

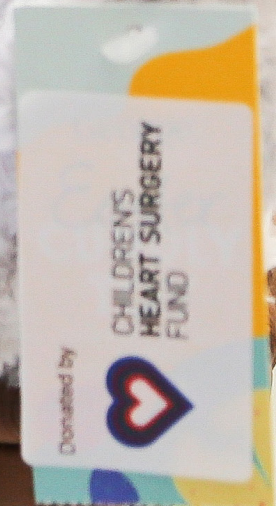


CHILDREN'S
HEART
SURGERY
FUND

Join **#TeamCHSF**

Fundraising

Researcher



June 2025

Background

1 in 125 babies are born with heart disease.

Around 17,000 babies, children and adults are treated by the Leeds Congenital Heart Unit (LCHU) every year. The LCHU is the specialist heart centre for all of Yorkshire, The Humber, North East Lincolnshire and North Derbyshire.

Children's Heart Surgery Fund (CHSF) provide tailored support and essential resources, ensuring everyone affected in our region has greater control and choices.

When families need us most, CHSF offer parent accommodation close to the hospital and a dedicated family support service during a child's treatment. CHSF also provide vital medical equipment and resources to the Leeds Congenital Heart Unit and 19 regional clinics, including start-up NHS staff roles and specialist training across the network.

CHSF are completely self-funded, so we can only do this with the help of public supporters. Together, we are able to nurture a wonderful community of heart families and patients.

Empowered lives, because of you.





Title:	Fundraising Researcher
Salary:	£27,000 - £29,000 <i>(pro rata, depending on experience)</i>
Responsible to:	Trusts & Foundations Manager / Corporate Partnerships Manager
Hours:	Part time, 22.5 hrs per week <i>(flexible working patterns considered)</i>
Location:	Flexibility to work from home with occasional travel to the Leeds office for training and team meetings.

Job Summary



As Fundraising Researcher you'll be responsible for proactively researching potential funders including corporate foundations and community funds, charitable trusts and other organisations to support our ambitious fundraising team. Working closely with the Trusts & Foundations Manager and Corporate Partnership Managers you'll ensure fundraising activity is supported across the organisation with robust research.

Role and Responsibilities

1. Research and identify charitable trusts and foundations, corporate, government and other funding opportunities that align with CHSF's mission, vision and values.
2. Use prospect research tools and techniques to collate detailed prospect information e.g. business insider bulletins, directories, websites, AI etc.
3. Compile key information about each funding opportunity, including deadlines, eligibility criteria, application questions, and funder priorities, in a structured format.
4. Assist in reviewing and prioritising potential funding opportunities based on suitability for CHSF.
5. Support with impact monitoring and reporting to funders and corporate partners, including liaising with staff at the Leeds Congenital Heart Unit to collect information.
6. Organise and archive past grant applications, ensuring a structured and accessible digital filing system.
7. Support the team by keeping funding research up to date and easy to access for future applications.
8. Collaborate with finance/fundraising teams to ensure grant research aligns with fundraising priorities.
9. Work with the Marketing Team to promote funding received to meet the requirements of the funder.
10. Strong understanding of due diligence, data protection and fundraising regulations.



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Other

1. To work flexibly as required by the needs of the service and carry out any other reasonable duties as required.
2. To prepare for and participate in monthly supervision sessions with your line manager.
3. To help promote CHSF fundraising opportunities, where appropriate and work with the fundraising team on new initiatives.
4. Adhere to charity's policies and procedures.
5. To provide other support as identified by your line manager and commensurate with purpose of the role.

Benefits

- 27 days annual leave (not including bank holidays), increasing to 29 days after 5 years' service and an additional day off for birthdays
- Company pension scheme
- Health care cash plan
- Death in Service after successful completion of 12 months' service
- Employee Assistance Programme
- Access to blue light card, charity worker discounts etc.



Personal Specification

Specification Criteria	Essential/ Desirable	Assessed in application	Assessed in interview
Knowledge			
Knowledge of the landscape of grants, trusts and foundations and other funders.	Desirable	x	x
IT literate, working with Microsoft programmes and databases	Essential	x	x
Knowledge of prospect research and its techniques, using available research tools to collate detailed prospect information e.g. directories, websites, AI etc.	Essential		x
Knowledge of GDPR legislation and of information governance and confidentiality policies.	Essential		x
Experience			
Experience of working in the charity sector with a good understanding of income generation.	Desirable	x	x
Experience in monitoring and evaluating funded projects to provide impact reports.	Desirable		x
Information management skills with the ability to identify, assess and consolidate key information and draw conclusions.	Essential	x	x
Experience in writing reports.	Desirable		x
Skills			
Excellent Project Management skills, able to respond to changing priorities and high volume of workload	Essential	x	x
Ability to research potential funders and collate information.	Essential	x	x
Strong communication, planning and problem-solving skills.	Essential		x
Good level of record keeping, accuracy and attention to detail.	Essential		x
Ability to build relationships with potential funders and other specialist services and work in collaboration.	Desirable		x
Personal attributes and other requirements			
An open, honest, reliable and enthusiastic approach.	Essential		x
Self-motivated and pro-active approach to work.	Essential		x
Strong communication skills, both written and verbal	Essential	x	x
Ability to work hours in a flexible way, including attending occasional CHSF events on a weekend.	Desirable		x



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To apply

For more information, including an informal chat about the role please contact keeley.harrison@chsf.org.uk or call 07539 108444.

If you would like to apply, please email your CV and a cover letter outlining why you are suitable for the role to katherine.lodge@chsf.org.uk.

You can also [apply via CharityJob](#) by uploading your CV and cover letter.

We are an equal opportunities employer and welcome applications from all parts of the community.

Timetable

Closing date: Friday 18th July 2025

Interviews will be held at our Leeds office on Tuesday 29 July 2025



chsf.org.uk



Registered Charity No. 1148359