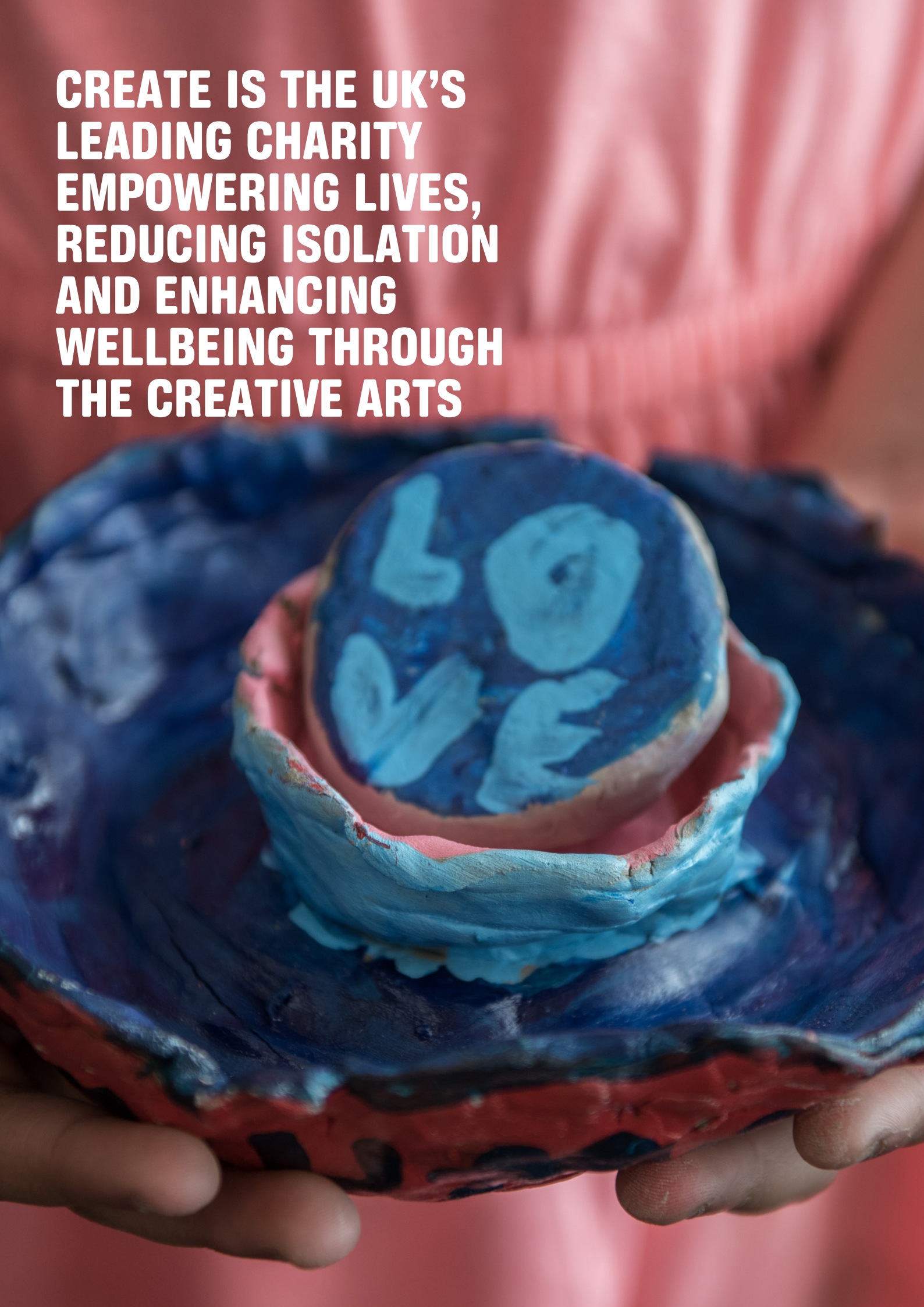
CREATE
ARTS.ORG.UK



APPLICATION PACK

SENIOR FUNDRAISING EXECUTIVE (GRANTS)



CREATE IS THE UK'S LEADING CHARITY EMPOWERING LIVES, REDUCING ISOLATION AND ENHANCING WELLBEING THROUGH THE CREATIVE ARTS

JOIN OUR TEAM

Create is the UK's leading charity empowering lives, reducing isolation and enhancing wellbeing through the creative arts. Our focus is on engaging participants in inspiring, sustainable arts programmes in areas where provision is poor and engagement in the arts is therefore low. We know that unleashing creativity ignites imaginations, develops confidence and builds relationships. Like setting off a firework, our professional artists light the touch paper and our participants discover new found self-belief and a desire to try more, do more and be more.

