

THINK
Recruitment

Candidate Pack: Trusts and Foundations Manager

Location: Hybrid with presence in London office 1-2 days p/w

Salary: £36,500 - £42,000 per annum

Contract: Permanent

Hours: Full time 35 hours p/w

Closing date: Sunday 11th October 2026

**Saving and improving the lives
of those living with chronic
bowel conditions**



Welcome from Amber Woodward-Brown, Head of Fundraising & Communications at Bowel Research UK

Thank you for your interest in joining Bowel Research UK.

As Head of Fundraising and Communications, I am delighted that you are considering becoming part of our team at such an exciting time in the charity's journey. We are a passionate and committed organisation, united by a shared ambition to improve the lives of people affected by bowel cancer and bowel disease through pioneering research.

Over the last year, we have been building strong foundations for future growth. With a clear vision, an ambitious strategy, and a dedicated team, we are creating new opportunities to increase awareness, strengthen supporter engagement, and generate the income needed to fund life-changing research. There is a real sense of momentum across the organisation, and it is a fantastic time to join us.

At Bowel Research UK, collaboration, creativity and compassion sit at the heart of everything we do. We are proud of our supportive culture and the genuine commitment our colleagues bring to their work every day. No matter your role, you will have the opportunity to make a meaningful contribution to our mission and help shape the future of the charity.

We are looking for someone who shares our passion, brings energy and fresh ideas, and is excited by the opportunity to grow alongside us. Whether your motivation comes from personal experience, a commitment to improving health outcomes, or simply a desire to make a difference, we would love to hear from you.

Thank you for taking the time to learn more about this opportunity. I hope the information in this pack gives you a sense of who we are, where we are heading, and the impact we can achieve together.

I look forward to receiving your application and wish you every success throughout the recruitment process.

With best wishes,

Amber



Background on Bowel Research UK

Bowel Research UK is a national medical research charity dedicated to funding new treatments and potential cures for bowel cancer, inflammatory bowel disease and other bowel disorders. Their goal is to save lives while also enabling people living with chronic bowel conditions to enjoy a much better quality of life.

Bowel Research UK was founded in 2020 following a merger between two well-respected charities: Bowel & Cancer Research and Bowel Disease Research Foundation. Today Bowel Research UK is funding life-changing research into bowel cancer and other bowel diseases.



In the UK, three quarters of a million people live with serious bowel conditions, and tragically, more than 17,400 people die from bowel cancer every year. It's the second deadliest cancer in the UK. Bowel cancer and other bowel diseases are woefully underfunded, even though these conditions can affect anybody; 1 in 17 men and 1 in 20 women will suffer from bowel cancer during their lives.

This must change. Bowel Research UK is working hard to find better treatments for bowel cancer and other bowel diseases, so people can live longer and enjoy a better quality of life.

They believe that a cure for bowel cancer and effective treatments to mitigate, or entirely eradicate, other bowel diseases remain possible – but only if they continue to fund leading research and invest in scientific and medical communities today, to see the benefits tomorrow.

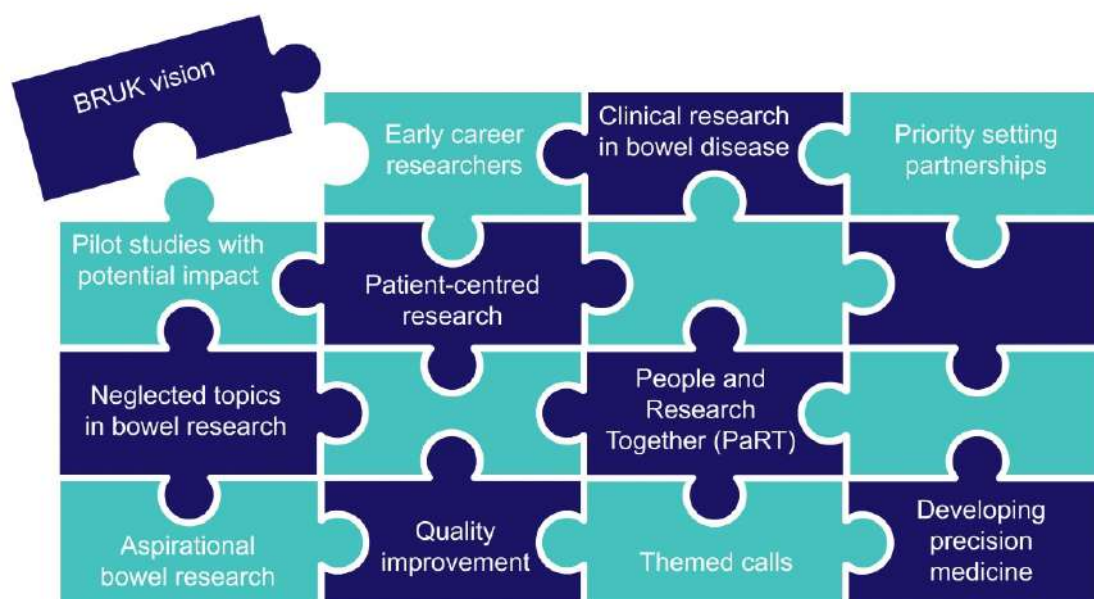
That's why they're working with some of the best experts in the field - from surgeons and other clinicians to researchers and scientists, and patients themselves - to find new ways to treat and beat these diseases.



