



Trusts, Grants and Legacies Officer

Want a role where you can *truly* make a difference?

Hours: 37.5

Salary: **£33,020**

Location: Workington Head Office

This is an exciting opportunity for a talented communicator and relationship-builder to play a key role in securing income from charitable trusts, foundations, grant-making bodies, gifts in Wills, and high value relationships. Your work will directly help fund the services that make a real difference to local people and families.

We are looking for someone who is:

- An excellent writer with outstanding attention to detail and the ability to tailor communications for different audiences.
- Organised, proactive and able to manage multiple priorities and deadlines.
- A confident communicator who can build relationships and inspire support.
- Compassionate, professional and committed to delivering excellent supporter care.

You may have experience in fundraising, bid writing, sales, customer service, administration, finance or another role where you have developed strong communication, relationship management and organisational skills.

This is more than a fundraising role. Every grant secured, every funder relationship developed and every legacy gift supported helps ensure local people continue to receive outstanding hospice care when they need it most.

Hospice at Home West Cumbria is an established and highly respected local charity, with an outstanding reputation for delivering excellent palliative and end of life services in the heart of the community. We offer flexible working, pension, wellbeing package for staff, generous holiday entitlement, and personal development and support.

If you want to work for one of West Cumbria's leading charities, you could be exactly what we are looking for.

Please refer to the job description and person specification for full details of role and responsibilities. For an informal discussion please email us at hr@hhwc.org.uk and leave a contact telephone number for us to call you back. A Standard DBS is required for this role.

For an application form and application pack please go to our website at www.hospiceathomewestcumbria.org.uk or hr@hhwc.org.uk

Closing date: Monday 9th November 2026 at 10.00am
Interviews will be held on: Monday 16th November 2026