



## **Programme & Funding Coordinator**

Job grading / salary band: 3 (£26k - £30k per annum, pro rata)

Hours of work: 28 hours per week

Reporting to: Head of Programmes & Funding

Home based with expectations of working from central Bristol office at least one day a week

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Frank Water is an international development charity and wholly owned trading subsidiary, working domestically in the UK as well as overseas in India and Nepal, with a vision of a future where everyone, everywhere has access to resilient water resources for generations to come.

Frank Water is now seeking to appoint a part time Programme & Funding Coordinator to a permanent contract, joining a small, passionate team.

This role will report to the Head of Programmes & Funding and will work closely with the Fundraising & Communications team.

The purpose of this role is:

- to plan, develop and submit to funders trust proposals in line with the organisational strategy and values;
- to build strong, long term relationships with trusts and foundations through regular communications;
- to communicate the organisation's funding needs in a clear, consistent way to potential trust funders through high quality applications, reporting and communications;
- to support learning/monitoring and evaluation activities across all of Frank Water's overseas programmes;
- Manage the MEL dashboard;
- Manage knowledge, stories and impact data from the programmes, translating it into useful, accessible information for the wider fundraising and communications team;

The postholder will assist Frank Water and partner staff in the use and adoption of reporting tools and processes. They will be active in identifying learning opportunities from Frank Water and our partners' work that demonstrate impact, outcomes and important learning opportunities.

They will work closely with other members of Frank Water staff to share learning internally and externally.



The ideal candidate will have an interest in global issues and international development, research and data management and have excellent written communication skills.

You will have a track record in successful trust & foundations fundraising, be proactive, organised, and a great communicator with strong attention to detail. You will have proven your communications skills and have a gift for quickly building strong working relationships with internal and external stakeholders. You will possess a self-motivated, tenacious, and can-do attitude.

It is essential you have a passion for our cause and a desire to develop an understanding of all aspects of our work, with the ability to travel throughout the UK, and on occasion to our projects overseas, as required.

*Essential:*

- Experience of translating complex ideas or methodologies into clear and compelling proposals.
- Strong writing and document formatting skills.
- Good relationship management skills.
- Ability to analyse sets of data to draw out trends.

*Desirable:*

- Experience with creating or managing budgets.
- Experience of international development or demonstrable interest in global issues.

*Key responsibilities and duties:*

- Understand the funding needs of Frank Water.
- Identify and research funding opportunities.
- Manage a pipeline of trusts and foundations opportunities, achieving a target agreed annually.
- Liaise closely the Programmes team and project delivery partners to understand each project and develop compelling project proposals.
- Manage each grant application from submission to decision ensuring all communication and content is of a consistently high standard, inspiring and in line with the organisation's brand identity.
- Evaluate the effectiveness of each application and provide analysis of trust fundraising to ensure continuous improvement.
- Ensure strong and consistent stewardship of the donor portfolio.
- Contribute to a range of resources to support corporate, major donor and individual fundraising, such as cases for support, concept notes and budgets.
- Gather and analyse monitoring and evaluation data from project delivery partners to facilitate organisational learning and reporting Frank Water's impact to a range of supporters.



- Build mutually supportive relationships across all fundraising, communication and programme teams.
- Support interns and volunteers where required.

*Benefits:*

- Opportunities for professional development and growth.
- A supportive and collaborative work environment dedicated to making a positive impact.
- Competitive salary and benefits package.
- Flexible and remote working arrangements
- Travel opportunities within the UK and occasionally overseas.

**How to Apply:**

Please submit a CV and cover letter outlining your qualifications and interest in the position to [hr@frankwater.com](mailto:hr@frankwater.com) Applications will be reviewed on a rolling basis until the position is filled.

Frank Water is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties and responsibilities may be subject to change based on organisational needs.