DSUK
Down Syndrome UK





JOB TITLE	Grants & Partnerships Manager
LOCATION	Remote (UK-based), with occasional travel to meet funders and partners
HOURS	30 hours per week across 5 days Mon-Fri
SALARY	£36,000 FTE (£30,000 actual for 30 hours per week)
CONTRACT	Permanent
PROBATION	6 Months
REPORTING TO	Chief Executive
TEAM	Member of the Senior Management Team

About Down Syndrome UK



Down Syndrome UK (DSUK) is a vibrant, proactive national charity, created by and for parents of children, young people and adults with Down syndrome. We work with more than 5,000 families across the UK. Our vision is a world where everyone with Down syndrome lives their best life, and we work hard to challenge outdated stereotypes and raise expectations.

We are best known for Positive about Down syndrome (PADS), our parent-facing community, which offers information, support and connection to families from pregnancy right through to adulthood. We provide free resources and training to maternity units and healthcare professionals, including midwifery training with the Royal College of Midwives, informed by our research with the University of Warwick into parents' maternity experiences. We are also proud to have created free, CPD-accredited education programmes for early years settings, primary and secondary schools, with teacher training delivered alongside Twinkl. Our #pants4school initiative helps children become toilet trained, ready to start school, and we campaign for equality for people with Down syndrome.

An exciting time to join us

This is a newly created role, approved by our Trustees as a deliberate investment in DSUK's future. It marks the start of the next phase of our growth: diversifying our income, building long-term funding relationships and putting the charity on a stronger, more sustainable footing so we can reach even more families.

Until now, our grants and partnerships work has been led by our Fundraising & Marketing Manager, who has built the strong relationships and pipeline you will inherit. As demand has grown, our Trustees have chosen to expand this work into a dedicated role, giving grants and partnerships the focus they need while our Fundraising & Marketing Manager continues to lead our marketing and wider fundraising.

You won't be starting from scratch. You will inherit an existing pipeline of funders and prospects, a Salesforce CRM and the full backing of the Chief Executive and Trustees. What you build from here is yours to shape.

Purpose of the role

As DSUK's Grants & Partnerships Manager, you will lead the growth of our income from trusts, foundations, companies and other partners. Your focus will be on development: identifying new opportunities, cultivating relationships and securing funding that grows year on year.
Reporting directly to the Chief Executive and sitting on the Senior Management Team, you will have a genuine voice in DSUK's direction. Alongside building our fundraising, you will help shape organisational strategy, influence how we plan and prioritise, and play a central role in securing DSUK's long-term sustainability.

Key responsibilities

Business development and income growth

- Identify, research and prioritise new trust, foundation, corporate and statutory funding opportunities.
- Proactively approach and cultivate new prospects, turning first conversations into long-term funding relationships.
- Build on DSUK's existing pipeline, qualifying opportunities and moving them through to successful asks.
- Write compelling, high-quality applications, proposals and budgets, working with colleagues to gather case studies and impact evidence.
- Grow multi-year and repeat funding to strengthen DSUK's financial sustainability.

Partnership development

- Develop and secure new partnerships with companies and organisations, including sponsorship,Charity of the Year, employee fundraising and cause-related partnerships.

- Shape tailored partnership proposals that connect partners' goals with DSUK's mission.
- Explore joint bids and collaborations with other organisations that open up new sources of funding.

Cultivation and stewardship

- Build strong, long-term relationships with funders and partners, from first contact through to renewal.
- Deliver excellent stewardship, including timely reports, updates and thanks, to encourage repeat and increased giving.
- Represent DSUK at meetings, events and networking opportunities, raising our profile with potential supporters.

Strategy and leadership

- Contribute to DSUK's organisational strategy and decision-making as a member of the Senior Management Team.
- Develop and lead a grants and partnerships strategy that diversifies and grows DSUK's income over time.
- Work with the Chief Executive and colleagues to develop fundable projects and a compelling case for support.
- Work closely with our Fundraising & Marketing Manager to align grants and partnerships with DSUK's marketing and wider fundraising.
- Report on income, pipeline and forecasts to the Chief Executive and Trustees.

