Public Interest Law Centre
244-254 Cambridge Heath Road London E2 9DA
020 3559 6342 office@pilc.org.uk www.pilc.org.uk

Recruitment of a Fundraising Manager

Dear Applicant,

Thank you for your interest in the role of Fundraising Manager. We are seeking an experienced, creative and proactive fundraiser, with a proven track record of securing funds from trusts and foundations, to join our team on an initial 24-month fixed-term contract. This is an exciting opportunity to play a key role in securing sustainable funding to support our vital legal and advocacy work, and we are delighted you are considering applying.

We're a dedicated, collaborative team of 22 employees and a small number of consultants. We work hybrid from our bright, modern office in Cambridge Heath, London (E2), and we're proud of our supportive culture and the real-world impact of our work. In this recruitment pack, you'll find:

- Background information about PILC
- Information about the selection process
- A detailed role description and person specification
- Application form
- Equality & Diversity monitoring form

To apply, please complete the application form and equality and diversity form and return them via email to **jobs@pilc.org.uk** by **Friday 30 January 2026 at 12pm**. Please note that we do not accept CVs.

We strongly welcome applicants from the global majority and actively encourage applications from individuals who are Black, Asian, or from other racially minoritised communities. We also welcome candidates from marginalised backgrounds, including disabled people, LGBTQ+ individuals, and those with lived experience of migration, poverty, or the care system.

If you meet the essential criteria for the role but feel unsure about applying, we encourage you to reach out to us via email and we would be happy to answer any questions you have.

We are committed to ensuring our recruitment process is accessible to everyone. If you require the job description, application form, or any other materials in a different format, please don't hesitate to contact us at jobs@pilc.org.uk.

Thank you for your interest in the position and we hope to hear from you soon.

Warm regards,
R. Dempster-Johnson
People Manager

The Public Interest Law Centre is a Charitable Incorporated Organisation registered in England and Wales (No 1192355). Registered office: 244-254 Cambridge Heath Road, London E2 9DA. We are contracted with the Legal Aid Agency in matters of public law, claims against public authorities and housing.

BACKGROUND INFORMATION

The Public Interest Law Centre (PILC) was initially set up in 2016 as a project of Lambeth Law Centre and became independent in 2019. PILC has been operating its own Legal Aid Contract since 1 September 2023, enabling the Law Centre to act in Public Law, Claims against Public Authorities and Housing Law cases. PILC is registered as a Charitable Incorporated Organisation in England and Wales (No: 1192355).

Mission

The Public Interest Law Centre exists to challenge unlawful state practice and systemic injustice through legal representation, strategic litigation, research and legal education. We specialise in public law, actions against public authorities and public inquiries, bringing cases to court for individuals and grassroots groups who have been treated unfairly.

We hold government and public bodies to account, challenge unlawful policies and practices, and promote access to justice for marginalised individuals and communities. We will not rest until we achieve a fairer and more equitable society.

Strategic Objectives

Our current strategic plan (2024-27) is divided into three parts:

1. *Seeking justice through legal action*: We use the law as a tool in the fight for social change, not as an end in itself. Taking the government and public bodies to court can be a powerful way for communities to demand justice.
2. *Developing PILC's movement lawyering approach:* We put the power of the law into communities and social movements so they can fight back.
3. *Consolidating PILC's organisational growth:* We know the best way to deliver on our mission is to have a strong infrastructure for an effective, compliant and sustainable organisation.

Our Approach
PILC is a legal organisation located at the grassroots. This is not a market choice: rather, it is where we come from and where we believe social change begins. This commitment forms the basis of our distinct identity as a Law Centre rooted in communities fighting for social justice.

We work in collaboration with grassroots groups, campaigners and frontline organisations through a legal hub model building capacity through legal education and advocating through strategic legal action across three overlapping priority areas:

- state accountability,
- housing, land and community assets,
- racial justice and migrants' rights.

Most people we support cut across these areas, e.g. domestic abuse survivors – sometimes with NRPF – seeking housing safety. We build on these cases to develop strategic litigation and challenge wider policies and practices. Taking the government and public bodies to court can be a powerful way for communities to demand justice. We use the law as a tool in the fight for social change rather than an end in itself.

