FCN | THE FARMING COMMUNITY NETWORK

FCN

Job Description

Role: **Trust Fund and Legacy Development Manager**

Location: Home-based with some travel and flexible working expected*

Hours: Part-time (approx. 17.5 hrs a week - flexible)

Salary: £20,000 at 17.5hrs a week (£40,000 per annum pro rata)

Contract: Permanent (subject to funding)

Reporting to: Head of Partnerships

Date Prepared: August 2026

The Farming Community Network (FCN) is a UK-wide voluntary organisation and charity that aims to improve the health and wellbeing of people in farming and 'walk with' people at times of difficulty and change. We have been described as a 'lifeline' and a 'trusted friend' by people we have helped, and support over 12,500 people in agriculture each year with a wide range of issues.

We are recruiting a part-time Trust Fund and Legacy Development Manager. You will be reporting to the Head of Partnerships.

You will build vital relationships with Trusts, Foundations and other grant providers, generating income and helping to ensure the financial sustainability of the charity.

You will also focus on increasing the volume and value of legacies left to FCN and nurturing these relationships and opportunities.

Now is an exciting time to be joining FCN – we are currently delivering our three-year strategy (2025 - 2027) and we are working with a wide range of stakeholders to create a resilient farming future for the next generation of farmers. You can read a summary of our 3-year Vision and Strategy here: https://fcn.org.uk/wp-content/uploads/2025/04/Our-Vision-FCN.pdf

You will be working under your own initiative for much of the time, and will need a valid, clean driving license and own transport. Mileage expenses are reimbursed.

Key Relationships:

Internal: Close working relationships with Head of Partnerships, Head of Operations and Communications, Head of Finance and HR and other staff members.

External: Liaising with Trusts, Foundations, families and a wide range of other stakeholders.

Key responsibilities:

The **Trust Fund and Legacy Development Manager** will be responsible for:

Trusts:

- Lead on the development and delivery of a new trust fundraising strategy.
- Identify, research and write compelling applications to meet and / or exceed income targets.
- Oversight and management of relationships with existing and new trusts and foundations and delivering funding reports to a high and consistent standard, including evaluating impact.
- Writing and submitting high-quality bids and tailored proposals to secure charity funding from trusts, foundations, grant providers and other sources.
- Monitoring requirements of trust fund projects, including meeting deadlines and collating relevant information.
- Working with the Senior Leadership Team to identify opportunities and develop project proposals aligned to organisational strategy.

Legacy Development:

- Create and deliver an effective strategy for gifts in wills and in memory giving.
- Increasing income from legacies and wills, as well as maintaining and building legacy opportunities.
- Ensuring legacy funds are utilised in accordance with the wishes of the donor.
- Managing relationships with donors, families and other stakeholders.
- Recording income and donor support accurately and maintaining databases.
- Handling the responsibilities of the role sensitively and with care and compassion.
- Acknowledge and celebrate gifts in wills to raise awareness throughout the organisation, with its followers, supporters, staff and volunteers.
- Working with colleagues to gather content and produce high quality and inspirational updates for legacy supporters and their families.
- Respond to potential enquiries about all types of legacy gifts and gather details about each.
- Gather information from existing content and new sources to draft updates and other stewardship communications for individuals and legacy families.
- Identify case studies and stories from across our work, to show the impact of legacies and gifts in memory.
- Supporting on the delivery of projects and other charitable activities as and when required.

Essential Criteria:

- Strong verbal and written communication skills with excellent attention to detail.
- Excellent customer/donor care experience with a proven track record of exceptional listening skills.
- Methodical and organised approach to tasks with meticulous attention to detail with the ability to plan and prioritise.
- Experience in supporter acquisition, retention, and the development of supporters.
- Experience in writing funding bids, grants and proposals and tailoring bids to requirement and working to strict deadlines.

- Knowledge and experience of developing and maximising fundraising opportunities.
- Excellent organisational skills and deadline achievement.
- Good interpersonal skills.
- Computer literacy including a working knowledge Microsoft office software, (Word, Excel, & PowerPoint).
- Ability to research, plan and budget.
- Able to work on own initiative while also as a key team member of the management team.

Desirable Criteria:

- Has worked in the charity sector previously.
- Knowledge and understanding of the law as it applies to charity legacies, taxes applicable to estates and probate/trust law and related processes.
- Has knowledge of agriculture and the rural community
- To have completed Higher Education (A-Levels, HNC, HND, foundation degree, bachelor's all considered).

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at FCN.

*At times you may be expected to attend in-person meetings at Bragborough Hall Business Centre, Welton Rd, Braunston, Northamptonshire. You may need to travel in order to meet with donors and foundations.

Applicants must be based in the UK.

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To apply for this role:

To apply for this role please send the following addressed to Georgina Lamb to resources@fcn.org.uk:

- An up-to-date CV
- An expression of interest letter highlighting how you meet the criteria of the role

FCN is an inclusive employer and welcomes applications from anyone supportive of our mission, ethos and work helping to create a thriving future for farming in the UK.

Application deadline: Friday 18th September at 12 noon.

Please note we may close applications early due to high demand, so we encourage applicants to apply before the deadline date.