We design and deliver creative arts workshops to engage people who don't normally get the chance to be creative. More than 95 projects each year bring the most vulnerable children or adults together, tackling isolation and loneliness, building skills and promoting wellbeing. Visual art workshops enable young people with serious mental illness to express their feelings and emotions; creative writing projects give homeless adults a voice with which to tell their own stories; dance workshops provide isolated young carers with the freedom to make new friends; and music enables vulnerable older people to bond over shared memories.

This is a hugely exciting time to join Create as we aim to double the reach and impact of our work by our 25th anniversary in 2028, and continue expanding our work in the North West.



smart showcase 2025

WHO WE WORK WITH

To ensure we reach participants in the areas of greatest need, we prioritise partner organisations that receive little or no provision from other arts providers. We select these using poverty indices and government statistics on areas of deprivation alongside data including: disability; pupil premium/entitlement to free school meals; and use of English as an additional language. When choosing locations, we also consider under-provided "Priority Places" such as those identified by Arts Council England and BBC Children in Need.

OUR EIGHT KEY GROUPS

- Children in care / care leavers
- Disabled children and adults
- Schoolchildren in areas of deprivation
- Young psychiatric hospital patients
- Young and adult carers
- Vulnerable older people
- Prisoners
- Marginalised children and adults (including refugees, migrants and survivors of modern slavery)

During 2025/26, we worked with 2,500 participants:

55%

5-18

21%

aged 60+

60%

eligible to free school meals

England average 25.7%

48%

of the global majority

50%

with special educational needs / disabilities

CREATE IS A SMALL CHARITY WITH A BIG HEART AND FIERCE AMBITION TO SUPPORT, TOUCH AND CHANGE THE LIVES OF THOUSANDS OF VULNERABLE PEOPLE THROUGH THE POWER OF THE CREATIVE ARTS. AND IT DOES THIS BRILLIANTLY.

Nicola Brentnall, ex-Director, The Queen's Trust

CREATIVITY IS INTEGRAL TO YOUR PHYSICAL AND MENTAL WELLBEING. IT ENRICHES AND NOURISHES YOUR SOUL.

Create Participant

WE SHOULD ALL HAVE SOME EXPOSURE TO CREATIVE ACTIVITY. SUPPORTING ORGANISATIONS LIKE CREATE IN HELPING TO GET THE BEST OUT OF PEOPLE IS A WAY OF DOING THAT.

Peter Estlin, 691st Lord Mayor of the City of London

Create Participant

CREATE GIVES ME A BREAK AND ALLOWS ME TO SEE THE POSITIVES IN MY CARING ROLE AND THE POSITIVES IN LIFE. THE WORKSHOPS GIVE YOU A COUPLE OF HOURS NOT TO HAVE THE STRESS OF CARING AND JUST BE A KID AGAIN.

CREATE IN NUMBERS

50,430
participants have taken part in our projects since 2003

206
professional artists worked for Create since 2003

17,167
workshops have taken place since 2003

421,875
hours of contact with participants since 2003

£14,433,907
income raised

DIGITAL SPACE

Our fast-growing social media presence includes:

4,176
X followers

5,802
Instagram followers

1,531
Facebook followers

1,598
LinkedIn followers

AWARDS

146
awards since 2012

INCLUDING

2020 charitytimes Awards
Recognising leadership and professionalism
Winner
Charity of the Year

IN 2025/26

14 Koestler Awards

Shortlisted for 'Marketing Partnership of the Year' at the business charity awards for our partnership with smart UK.

KOESTLER AWARDS PARTICIPANTS 2024

ThirdSector Business Charity Awards



inspired:arts performance at Sadler's Wells in partnership with Create Patron, Sir Matthew Bourne OBE

THE ROLE

SUMMARY OF POSITION

The Senior Fundraising Executive (Grants) leads on bid-writing and relationship building with grantmakers (Trusts/Foundations/Public). The candidate will be a key player in the Grants team alongside the Director of Development (Grants/Major Gifts) and Development Officer. Create has seen its fundraising increase significantly in recent years, as it fulfils its ambitious plans to double its reach by its 25th anniversary in 2028. The Grants team is responsible for securing over 50% of the charity's income, managing an extensive portfolio of T/F/Public funders, approaching a well-researched pipeline of potential funders, and researching prospects. The successful candidate will share Create's commitment to the transformative power of the creative arts within community settings, with exceptional written and verbal communication, research, organisational and IT skills, and meticulous attention to detail.