Systems and compliance

- Maintain accurate records of prospects, applications, income and relationships in Salesforce.
- Ensure all fundraising complies with the Fundraising Regulator's Code of Fundraising Practice and data protection law.

Measures of success

Our ambition is for this role to secure £150,000 in its first year, from any combination of grants and partnerships, with income growing significantly in the years that follow. Because relationship-led fundraising takes time to convert into income, success will be measured on both activity and outcomes, including:

- value of funding secured in-year
- value of multi-year funding and future income committed
- number and value of grant applications and partnership proposals submitted
- number of prospect, cultivation and stewardship meetings held
- growth in the fundraising pipeline
- renewal rate and value of existing supporters

Multi-year funding counts in full in the year it is secured, and targets will be reviewed with the Chief Executive during the first year.

Your first year

In your first few months, you will get to know DSUK's work and existing funders, review and prioritise the pipeline, and agree a grants and partnerships plan with the Chief Executive. From there, your focus will shift to converting opportunities, opening up new sources of income and laying the foundations for sustained growth in year two and beyond.

Why join us

- **Shape something new:** a newly created, Trustee-backed role where you can build DSUK's grants and partnerships function and leave a lasting mark on the charity.
- **Real strategic influence:** a seat on the Senior Management Team, reporting directly to the Chief Executive, with a voice in DSUK's future direction.
- **Strong foundations:** an existing pipeline, Salesforce CRM and an organisation fully committed to growing its fundraising.
- **Purpose:** work that directly helps families and challenges outdated attitudes towards people with Down syndrome.
- **Flexibility:** fully remote working, with your 30 hours spread over 4 or 5 days to suit you.
- **Security:** a permanent role.
- **Holiday:** 20 days per year (pro rata) plus bank holidays, rising after 2 years' service.
- **Pension:** 3% employer contribution.
- **Travel expenses** covered for funder and partner meetings.

How to apply

Please send your CV, along with short answers to the three questions below (word limits shown in brackets), to recruitment@downsyndromeuk.co.uk by **midnight on Sunday 22 November 2026.**

1. Why this role at this point in your career, and how do your experience, skills and ambitions align with what DSUK is looking to achieve? (150 words)
2. Tell us how you approach managing and developing a pipeline of corporate partnerships and trusts and foundations. What are you most proud of? (250 words)
3. Tell us about a time when you challenged a behaviour, decision or opinion that you felt was wrong or inconsistent with your values. How did you approach the situation, how did the other person respond, and what did you learn or would you do differently as a result? (250 words)

Shortlisted candidates will be invited to an online interview on Wednesday 9 or Thursday 10 December 2026 and asked to complete a short practical task.

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Person specification

Criteria	Essential	Desirable
A proven track record of identifying and securing new grants from trusts and foundations, including five-figure awards	✓	
Experience of building and stewarding relationships with funders	✓	
A track record of identifying, developing and securing new partnerships with companies or other organisations	✓	
Excellent writing skills, with the ability to make a compelling case for support	✓	
Ability to manage a pipeline, prioritise and meet deadlines while working independently	✓	
Confident communicator, comfortable meeting funders and senior partners	✓	
Good working knowledge of a CRM database	✓	
Understanding of the Code of Fundraising Practice and data protection	✓	
Experience using Salesforce		✓
Experience securing six-figure or multi-year grants		✓
Experience contributing at senior management level		✓
Lived experience, or personal or professional experience, relevant to DSUK's community		✓
A fundraising qualification, such as the Chartered Institute of Fundraising Certificate		✓

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Recruitment timeline

Stage	Date
Advert opens	Monday 26 October 2026
Closing date	Sunday 22 November 2026 (midnight)
Shortlisted candidates notified	By Friday 27 November 2026
Interviews (online)	Wednesday 9 and Thursday 10 December 2026
Decision	Friday 11 December 2026
Anticipated start	January to February 2027, depending on notice period

We welcome applications from everyone, and particularly encourage people with lived experience relevant to our community. If you need any adjustments during the application or interview process, please let us know and we will be happy to help.

PADS is a DSUK initiative | Registered Charity Number 1184564