

Job Description Funding Officer



Title of Post:	Funding Officer
Salary Scale:	£21,500- £23,500 (pro rata if part time)
Hours of Work:	35 hours per week (or 21 hours part time)
Benefits:	5% Pension Contribution 20 Days annual Holiday (pro rata if part time)
Responsible to:	Chief Officer/Chair
Special Conditions:	Occasional evening or weekend work
Areas of work	Bury wide and Greater Manchester occasionally

1. Job Purpose:

To support local Voluntary and Community and Faith Sector (VCF) Organisations in securing funding from a range of sources

- a) keep abreast of income sources and funding opportunities
- b) disseminate the same to the VCF sector
- c) assist and support VCF sector in them in developing Bids/tenders/applications to secure funding form grant makers and trusts
- d) help develop VCF consortia to secure tenders/contracts/funding bids
- e) Secure funding and support for the VCF from private businesses

2. Duties:

- a) Keep abreast of funding and tendering opportunities from public, government, trusts and private sector ensuring the local VCF is kept informed of these
- b) Advice the local VCF in preparing quality funding bids and tenders (including to Trusts; Foundations' Lottery; Local Authorities, CCG's Health Service, etc).
- c) Help VCF groups to maximise opportunities by supporting them with expression of interest /pre-qualification through to the tender stage, objectively reviewing bids submissions and suggesting changes/improvements
- d) Support the development of project concepts by researching and developing relationships with prospective funders (e.g. BIG) and the local VCF
- e) Liaise with and support the VCF on funding opportunities, applications and project development in line with the tendering and funding bid requirements.
- f) Establish and develop good relationships with Trusts, Grant Makers, and commissioners including personal visits where appropriate.
- g) Develop good practice guides and model applications for the local VCF to use in fundraising
- h) Develop links with the private sector to provide sponsorships and funding through the Corporate Social Responsibility for local VCF
- i) Support VCFA trustees and staff in preparing and submitting capital, core and project funding bids to appropriate organisations trusts grant makers to ensure sustainability
- j) Help develop consortia and partnerships within the VCF to secure tenders and deliver services

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3. Others

- a) Support development of VCFA
- b) Keep abreast of funding opportunities and disseminate these
- c) Fill in for other staff members (holiday & sickness cover)
- d) Recruit, Manage & support volunteers to assist in this role

4. General Requirements

- a) Participate in training and information briefings and maintain an up to date knowledge of the VCF sector.
- b) Attend supervision sessions and staff meetings.
- c) Assist management in preparing quarterly monitoring reports outlining progress of the work, bids submitted; funding secured and key issues raised by members.
- d) Carry out occasional other duties as agreed within supervision to develop the aims of VCFA.
- e) To undertake any other duties as prescribed by the Chair/Chief Officer.
- f) Undertake such personal training as may be required to keep up to date and fulfil the professional requirements identified for this job description.
- g) To have a collaborative and flexible approach to work undertaken by VCFA.
- h) Contribute to the development of VCFA

5. Equal Opportunities

VCFA is committed to equal opportunities, anti discrimination and anti oppressive policy or practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age or impairment. This policy applies to job applicants, employees, volunteers and service users.

6. Notes

- a) All jobs are subject to change from time to time and this job description will be reviewed regularly.
- b) The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.
- c) This post is subject to a 6 month probationary period.

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SPECIFICATION	ESSENTIAL/ DESIRABLE
<p>EXPERIENCE</p> <ol style="list-style-type: none"> 1. Experience of writing successful funding bids to trusts and other grant giving organisations 2. Experience of project development for bids, and tenders 3. Experience of fundraising for voluntary organisations; community & faith groups 4. Experience of generating income form a range of sources 5. Experience of building and maintaining external relationships at senior level 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p>SKILLS</p> <ol style="list-style-type: none"> 6. The ability to communicate effectively orally and in writing. 7. Excellent presentation and bid writing and tendering skills 8. IT literate and able to use a variety of standard word processing, email and spreadsheet packages 9. able to develop and maintain good administrative systems 10. Ability to manage a busy and varied workload, to tight deadlines 11. Ability to assess information and produce objective reports 12. Interpersonal skills – Good communication skills, able to relate to a wide range of people from differing backgrounds 13. Organisational skills– plan, manage time and workload. 14. Equal opportunity – able to ensure that equality of opportunity and is fully integrated into every aspect of the work. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>QUALIFICATIONS</p> <ol style="list-style-type: none"> 15. A good standard of Education. 16. Fundraising qualification or accreditation 17. Degree or equivalent or level 4 qualification 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p>KNOWLEDGE</p> <ol style="list-style-type: none"> 18. Attention to detail and accuracy; 19. Ability to work to tight deadlines; 20. Ability to work as part of a team; Good interpersonal skills 21. Reliable and punctual 22. Able to act with sensitivity, integrity and honesty 23. Ability to keep accurate records and attention to detail 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>OTHER REQUIREMENTS</p> <ol style="list-style-type: none"> 23 Ability to work out office hours occasionally 24. Ability to travel across Bury 	<p>Essential</p> <p>Essential</p>