

Statutory Funding Manager

Role information

Department: Fundraising

Job Title: Statutory Funding Manager

Grade: F

Responsible to: Group Director of Fundraising & Volunteering

Date: October 2025

Purpose of the job:

Lead Family Fund's efforts to grow income from government and statutory funders, aligned with the Group's strategic priorities. This includes proactively identifying new funding opportunities linked to government policies and programmes, collaborating with operational teams to develop strong funding proposals, and building positive relationships with potential funders to support the Group's growth objective

Duties and responsibilities

Role Specific

- Strategy Development – work with relevant Directors to deliver a clear strategic view on areas of opportunity for the Group and how this fits with the wider Income and Sustainability strategy
- Identify and research opportunities – responsible for proactively horizon scanning across the policy landscape reviewing government papers, policy reports, consultations, funding announcements and procurement tenders to identify emerging opportunities where Family Fund Group can offer strategic solutions. This includes monitoring developments across Westminster and the devolved administrations, analysing trends and defining areas of potential interest to secure future funding

- Bid development – collation of input from across the Group, specifically Operations and Research teams, to ensure high quality, targeted and compelling proposals tailored to relevant Departments and meeting Government objectives
- Cultivate and manage a network of peers, decision makers in Government Departments and colleagues across Family Fund Group to accomplish the objectives listed above
- Process management and compliance – establish streamlined and effective processes and systems to support the delivery of Statutory Funding income
- Monitor and document opportunities within our CRM system, ensuring a strong pipeline is built and maintained.
- Prepare senior-level summaries of work underway and upcoming to ensure appropriate support and allocation of resources across the Group
- Stay informed of best practice in the Statutory Funding legal and regulatory landscape, particularly being aware of the Procurement Act 2023 and associated legislation
- Provide regular updates, forecasts and reforecasts as required to the Group Director of Income and Volunteering to inform overall income forecasts for the Group

General

- Carry out appropriate duties as required supporting the operational management and strategic direction of Family Fund.
- Carry out other appropriate duties as required by senior management.
- Represent the Family Fund Values.

Person specification

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Experience

Essential

- Proven track record of meeting and exceeding income targets from statutory sources
- Significant experience of researching and writing public sector tenders with demonstrable wins worth +£1 million
- Commercial ability to understand, set and meet financial targets

Desirable

- Third sector experience

Skills, knowledge, and abilities

Essential

- Detailed understanding of the statutory funding landscape and how policy development links to funding
- Creative and lateral thinking skills to identify and expand on opportunities to meet Government needs through the capacity and skills of the Group
- Proactive approach to business development and generation of income
- Excellent research and writing skills with close attention to detail, high levels of accuracy and ability to adapt to meet the needs of audiences
- Excellent level of computer literacy with working knowledge of Microsoft Office products
- Excellent oral communication skills and the ability to engage and build relationships with a wide range of stakeholders
- Awareness of the political and economic environment in which the Group operates.
- Good numeracy skills with the ability to build project budgets
- Ability to manage multiple projects/applications and prioritise appropriately
- Ability to lead meetings and brief senior staff
- Ability to work at the same time independently and collegiately
- Excellent organisation and time management skills – planning, prioritising and managing workload with the ability to meet deadlines

- Ability to hit the ground running and absorb complex information quickly

Desirable

- Expertise in the children's, families, disability, social care agendas and likely policy development
Familiarity with tendering software systems used in UK public sector

Education/training

Essential

- Degree or equivalent demonstrable experience working in similar role(s).

Personal attributes

Essential

- Self-motivated and results driven.
- Tenacious approach to securing income.
- Positive clear, open communicator
- Flexible, adaptable and resilient to work demands must cope well with change.
- Willingness to travel across the UK as required.
- Strong commitment to Family Fund's vision and purpose.
- Understanding of and alignment to Family Fund's Values – Supportive, Connected, Passionate and Determined
- Commitment to equity, diversity, inclusion and fairness for all.
- Commitment to safeguarding
- Understands the impact of disability and poverty on family life