Some of the individuals and communities we work with include:

- Social Justice activists subjected to state surveillance
- Migrants targeted by racist policies and socio-economic discrimination
- Gypsies, Roma and Travellers seeking safe and suitable living conditions
- Council Estate residents at risk of displacement due to regeneration
- Survivors of domestic abuse in housing need
- Local residents defending public services and spaces, e.g. Children's Centres

PILC prides itself in building most of its litigation from issues arising from lived experience or identifying patterns in frontline workers' casework, thereby joining the individual to the strategic. Although strategic litigation is no silver bullet, our approach to movement lawyering connects us to the individuals and communities we defend, making us an integral part of a broader social justice movement.

Our work

State Accountability

- We currently represent 12 organisations across various modules of the UK Covid-19 Inquiry covering interrelated issues relating to survivors of domestic abuse, racialised communities and migrants, outsourced workers and privatised social care and health services.
- We represent a number of individuals, groups and organisation in the Undercover Policing Inquiry, including Youth Against Racism in Europe, a former Labour MP, Troops Out movement, the Stop the War coalition and the Campaign for Nuclear Disarmament (CND).

- We also have several cases supporting Palestine Solidarity in the UK and holding the British state to account for its complicity in the genocide in Gaza.

Housing, Land and Community Assets
Our work in this area is wide ranging and include existing and developing projects:

- supporting survivors of domestic abuse access safety through adequate housing;
- our gentrification project, which mainly supports council estate residents facing demolition and displacement as well as supporting market traders facing eviction through planning and environmental law;
- defending Gypsies & Travellers pursuing a nomadic way of life through legal representation in housing and planning;
- keep public land in public hands through the defence of open spaces in London.

Racial Justice and Migrants' Rights
As successive governments introduce ever more regressive, headline grabbing, anti-migrant laws and policies, we recognise that many are also suffering as a result of entrenched systems and policies designed to limit belonging and freedoms for migrants. Our work largely seeks to address these long-standing structures and the root causes of injustice which trap migrants in poverty and exclusion, often for decades.

We are working closely with grassroots groups and frontline partners towards:

- dismantling racist Hostile Environment policies, which affect migrants' ability to live in dignity;
- addressing barriers to settlement in the UK, which trap people in the grip of the Home Office; and
- ensuring that access to socio-economic and work-based rights are not determined by immigration status.

Our People
PILC is co-led by Jean Demars (Director), who oversees strategic, operational, and financial management, and Helen Mowatt (Legal Director), who leads on all legal matters, including inquiries work, casework management, litigation strategy, and Legal Aid contract oversight. They are supported by Ross Dempster-Johnson (People Manager), completing the Senior Management Team. PILC currently employs 22 staff members, including the Senior Management Team.

Fundraising
Fundraising plays a vital role in enabling PILC to deliver its mission. While much of our legal casework is funded through legal aid, grant funding from trusts and foundations is essential to the delivery of our strategic plan and in enabling our movement lawyering approach to flourish through our grassroots and frontline partners.

Trusts and foundations funding enables PILC to:

- Enable our movement lawyering approach to flourish
- Develop and deliver community-focused legal projects
- Build long-term relationships with grassroots groups and frontline organisations

- Respond flexibly to emerging injustices not adequately covered by public funding

PILC has a strong track record of securing multi-year core and project funding and is committed to growing and diversifying its income in line with its values. In recent years, it has accounted for 40-50% of our income but we envisage this to increase to 65% over the next 2-3 years. Although our approach to date has mostly focuses on grants from trusts and foundations, we use crowdfunding to fund specific legal cases, and we want to develop individual fundraising from our growing supporter base.

Fundraising is seen as a strategic function which we want to see embedded across the organisation, with close collaboration between the Fundraising Manager, the Director, and legal and project teams.

All fundraising activity at PILC is governed by our Ethical Fundraising Policy, ensuring that funding supports our independence, integrity, and commitment to social justice.

Quality Standards
The Law Centre is accredited by the Law Society's Lexcel Quality Mark and certified under the Cyber Essentials Plus scheme, which protects against common cyber threats. Both accreditations are subject to an annual technical assessment.

Registrations and memberships
PILC is registered with the Solicitors Regulation Authority and the Law Society. We are also members of the Law Centres Network.