About Bowel Research UK's research

Bowel Research UK brings together researchers, healthcare professionals, patients, families and decision-makers to advance and fund pioneering research into bowel cancer and a wide range of bowel conditions, including chronic diseases such as Crohn's disease, ulcerative colitis, and incontinence.

Research priorities:



The charity's funding portfolio includes:

- Funding early-stage, proof-of-principle research through initial development grants, providing essential backing for promising projects to generate the evidence required to secure larger awards from major funding bodies such as the NIHR.
- Clinical research projects with the potential to transform the prevention, diagnosis, and treatment of bowel disease. Current work includes studies at the University of Southampton investigating the role of viruses and the microbiome in the development of inflammatory bowel disease.
- Patient-centred research that improves outcomes and lived experience, including work at the University of Glasgow focused on enhancing the patient experience of emergency surgery.
- PhD programmes that develop the next generation of research leaders in the field. For example, a PhD student received funding from Bowel Research UK to undertake research at Queen Mary University of London.
- The 'Hard to Fund' programme, which addresses unmet need by funding research into less common or underfunded bowel conditions that may otherwise struggle to secure traditional funding.
- Patient and public involvement initiatives, including their People and Researchers Together (PaRT) programme, which ensures that patients and the public are actively involved in shaping research priorities and delivery.
- Work in partnership with leading organisations to co-fund and deliver research, including their close collaboration with the Association of Coloproctology of Great Britain & Ireland (ACPGBI), of which they are proud to be the charity partner.

49,300

people diagnosed with bowel cancer every year in the UK

500,000

people in the UK are living with an inflammatory bowel disease (IBD)

750,000

people live with a serious bowel condition

£3 million

we've invested in research since 2020

62p of every £1

supports our charitable work and research

Fundraising is critical to ensuring Bowel Research UK can continue to deliver their mission and purpose. Their current trust portfolio contributes approx.. £300,000 per year.

Background on the Trusts and Foundations

Manager role



This role will raise restricted and unrestricted income from trusts and foundations to support our medical research, patient and public involvement work, and core operations.

You will work closely with colleagues in Research to understand current funding needs and research successes. You will lead on identifying new prospects and strengthening existing relationships to grow income significantly. This will include researching funding sources, creating tailored applications, maintaining excellent communication with current and prospective donor trusts and foundations, and delivering agreed income targets.

The role includes researching relevant opportunities, matching them to the most appropriate projects, writing and submitting applications, and ensuring excellent donor management, development and reporting. Most current income is unrestricted, but there are significant untapped opportunities to secure restricted funding for our medical research work from funders we have not yet approached.

Trusts and Foundations income is a cornerstone of our charitable income, contributing around a third of fundraised income each year. We believe there is considerable scope to grow this area, and the Trusts Fundraising Manager will receive full support to help achieve that growth.

You will be a motivated self-starter with strong writing, communication and budgeting skills. You will build relationships easily and confidently influence colleagues at all levels. The role requires a positive, resilient and determined approach.

Why is the role vacant?

