Fundraising Application Writer (Contract)
Job Specification

Creating sustainable spaces to inspire connection and growth through nature

About The Paradise Cooperative

The Paradise Cooperative is a small but developing charitable cooperative focused on community wellbeing, education, environmental stewardship, practical skills, and nature-based learning. Activities include outdoor and land-based work, volunteer programmes, community events, educational activities, and therapeutic/wellbeing initiatives.

As a growing organisation, Paradise is establishing governance systems appropriate to its size, resources and ambitions. The charity seeks to balance proportionate governance with a cooperative and enabling culture that supports grassroots participation and learning.

Purpose of the Role

The Fundraising Application Writer will be responsible for preparing, coordinating and submitting high-quality funding applications for opportunities identified and agreed by the Paradise Operational Team and Trustees.

The role will involve working closely with staff and Trustees (Primarily Funding Trustee) to gather relevant information, develop compelling funding proposals and ensure that applications meet funders' requirements and deadlines.

The successful candidate will be organised, proactive and capable of working independently, managing competing priorities and delivering accurate, persuasive applications within tight timeframes.

The contract is for a 3 month period, day rate to be discussed.

Key Responsibilities

- Prepare, write and submit compelling funding applications, grant proposals and supporting documentation tailored to individual funders.
- Work closely with the Paradise Operational Team and Trustees to gather relevant project information, budgets, and supporting documentation.
- Review funders' eligibility criteria, application requirements and deadlines.
- Coordinate the application process, proactively following up on outstanding information and ensuring deadlines are met.
- Maintain an up-to-date record of applications, deadlines, funding amounts and outcomes.
- Communicate regularly with relevant staff and Trustees on progress, outstanding information and approaching deadlines.

- Respond to funder queries and requests for additional information where required.
- Ensure all applications are reviewed and approved by an authorised Paradise representative before submission.

Skills and Experience

Essential:

- Excellent written communication skills, with the ability to produce clear, persuasive and well-structured funding applications.
- Proven experience in grant writing or fundraising applications, preferably within the UK charity or community sector.
- Strong organisational and time management skills, with the ability to manage multiple applications and competing deadlines.
- Ability to interpret funding criteria and translate project activities into compelling proposals with clear objectives and measurable outcomes.
- Good attention to detail, particularly in relation to budgets, supporting evidence and funder requirements.
- Ability to work independently while maintaining effective communication with staff and Trustees.

Desirable:

- Experience securing funding from charitable trusts, foundations, or other funding bodies.
- Experience working with small charities, cooperatives or grassroots community organisations.
- Familiarity with funding for environmental, educational, community or wellbeing projects.
- Existing relationships with relevant grant-making organisations will be an advantage.

Working Arrangements

This is a fixed-term, part-time contract for an initial period of three months, with the possibility of extension subject to funding and organisational requirements. Renumeration will be competitive, depending on experience and agreed scope of work.

The contractor will work closely with the designated Funding Trustee, with agreed priorities, deliverables and regular progress updates. All funding applications must be reviewed and approved by Funding Trustee and the Board (where applicable) before submission.

Expected Deliverables

- Timely completion and submission of agreed funding applications.
- An up-to-date application tracker showing progress, deadlines and outcomes.
- Complete records of submitted applications and supporting documentation.
- Regular progress updates, including any risks to deadlines or information gaps requiring attention.

To Apply

Please send your CV and a brief summary of relevant grant-writing experience, including examples of successful applications where available, to trustees@paradisecooperative.org by **November 30, 2026.**