

Trusts & Statutory Manager

Organisation:	Salvesen Mindroom Centre
Salary:	£32,101 - £36,130 depending on skills and experience
Status:	Full time, 35 hours
Closing:	9 am on Monday 22nd of January 2026
Location:	Home-based with occasional travel to our offices in Edinburgh and to external meetings with funders. Mindroom provide a nationwide service and, as such, welcome applications from across Scotland.
Website:	www.mindroom.org

As an organisation founded on lived experience, Mindroom champions all forms of neurodiversity and supports all kinds of minds. Our mission is to improve the quality of life for neurodivergent individuals by removing barriers, increasing opportunities, and shaping a more inclusive world.

Mindroom now enters a period of significant growth following a transformational year — including major multi-year investment, the expansion of our national services, and the development of a new digital strategy. As we scale, high-performing fundraising is essential to delivering the next phase of our impact.

We are now seeking an exceptional Trusts & Statutory Manager with deep expertise in Statutory and Trusts & Foundations fundraising to help shape and deliver our ambitious income strategy.

Role Purpose

The Trusts & Statutory Manager will take the lead on securing significant multi-year income from Statutory, Trusts & Foundations, and Institutional funders. This role is central to delivering Mindroom's growth strategy and ensuring sustainable, long-term funding for our national services, research, digital innovation, and lived-experience programmes.

This role reports to the Head of Development and works closely with the CEO, Senior Leadership Team, and programme leads.

Key Responsibilities

1. Fundraising & Income Generation

- Lead on securing five and six-figure and multi-year awards from Statutory bodies, Trusts & Foundations, and institutional funders.

- Manage a robust, proactive funding pipeline, ensuring continuous opportunity development.
- Produce exceptionally well written applications, case for support materials, and funder communications.
- Generate an annual income target aligned to organisational needs and strategic ambitions.

2. Funder Relationship Management

- Build and steward strong, strategic relationships with funders.
- Represent Mindroom confidently at meetings, events, and presentations.
- Provide timely, high-quality impact reports, financial updates, and relationship-building touchpoints.

3. Cross-Organisational Collaboration

- Work closely with Delivery, Research, Digital, Finance and the CEO to design fundable propositions.
- Ensure our cases for support are powerful, evidence-driven and aligned to funder priorities.
- Collaborate on monitoring & evaluation frameworks to demonstrate impact.

4. Planning, Data & Systems

- Maintain accurate CRM records (MS Dynamics experience desirable).
- Use data to identify trends, forecast income, and build long-range plans.
- Support internal reporting to the Senior Leadership Team and Board.

5. Compliance & Governance

- Ensure all fundraising activity complies with the Code of Fundraising Practice, GDPR and organisational policies.
- Contribute to organisational risk management in relation to fundraising activities.

Person Specification

Essential Skills & Experience

- Minimum 5 years' demonstrable success in managing a Statutory and Trusts & Foundations fundraising portfolio.
- Proven record of securing five and six-figure and multi-year awards from major funders.
- Exceptional bid writing, storytelling, and case-building abilities.
- Strong pipeline management and opportunity-identification skills.
- Skilled in impact reporting, outcomes measurement and communicating ROI.

- Excellent relationship-builder with confidence representing the organisation externally.
- Strong workflow, prioritisation and project management skills.

Desirable

- Existing relationships or networks within major UK funders.
 - Experience in co-production, participatory design, or lived-experience-led programmes.
 - Understanding of neurodiversity and the structural barriers neurodivergent people face (training will be provided).
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Safeguarding & Additional Requirements

- PVG membership (or willingness to obtain).
 - Commitment to safeguarding children and vulnerable adults.
 - Adherence to GDPR and all organisational policies.
 - Occasional travel for funder meetings and team days.
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What We Offer

- A chance to play a pivotal role in one of the UK's most ambitious neurodiversity-focused organisations.
- A supportive, values-led culture with high ambition and a clear strategic vision.
- Flexibility, autonomy, and the opportunity to shape a rapidly scaling fundraising function.