POSITION WITHIN ORGANISATION

- Reports to Director of Development (Grants/ Major Gifts)

TERMS AND CONDITIONS

- This is a full-time role based in London.
- Salary: £34,000-£38,000 per annum depending on experience.
- Holiday: 25 days (including 3 faith days*) + 8 Public Holidays. 2 further days after 5 years' service.
- A beautiful office based in the City of London. Hybrid working is available following induction period. Our current policy requires a minimum of two days per week in the office.
- 35-hour week: standard office hours are 9.30am-5.30pm, Monday to Friday with an hour for lunch. Work outside these hours is required on occasions (eg: attending networking/fundraising events).
- The opportunity to visit projects and Showcase events, including hosting funders/ prospects.
- As part of Create's Green Action Plan, the charity offers the Cycle to Work scheme. T&C Apply.
- In line with Create's Safeguarding Policy, all staff are required to have a Disclosure and Barring Service (DBS) check, which Create will carry out upon appointment.

** Create closes the office over the Christmas period. For staff members who celebrate other faith days, however, the charity is happy to discuss alternative dates.*

MAIN RESPONSIBILITIES

- Securing significant levels of project and core funding to agreed targets. The Grants team target is currently £1m+ per annum, including multi-year grants.
- Leading and writing compelling bids to T/F, local authorities, government departments based on their interests, history, priorities and funding capacity, and on Create's ever-changing financial needs and funding priorities.
- Driving approaches through written correspondence, telephone conversations and face to face/online meetings, ensuring that these are personal, tailored and tracked.
- Producing individually tailored budgets, forecasts and other financial documents in line with the requirements of individual funders.
- Liaising with funders and Create personnel to ensure agreed benefits are delivered to the highest standards in line with Create's stewardship programme.
- Managing own streamlined portfolio and pipeline ensuring that actions are recorded meticulously on the CRM.
- Ensuring that all written documentation, both external and internal, is produced within Create's house-style and meticulously checked before distribution.
- Attending meetings with funders and prospects, cultivation events, project days and networking events.
- Ensuring you are always fully appraised as to Create's delivery, impact and financial need and representing the charity accurately and positively.
- Attending Create's fundraising events and providing assistance as required.

Other

- Office duties.
- Undertaking proposal/application writing duties as may be reasonably required by other teams.
- Sharing Create's commitment to safeguarding and promoting the wellbeing of our participants. Our Safeguarding Children and Vulnerable Adults Policy can be found here.
- Undertaking any other duties as may be reasonably required by the Director of Development (Grants/Major Gifts) and Chief Executive



PERSON SPECIFICATION

Essential Qualifications and Experience

- Qualified at degree level or equivalent experience.
- At least two years' experience of personally securing significant funding from Trusts and Foundations to agreed targets.
- Interest in the creative arts and social justice.
- Demonstrable interest in pursuing a career in fundraising.
- Experience in managing/designing budgets.
- Experience of applying organisational and research skills.
- Experience of relationship management / stewardship.
- Office skills and experience.

Desirable Experience

- Fundraising databases (specifically Salesforce).
- Working as part of a small team within a charity.
- Experience of networking and engaging with prospects face to face.
- Knowledge and experience of securing funding from other income sources (eg Individuals, The Big Give).
- Fundraising practice and standards.
- An understanding of safeguarding data, confidentiality, safe working practices and GDPR compliance.

Job specific skills and experience

- Proven track record of excellent written and verbal communication.
- Numeracy and budget building skills.
- A creative and proactive approach to engaging grant makers and exploring new opportunities with the objective of income generation.
- Exceptional and proven organisational and interpersonal skills.
- Accuracy and meticulous attention to detail.
- Ability to work to strict deadlines and remain calm under pressure.
- Ability to work within a small, multi-disciplinary team.
- Ability to prioritise and work to disparate agendas.
- Ability to work on own initiative and independently.
- Creative, strategic approach to research.
- Motivated to support a successful charity through achieving income targets.
- Enjoyment of building strong internal and external relationships.
- A flexible approach.
- Computer literacy including Word, Excel and fundraising databases.
- An understanding of equal opportunities issues and a commitment to diversity.
- Commitment to Create, its activities and mission.
- A can-do attitude to take on ad-hoc tasks and support other team members.