The fundraising team and strategy are evolving at Bowel Research UK, making this an exciting time to join. The current Trusts and Foundations Manager has done a fantastic job and is moving onto a new role in a different sector. They leave behind a brilliant foundation for the successful candidate to pick up and run with.



Areas of opportunity:

Developing compelling restricted income asks:

As most income to date has been unrestricted, there is clear scope to grow restricted income through trusts and foundations. The post holder will need to research opportunities confidently and think creatively about which applications will best suit specific projects. This is an exciting opportunity to build engaging cases for support and generate income from previously untapped areas.



Cross-team working:

Bowel Research UK is a small but ambitious team, offering the chance to work closely and collaboratively with colleagues across different roles in a way that may be less common in a larger organisation. A key relationship will be with the Research and Grants Manager, working together to ensure the role is supported with engaging research and grant information.

This is an exciting time for the trusts function, with significant potential for growth.

Areas of potential challenge:

Period of transition:

Bowel Research UK has been through change and remains in a period of transition as it recruits key roles, including this one, to support its ambitions.

The Trusts and Foundations Manager will need to be ready to proactively build relationships within a new team that is still forming and developing its ways of working. The charity is looking for someone proactive, resilient and positive, with a can-do mindset to help move the organisation through this transition.

Delivering against income ambition:

Analysis and support from the external agency working with Bowel Research UK on the trusts portfolio has identified opportunities the organisation is not yet maximising. As a result, trusts have a stretch income target for this financial year. The successful post holder will need to show evidence of increasing income in previous roles and be confident in delivering a step change in income, supported by a fresh pipeline, effective processes and wider organisational support.

Distilling scientific information:

Bowel Research UK funds work across a wide range of areas, including patient-centred research, clinical research, hard-to-fund areas that may be less prominent but are equally important, and awareness campaigns. The Trusts and Foundations Manager will need to turn complex scientific information into compelling cases for support and feel confident engaging with research content.

For an experienced trusts and grants fundraiser looking for a fresh challenge and the opportunity to own and grow the trusts function, this role offers a genuinely exciting chance to make a difference to the research landscape for bowel conditions.

Key Responsibilities:

This role doesn't currently have any direct line management responsibility.

The Trusts and Foundations Manager will contribute to budget setting for the trusts and foundations income stream and deliver the income targets agreed in each annual budget. For this financial year, the income ambition is approximately £180,000 in unrestricted income and £100,000 in restricted income.

Split of time:

Responsibility	Estimated proportion of working time
Funder research: Research suitable opportunities to enable quality applications to be submitted to Trusts and Foundations.	20%
Proposal writing: Work with colleagues to identify the most suitable project for each funding opportunity, write and submit quality, timely, costed proposals.	50%
Reporting and Stewardship: Ensure all thanking and reporting is completed on time and to each donor specification, including meetings to feedback as required. Organise and manage donor visits to research projects as required.	15%
Budgets and Forecasting: Ensure a clear understanding of monthly information as to current actuals and forecast income and discuss this with the Head of Fundraising and Communications and wider colleagues as required.	5%
Administration: Ensure accurate records kept of each proposal made, due and reporting schedules using our CRM Donorfy. Ensure that all restricted income is correctly recorded and notified to our finance team.	5%
Building relationships: Build positive relationships with colleagues, Trustees, research scientists, wider stakeholders and our Trusts and Foundation supporters to ensure that we are maximising every opportunity.	5%



Person Specification: Trusts and Foundations Manager

Person Specification

Experience

- Demonstrable experience of UK trusts and foundations fundraising, able to evidence success in attracting gifts from UK funders that include both restricted and unrestricted income.
- Experience of successfully researching and identifying new prospect trust and foundation donors.
- Proven track record of stewarding donor relationships over a period of years to maintain loyalty and deliver results.
- Experience in developing and delivering income and expenditure budgets. Numerate, including ability to understand and manage financial information.
- Good understanding of the trusts and foundations fundraising environment and associated processes and different types of grant-making bodies. (Knowledge of medical research funders is helpful, but not an essential requirement for the role.)

