



NORWICH HISTORIC CHURCHES TRUST IS RECRUITING A DEVELOPMENT AND PARTNERSHIPS MANAGER

ROLE OVERVIEW:

Norwich Historic Churches Trust (NHCT) is seeking a Development and Partnerships Manager to lead and strengthen the Trust's fundraising and external relationship-building activity at a pivotal moment in its development.

This is a new capacity-building role, created in response to the scale of the Trust's future repair programme and the need to diversify and grow income streams.

We are looking for an experienced and proactive fundraiser who can work strategically and independently within a small team environment. Using the Trust's existing network of contacts and grant target list as starting points, the post holder will develop and manage a pipeline of grant applications, cultivate relationships with trusts and foundations, build corporate and philanthropic partnerships, and help position the Trust for larger strategic funding opportunities.

The role requires a self-motivated individual who can balance long-term relationship building with the discipline of meeting application deadlines and income targets. The successful candidate will work closely with the Executive Director and Trustees, embedding fundraising as a core organisational function.

This post is offered on a 12-month fixed-term basis (0.8 FTE), with the intention that, subject to performance and income secured, the role will be reviewed with a view to permanency.

ABOUT THE TRUST:

Norwich Historic Churches Trust (NHCT) is a charitable trust, created in 1973, with the principal objective of preserving and maintaining 18 deconsecrated, Grade 1 listed medieval churches in Norwich.

The Trust has been successful in arranging sustainable new uses for many of its churches, providing premises for charities, cultural organisations and businesses including Norwich Arts Centre, Norwich Puppet Theatre and Oak Circus Centre. Alongside supporting tenants, NHCT works to ensure public access to these important heritage buildings.

After over fifty years caring for this unique group of architecturally significant buildings, in the next five to ten years the Trust is looking forward to an exciting time in its history as we prepare for a significant programme of repairs across the estate. This role forms part of a proactive, strategic approach to strengthen financial resilience and ensure the long-term care of the churches in our portfolio so that they can contribute to vibrant city life for the next generation.

More information can be found at:

<https://www.nhct-norwich.org/> and via the Trust's social media.

JOB DESCRIPTION

Main duties include but are not limited to the following:

Fundraising Strategy and Delivery -

- Develop and implement a structured fundraising plan aligned with the Trust's strategic priorities.
- Identify, research and pursue grant opportunities from trusts and foundations, national funding bodies and statutory sources.
- Prepare and submit high-quality grant applications (targeting approximately one significant application per month).
- Maintain and manage a rolling funding pipeline with clear tracking and reporting systems.
- Lead on reporting to funders, ensuring compliance with grant conditions and deadlines.
- Work with the Executive Director to prepare cases for support linked to major repair projects.

Corporate and Philanthropic Partnerships

- Develop relationships with local and regional businesses with a view to securing sponsorship, donations and longer-term partnerships.
- Create tailored partnership proposals and sponsorship packages.
- Explore opportunities for major donor cultivation and legacy giving.
- Represent the Trust at networking events and relevant sector gatherings, and arrange for the Executive Director and Operations Coordinator to attend where appropriate.

Strategic Funding Development

- Build and maintain productive relationships with key sector bodies including the National Lottery Heritage Fund and Historic England.
- Contribute to positioning the Trust for larger strategic or multi-year funding opportunities.
- Support Trustees in leveraging their networks in support of fundraising activity.

Organisational Integration

- Work closely with the Executive Director and Operations team to ensure fundraising priorities align with operational and conservation planning.
- Prepare regular written reports to the Executive Director on fundraising performance and pipeline development.
- Attend quarterly fundraising committee meetings.

- Contribute to organisational strategy discussions where relevant to income generation and sustainability.

Other Responsibilities

- Maintain accurate records of applications, correspondence and income secured.
- Ensure fundraising practice complies with relevant charity law and best practice guidance.

Carry out other reasonable duties as requested.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience of researching and preparing funding applications or competitive bids.	X	
Excellent written communication skills, with the ability to craft persuasive and evidence-based cases for support.	X	
Proven ability to build and maintain positive professional relationships with external stakeholders.	X	
Strong organisational skills and the ability to manage multiple deadlines.	X	
Self-motivated with the resilience to work towards income targets in a small team environment.	X	
Strategic thinking and the ability to appreciate how individual projects contribute to long-term sustainability across operations.	X	
A demonstrable interest in heritage and the Trust's charitable objectives.	X	
Experience of securing five-figure, or larger, grants.		X
Experience of corporate fundraising or sponsorship development.		X
Experience of fundraising in heritage or the voluntary sector.		X
Understanding of capital project funding.		X

TERMS AND CONDITIONS

Salary: £35,000 FTE (pro-rata to 0.8 FTE).

Contract: 12-month fixed term, with review toward permanency subject to performance and income secured.

Hours: 30 hours per week (0.8 FTE), to be worked over 4 or 5 days.

Annual Leave: 28 days excluding bank holidays (FTE), pro-rata.

Location: Based at St Martin at Palace, 15 St Martin at Palace Plain, Norwich, NR3 1RW, with flexibility for hybrid working. Fortnightly in-person meetings required for a hybrid arrangement.

NHCT is happy to consider requests for flexible working, in line with the Trust's Flexible Working Policy. Please talk to us at interview about the flexibility you would like to request, and we will explore what is possible for the role.

HOW TO APPLY

Please submit:

A CV (no more than 2 sides of A4), and supporting statement (no more than 2 sides of A4) explaining how your experience meets the criteria set out in the person specification.

Please include two referees, one of whom should be your current or most recent employer.

Applications should be addressed to the Executive Director, Dr Oliver Coulson: info@norwich-churches.org with "Development and Partnerships Manager" in the subject line.

Deadline: 12 noon Monday 4th May 2026.

Expected interview date: week commencing 11th May.

For an informal conversation about the role please contact Dr Coulson at the above email address to arrange a telephone call.