Create is committed to a policy of equal opportunities embracing diversity in all areas of activity and welcomes applications from disabled people and people of all ethnicities.



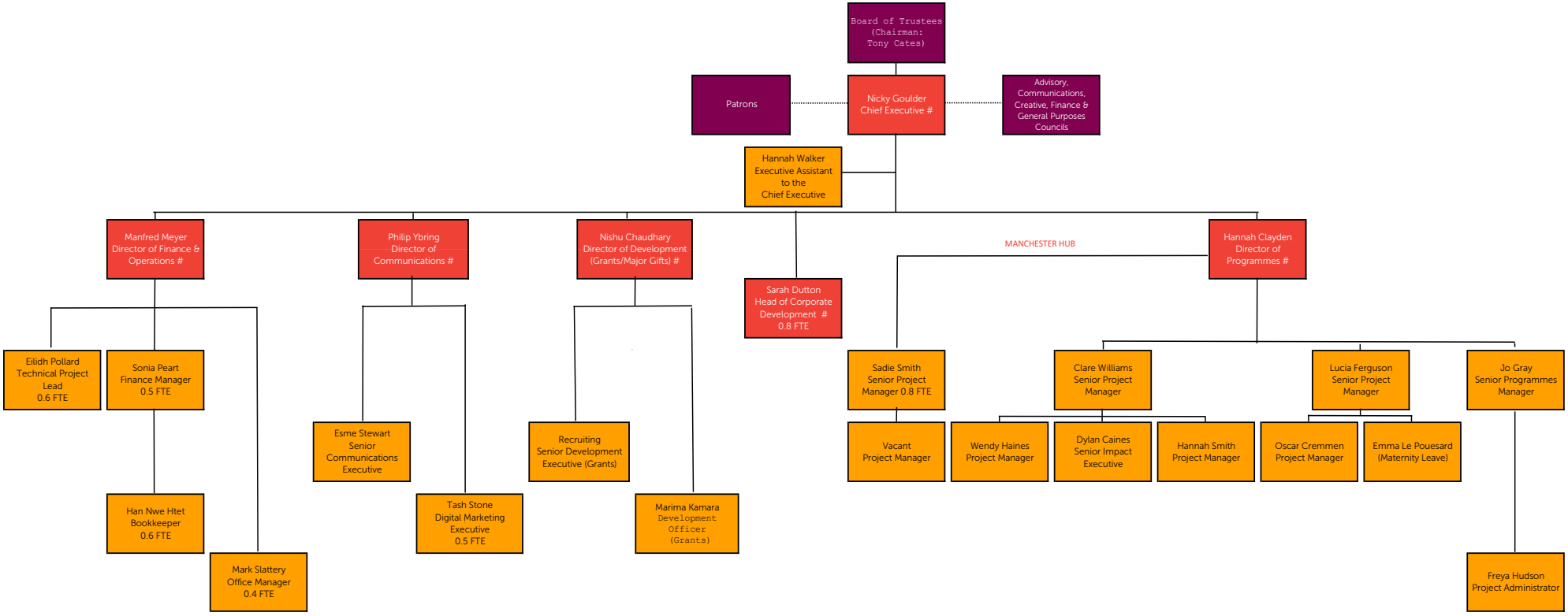
I HAVE FOUND MY VOICE THROUGH CREATE'S ARTS PROGRAMMES. EVEN WHEN I FEEL A BIT OUT OF MY DEPTH USING NEW TECHNIQUES, I STILL FEEL COMFORTABLE HERE.

Create participant

ORGANISATIONAL STRUCTURE

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ORGANISATION STRUCTURE

- denotes membership of the Senior Leadership Team





HOW TO APPLY

The deadline for applications is 9am on **Monday 30 November 2026**

1st Interviews: Thursday 3 December at Create's offices

2nd Interviews: Tuesday 8 December at Create's offices

To apply, please send a completed application form with a short email providing a telephone number where you can be contacted in confidence. **Please also attach an example of a proposal/bid that you have personally written for a significant grant.**

The completed application form and example proposal/bid can be emailed to recruitment@createarts.org.uk
(please type the job title in the subject field).

Download the application form here.



CREATE'S PROGRAMMES PLAY A VITAL ROLE IN DEVELOPING KEY SKILLS, LIKE CREATIVITY, SO THOSE MOST IN NEED IMPROVE THEIR LIFE CHANCES.

Nicole Lovett , Director, CSR, Deutsche Bank

FURTHER INFORMATION

Hannah Walker
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Registered charity number 1099733