



Funding Development Officer

Job Description and Person Specification

(February 2026)

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|----------------|--|
| Reports to: | UTASS Manager |
| Working Hours: | Part Time 14 hrs per week |
| Salary: | Competitive remuneration package, to be negotiated at interview |
| Contract: | Permanent |
| Location: | UTASS offices in Middleton-in-Teesdale - offsite visits for activities and meetings required throughout. |

Background

UTASS is a community support charity based in Middleton-in-Teesdale. We began informally in 1993 in response to a concerning rate of suicides among farmers locally and were formally established in May 2000.

Originally created to support the agricultural sector, UTASS has responded to the needs of the wider community and gradually expanded its work, while remaining mindful of our agricultural roots.

Today, we work with and for those who live and work in the rural communities across the Durham Dales, helping them to access the services, advice, and resources they need to feel supported, connected, valued, and better able to cope with life's challenges.

UTASS services are delivered by a team of 18 part-time staff and is overseen by a board of 11 trustees. Our work is also supported by regular volunteers.

More information about UTASS and the support we provide can be found on our website: www.utass.org. Our most recent Annual Impact Report can be found at [Annual Impact Report 2024 – UTASS](#)

Position Summary

The Funding Development Officer will be responsible for developing the fundraising strategy to ensure UTASS's continued financial viability not only in the short and medium terms, but also in reducing the dependence on external funding for the medium to long term.

The successful candidate will be the first point of contact for funders and will be responsible for finding funding opportunities, writing funding requests, and overseeing monitoring requirements. They will work closely with staff and leadership, and build strong relationships with funders, to support the organisation's goals and long-term sustainability.

Job Description & Key Responsibilities

Funding & Development

- Work with UTASS staff to clearly understand the organisation's work and the organisation's funding needs.
- Look for funding opportunities from government programs, foundations, businesses, and other sources to finance existing core and project activities.
- Seek out & highlight new funding and partnership opportunities that could enable new services in line with our charitable objectives.
- Write, submit, and manage high-quality & timely grant proposals, letters of inquiry, and funding applications.
- Manage compliance with funder guidelines, reporting requirements, and deadlines.
- Track grant outcomes and manage preparation of progress and final reports.

Building Relationships

- Develop and maintain good relationships with current and potential funders.
- Serve as a primary point of contact, communicating regularly with funding partners and responding to their questions.
- Work with the staff team to network with other organisations, charities and groups locally/regionally/nationally to raise awareness of UTASS.
- Help thank donors and share information about how their support is making a difference.
- Promote the work of UTASS and assist in the identification of joint working opportunities.

Fundraising Strategy

- Lead the development and implementation of the organisation's fundraising strategy.
- Collaborate with the management and staff teams to align funding proposals with organisational priorities.
- Monitor funding trends and recommend new approaches to revenue generation.
- Develop medium to long term strategy to reduce dependence on external funding.

Administration & Record Keeping

- Maintain accurate records of funding activity
- Track funding pipelines, submission calendars, and revenue projections
- Prepare internal reports on funding performance.
- Review organisations current monitoring systems and suggest improvements.
- Work closely with the Finance Officer to ensure funding is allocated and used appropriately.

The post holder may be required to undertake additional duties as appropriate.

Annual Leave Entitlement: 28 days including bank holidays (pro-rata).

Pension: Pension scheme operated in line with auto-enrolment requirements.

Person Specification

| | Education and Training | Essential | Desirable |
|----|---|------------------|------------------|
| 1. | Sound basic education, including Maths and English to GCSE Grade 4 or above (or equivalent) | ✓ | |
| 2. | Educated to degree level or relevant work experience | ✓ | |

| | Skills and Competencies | Essential | Desirable |
|----|---|------------------|------------------|
| 3. | Strong written and verbal communication skills | ✓ | |
| 4. | Excellent organisational skills with the ability to manage multiple deadlines within timescales | ✓ | |
| 5. | Computer and IT literate, competent in Microsoft Office | ✓ | |
| 6. | Ability to manage several tasks at once | ✓ | |
| 7. | The ability to develop good working relationships both internally and externally | ✓ | |
| 8. | Ability to explain the impact of our work in a clear, engaging and persuasive way when applying for funding | ✓ | |

| | Experience | Essential | Desirable |
|-----|--|------------------|------------------|
| 9. | Proven experience in fundraising, grant writing, and development | ✓ | |
| 10. | Experience of interpreting budgets, accounts and financial statements | ✓ | |
| 11. | Experience of promoting an organisation to increase awareness and support | ✓ | |
| 12. | Experience working in a nonprofit or community-based organisation | | ✓ |
| 13. | Experience working with our current funders and understanding their requirements | | ✓ |

| | Knowledge | Essential | Desirable |
|-----|---|------------------|------------------|
| 14. | Knowledge of public sector and charitable foundation funding processes. | ✓ | |
| 15. | Understand the importance of confidentiality | ✓ | |
| 16. | Knowledge of grant management systems | ✓ | |
| 17. | Understanding of the rural community in the Durham Dales | | ✓ |

| | Personal Qualities | Essential | Desirable |
|-----|---|------------------|------------------|
| 18. | Focused on achieving results and meeting targets, with a positive attitude | ✓ | |
| 19. | Values and beliefs which are aligned with the work of UTASS | ✓ | |
| 20. | Committed, responsible, and self-motivated, with a 'can-do', proactive approach to work | ✓ | |
| 21. | Flexible and a good team player. Approachable and skilled in engaging people and building relationships | ✓ | |
| 22. | Sympathetic, pleasant manner with the ability to facilitate discussions and negotiate with a wide range of people | ✓ | |
| 23. | Able to adapt as the role and priorities change | | ✓ |

The post holder will be required to undertake a DBS check.

APPLICATION PROCESS

- Advert out - 23rd February 2026
- Closing date for applications - 22nd March 2026
- Shortlisting of applicants - 23rd March 2026
- Site visit for shortlisted applicants - 26th – 30th March 2026
- Interviews to be held on Thursday 2nd April 2026