Skills and abilities:

- Interpersonal, influencing and relationship-management skills that demonstrate confidence and capability in building effective relationships across all levels including internal and senior stakeholders, potential funders, existing funder and others.
- Confident in face-to-face settings including conducting and managing face to face meetings as required and representing the charity as required.
- Evidence of written skills that deliver results and engage audiences including the ability to write concisely and creatively to convey the importance of our charitable work, and the ability to convey complex scientific information in a straightforward manner.
- Competent administration skills including attention to detail to ensure that trusts and foundations fundraising information is correctly recorded in line with CRM guidance and data protection expectations.
- Able to effectively prioritise own workload without oversight and ensure deadlines are adhered to.
- Digitally literate with experience of using MS Office (Word, Excel, PowerPoint, SharePoint, Teams) and fundraising databases (Donorfy – training provided).
- Creative thinker, with ability to identify funding opportunities and match them with the right trusts.
- Ability to work as part of a team and spot opportunities to grow and develop relationships for the good of the charity.

Benefits & life at Bowel Research UK

Salary	£36,500 - £42,000 per annum The successful candidate will be offered along the salary band in line with their experience and performance at interview.
Hours	Full time 35 hours per week
Contract length	Permanent
Location, travel, and flexible working	Bowel Research UK is a flexible employer, and this role is offered on a hybrid working basis. The postholder will be required to work from the charity's London office 1-2 days per week, there is flexibility in working patterns although monthly team meetings occur on Tuesdays. For candidates who prefer an office-based arrangement, there is also the option to work from the office full-time if preferred.
Annual leave	25 days annual leave, plus public holidays, and 3 additional discretionary days at Christmas
Pension	5% employer contribution
Other benefits	• Death in service – 4 x annual salary • Health cash plan scheme including Perkbox • Employee assistance programme, including access to annual health check and digital GP • Season ticket loan • Cycle to work scheme

If you have questions about the benefits package, or if there are policies you would value seeing before continuing in the selection process, please do reach out via recruitment@thinkcs.org and we will be happy to find out the information you need.

Equality, Diversity and Inclusion

Bowel Research UK is committed to treating everyone fairly, equally, and with respect. They are an equal opportunities employer and actively promote equality of opportunity by ensuring fair treatment for all and opposing all forms of discrimination in the workplace.

Throughout the recruitment process, the charity and THINK Recruitment will ensure that candidates are assessed solely on merit, without reference to any protected characteristic, and that no individual receives less favourable treatment for any reason.

Selection criteria are strictly based on the requirements of the role and are directly relevant to the skills, experience, and qualifications needed to perform the job effectively. Only criteria that are essential to the role will be used in the assessment of candidates.



All recruiting managers are required to ensure that no pre-judgements or preferences are made in advance that could influence or compromise the fairness of the recruitment process.

Bowel Research UK's Equal Opportunities Policy is available upon request.

How to apply

To express interest in this role, and to arrange an initial conversation with THINK Recruiting please email recruitment@thinkcs.org with a copy of your CV and contact information.

Our recruitment team will have an informal screening conversation with all applicants prior to shortlisting. Rather than requesting candidates submit a supporting statement or cover letter, we will provide interested candidates with screening questions to answer which alongside your CV will form your application. Please ensure you allow enough time to have a call prior to midday Friday 9th October, as we cannot put candidates through to shortlist who have not been screened.

Screening calls with THINK Recruitment	Monday 28 th September - Midday Friday 9 th October 2026
Closing date	Midnight Sunday 11 th October 2026
Invites to interview out to candidates	Midday Thursday 14 th October 2026
Stage 1 interviews (virtual)	W/C 19 th October 2026
Stage 2 interviews (in person)	W/C 26 th October 2026
Decision by	EOD Friday 30 th October 2026

This selection process will be two stages:

- Stage 1 will be a 45-minute virtual interview
- Stage 2 will be a 60-minute in person interview in London. Stage 2 will involve a task

At the point of invitation, candidates will receive further details including information about the panel, any task requirements, and the interview questions in advance to support preparation.

If you require any reasonable adjustments to support your participation in the selection process, please contact THINK Recruitment. All requests will be handled confidentially.

Thank you for your interest, please do get in touch if you have any questions.

THINK Recruitment

recruitment@thinkcs.org

The logo for THINK Recruitment features the word "THINK" in white, bold, uppercase letters on a black rectangular background. Below it, the word "Recruitment" is written in black, bold, lowercase letters on a white rectangular background. To the left of the "Recruitment" box is a small black square.

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