



**Academies for Character and Excellence**

*Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation*

**Grant and Funding Officer**  
**Devon NJC Grade E 16 – Actual salary £14,387**  
**18 hrs per week**  
**Fixed Term for 12 months**

The Academies for Character and Excellence has twenty primary schools across Devon & Somerset, making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional Trust comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, equity, and of course uncompromising excellence.

We are truly collaborative, and we work together within and across our schools to ensure that all our children and staff members achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our everyday practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

For the Trust, we are looking to appoint an exceptional Grant and Funding Officer, who will play a crucial role in identifying and securing funding opportunities for the schools within the Academies for Character and Excellence (ACE), to support increased income generation.

The successful candidate will be responsible for identifying and securing funding opportunities and support school initiatives related to fundraising and grant management, writing compelling grant applications, managing relationships with funders, and ensuring accurate reporting and compliance with grant terms. The purpose of this post is to make a significant impact on the educational experiences of all of our pupils. ACE take great pride in their learning environments and educational spaces, continually striving to innovate, develop, and enhance these areas. Therefore, seeking both capital and revenue funding will be a crucial aspect of your role.

**Main Duties and Responsibilities**

- To support the coordination and preparation for major funding projects on behalf of the Trust including identifying appropriate contractual deliverables, negotiating with funding bodies,

managing communications channels and portals, liaising with the CEO and communicating with collaborative partners, and preparing and submitting funding claims

- To be responsible for writing persuasive and compelling grant applications and tenders to secure funding and partnerships.
- To monitor and complete all necessary reporting required of any secured funding and grants.
- To manage the generation of funding to support both Trusts through the development of partnerships and fundraising activity.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Therefore, an enhanced DBS clearance is required for this post.

For further information, please contact our HR Advisor [charlotte.wilson@acexcellence.co.uk](mailto:charlotte.wilson@acexcellence.co.uk)

An application form is available to download either from our website <http://www.acexcellence.co.uk/ace-trust-vacancies> Applications must be completed and emailed to [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk) by **9am** on **Friday 11<sup>th</sup> July 2025** with interviews to be arranged for the following week.