SELECTION PROCESS

Shortlisting
We will shortlist applicants for interview based on the information provided in their application form. When reviewing applications, we will be looking for evidence that you have:

- Submitted a completed application form and equality and diversity monitoring form by the deadline: **Friday 30 January 2026 at 12pm**.
- Clearly demonstrated how you meet the essential criteria outlined in the Person Specification, using examples where possible
- Provided relevant detail about your work history, experience, and training, including explanations for any employment gaps

Interviews will be offered to candidates who most closely demonstrate the skills, experience, and behaviours required for the role.

Interviews
Interviews will take place in person at our offices in Cambridge Heath, London (E2) during the week commencing **9 February 2026**.
The interview will be a structured panel interview, with questions linked directly to the Person Specification. This helps ensure the process is fair, consistent, and focused on what matters most for the role.
There will also be time for you to ask questions about the role, the team, and the organisation.

Task
Shortlisted candidates will be asked to complete a short task in advance of the interview.

- The task will take no more than 1.5-2 hours to complete
- It is designed to give you the opportunity to demonstrate relevant skills for the role
- It helps you gain a clearer sense of the type of work you would be doing

We aim for the task to be meaningful and proportionate, and we value quality of thinking over polished presentation.

A Two-Way Conversation
We want the interview to feel like a conversation, not an interrogation. It is a two-way process: you are also deciding whether this role and organisation are right for you.
You are welcome to:

- Add anything you feel your application didn't capture
- Use phrases such as *"I didn't get a chance to mention…"*
- Ask honest questions about the role, culture, or expectations

We genuinely want you to feel informed and empowered throughout the process.

Adjustments and Accessibility
We are committed to making our recruitment process inclusive. If you require any reasonable adjustments at any stage, please let us know and we will do our best to accommodate your needs.

Communication and Outcomes
We will contact all applicants by email after the closing date to confirm whether their application has progressed to the next stage.

Unfortunately, we are unable to provide individual feedback to candidates who are not shortlisted for interview.

Candidates who are shortlisted will be contacted by email as soon as possible after the closing date, once the panel has completed the shortlisting process. This email will include details of the interview, task, and next steps.

Following interviews, all candidates will be informed of the outcome.
Candidates who are not appointed at interview stage are welcome to request feedback, and we will be happy to provide constructive feedback to support future applications.

Doc Ref: **4.4** JOB REFERENCE: **PILC/1/2026**	Public Interest Law Centre

ROLE DESCRIPTION

JOB TITLE	Fundraising Manager
SALARY:	£40,013
HOURS:	Full Time, 35 hours per week
CONTRACT:	24-month fixed term, with the possibility of extension
BENEFITS:	• 25 days holiday per year with 7% employer pension contribution, plus additional time off over Christmas when our office closes • Flexible working around our core hours of 10am – 4pm • Laptop and mobile phone • Access to our 24-hour Employee Assistance Programme • Support and supervision • Learning and development budget • Enhanced support when you need it most, including enhanced maternity pay and sick pay
LOCATION:	Cambridge Heath, London, E2 / Hybrid – Two days per week in the office
ACCOUNTABLE TO:	Director
DIRECT REPORTS:	None
START DATE:	Flexible
PURPOSE:	To implement PILC's fundraising strategy, under the direction of the Director, securing sustainable and ethical funding to advance the organisation's mission and impact.

As the post-holder, you will work closely with the Director to execute and implement PILC's fundraising strategy, with a specific focus on trusts and foundations. You'll be an experienced fundraiser with demonstrable experience in securing significant income from trusts and foundations.

Main Responsibilities

- Develop and maintain a strong, strategic pipeline of trust and foundation prospects aligned with organisational priorities and funding needs.
- Grow PILC's individual donor and supporter base.
- Work closely with the Director and project teams to translate power-building and legal work into clear, compelling funding propositions.
- Manage the full grants cycle, ensuring excellent stewardship and compliance with funder requirements.
- Cultivate new relationships with trusts and foundations and steward relationships with

existing funders.
- Secure significant income from trusts and foundations, including multi-year and six-figure grants.
- Ensure all fundraising activity complies with PILC's Ethical Fundraising Policy and relevant regulations.

Specific duties include:

Trusts and Foundations Fundraising

- Research, identify and prioritise trusts and foundations aligned with the organisation's mission, values and projects.
- Develop high-quality funding applications, concept notes, and expressions of interest.
- Secure new and renewed funding, including multi-year and high-value grants**.**
- Maintain an up-to-date funding pipeline and prospect research database.

