Cathedral is looking to appoint two fundraisers to work within a small, yet creative and motivated team. One post holder will focus on applications to trusts and foundations, the other on community, events and individual giving.

Project Overview

2026 marks a significant moment in the life of Blackburn Cathedral as we celebrate our Centenary. We have exciting plans to remember the past, celebrate the present and to work towards ensuring a legacy that lasts for the next century too.

The Cathedral has secured funds from the Cathedral Sustainability Fund for two years to kick start a major period of fundraising activity and we are seeking a proactive fundraiser to help drive a number of unique, landmark, capital projects.

There will be a range of activities throughout the year that celebrate the rich history of our Cathedral for the fundraisers to be involved with, and it is an exciting time to join the team.

Person Specification

- The grants fundraiser will have strong relationship skills, the ability to communicate effectively (written and orally) with decision makers, delivering the case for support to a range of individuals and groups, with evidence of successful grant applications
- You will be confident speaking to individuals at all levels, presenting the Centenary Campaign in different environments and deliver engaging pitches resulting in funds being raised
- You will be willing to work in a team, gather data and write compelling fundraising applications to a range of trusts and foundations
- You will have an eye for detail, the ability to capture important data and comply with Data Protection Regulations and fundraising best practice

Role Description

This role description is a working document giving guidance to the major tasks to be performed. It is to be understood that the post is likely to develop to meet changing demands and expectations.

- Build an understanding of the local, regional and national picture for trust fundraising in the areas of the capital targets already identified
- Identify and build relationships with external fund holders
- Be an efficient time manager and meet external deadlines for applications
- Create engaging campaigns for fundraising and increase awareness of the opportunities
- Develop resources to support successful fundraising applications
- Act as the point of contact for fundraising applications for the Cathedral
- Report on progress and plans to senior management
- Support Safeguarding best practice within the Cathedral
- Actively work to raise the profile of the Cathedral locally and nationally
- Stay up to date with fundraising best practice and innovation

Experience

Essential:

- Evidence of creative and successful fundraising applications to trusts and foundations including banks, local authorities, corporates and charities
- Experience of working in the community, voluntary and / or not for profit sectors
- Excellent organisational and communication skills
- Willingness to work flexibly across the week / weekends to support the wider team
- Fluent in Microsoft 365 including SharePoint, Word, Excel and Outlook

Desirable:

- Experience of growing income through successful applications for capital projects in the not for profit sector
- Current working knowledge of relevant legislation and best practice for fundraising
- Experience of meeting targets in a small team
- Working knowledge of Church of England fundraising

Terms of Employment

Job Title

Fundraiser (Grants)

Reporting To

Head of Communications

Place of Work

Blackburn Cathedral, Cathedral Close, Blackburn, Lancashire, BB1 5AA

A flexible approach to remote working may be considered

Hours

37 hours a week worked flexibly depending on fundraising activities and requirements

Salary

£27,000 per annum

2 year fixed term contract

Benefits

- Entitlement to join the Cathedral pension scheme with Chapter contribution
- Professional development opportunities for training, workshops, and tuition reimbursement
- Freedom to be creative with coaching provided
- Employee Assistance Programme EAP
- Secure town centre car parking
- Flexible working eg. for family or personal commitments
- Occasional remote working considered
- 10% Café discount

- Small, friendly team with close working relationships
- Supportive and inclusive workplace culture
- Modern offices, comfortable working environment with refreshments
- Priority access to events
- Opportunity to work in an historic and inspiring setting
- Become a key player at a unique time in the life of the organisation

Probation

The position is subject to a three-month probationary period, during which the appointment may be terminated by either party with two weeks' notice. After the successful completion of the probationary period, the notice period is two months' notice on either side.

Equality Statement

The Dean and Chapter recognise that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.

Safeguarding

Blackburn Cathedral is committed to the safeguarding and welfare of children, young people and vulnerable adults. We expect all staff and volunteers to align with this and our recruitment processes reflect this commitment.

Pre-Employment Checks

Please note that all offers of employment are subject to pre-employment checks which will include receipt of satisfactory references and, where required, either basic or enhanced DBS clearance.

How to Apply

To apply for this post, please submit the following:

- A completed application form
- A completed Church of England Confidential Declaration Form
- An Equal Opportunities Monitoring Form (**Completing this form is voluntary** and non-completion/submission will not affect your application).

Completed applications should be sent via email to:

Catherine Hobson

fundraising@blackburncathedral.co.uk

Closing Date

The closing date for applications is **5pm on Thursday 30th October 2025**

Successful candidate(s) will be invited to attend an interview at the Cathedral on 6/7th November