Grant Management, Monitoring and Reporting

- Manage the entire grant lifecycle, from application to close-down.
- Ensure timely and accurate monitoring and reporting, in collaboration with the Director and Finance Officer.
- Track outcomes, outputs and impact against funder requirements.
- Maintain strong systems for grant compliance and documentation.

Individual Fundraising

- Plan, implement and evaluate fundraising campaigns/appeals.
- Manage the recruitment and stewardship of new and existing donors/supporters.
- Work closely with the Communications Officer to build engaging journeys for supporters and keep them informed about PILC's work and the impact of their contributions.
- Support PILC clients to set up and run successful crowdfunding campaigns

Relationship Management and Stewardship

- Build and sustain positive, strategic relationships with trusts and foundation funders.
- Arrange and attend meetings and calls with funders, where appropriate.
- Act as an external ambassador for the organisation's work.
- Ensure funders receive high-quality communications, updates and reports.

Internal Collaboration and Proposal Development

- Work closely with teams across the organisation to develop strong funding proposals.
- Support teams to articulate their work, impact and future plans in ways that resonate with funders.
- Translate complex legal and advocacy work into accessible and compelling narratives.

- Build internal understanding of trusts and foundations fundraising processes and requirements.

Strategy and Learning

- Monitor trends in trusts and foundations fundraising and identify new opportunities.
- Contribute to organisational planning by advising on funding risks, opportunities and sustainability.
- Demonstrate a willingness to learn new areas of work and continuously develop fundraising practice.
- Share learning and insights with colleagues to strengthen organisational fundraising capacity.

Other duties

- Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures.
- Engage in regular managerial supervision.
- Participate in training, maintaining an up-to-date record of professional development.
- Undertake all other reasonable duties as agreed with the Director.

Review of this role

This job description is to provide guidance and direction. It is not an inflexible document, nor is it intended to limit the range of duties which could reasonably be expected of the post holder. The job description will be reviewed at each appraisal.

PERSON SPECIFICATION

FUNDRAISING MANAGER

	Requirement	Essential	Desirable	Method of assessment
1.	Proven experience in securing income from trusts and foundations within the charity, non-profit, or public interest sector.	✓		Application / Interview
2.	Demonstrable success in securing high-value and multi-year grants, including six-figure awards, and in stewarding funder relationships over time.	✓		Application / Interview
3.	Experience managing the full grants lifecycle, from prospect research and due diligence, application, negotiation and agreement, to monitoring, reporting, and grant close-down.	✓		Application / Interview
4.	Strong research and analytical skills, with a proven ability to identify, assess and prioritise funding opportunities aligned to PILC's mission, values and strategy.	✓		Interview / Task
5.	Excellent communication skills, including a high standard of written English, with the ability to adapt tone, style and content for different audiences and purposes.	✓		Application / Interview / Task
6.	Strong collaborative skills, with the ability to engage colleagues across teams and projects, understand their work in depth, and communicate its purpose and impact compellingly to external funders.	✓		Interview
7.	Ability to develop a robust funding pipeline and make informed judgements about return on investment and strategic fit.	✓		Interview
8.	Ability to understand complex work and present it clearly and persuasively.	✓		Interview
9.	Highly organised, with the ability to manage multiple deadlines and reporting requirements simultaneously.	✓		Interview
10.	A commitment to ethical fundraising and social justice values.	✓		Application / Interview
11.	A willingness to learn and engage in professional development.	✓		Application / Interview
12.	A commitment to the Public Interest Law Centre's Equality & Diversity Policy.	✓		Interview

13.	Ability to be self-servicing with competent use of the suite of Microsoft Office 365 apps as well as other tools and software.	✓		Application / Task
14.	Demonstrate willingness to work as part of the Law Centre's team and carry administrative and other duties shared amongst the staff.	✓		Application / Interview
15.	Proven experience in planning and delivering fundraising campaigns, managing donor relationships, and driving supporter engagement.	✓		Application / Interview
16.	Ability to work collaboratively to create compelling supporter journeys and guide clients in running successful crowdfunding or fundraising initiatives.	✓		Interview
17.	Experience of other types of fundraising (e.g. community, HNW/Major Gift, digital).		✓	Application
18.	Experience of working in a legal, human rights or advocacy organisation.		✓	Application