



Community Development & Funding Officer

Job Title: Community Development & Funding Officer

Reports to: Operations Supervisor

Hours: Full time, 35 hours per week. Flexible working and job share applications welcomed.

Location: Merstham Community Hub, RH1 3HY, and wider Merstham community

Salary: Dependent on experience (up to £30k p.a.)

Contract: Fixed-term 3 year contract

About MCFT

Merstham Community Facility Trust (MCFT) is a charity at the heart of Merstham, one of the most deprived areas in Surrey. We provide a safe, welcoming and inclusive space where residents can connect, access support, learn new skills and feel part of their community. Our vision is for Merstham to be a place where everyone has the opportunity to thrive.

About the Role

The Community Development & Funding Officer will play a key role in designing, delivering, and sustaining MCFT's community programmes. Working closely with the Community Inclusion & Engagement Officer and Volunteer Coordinator, this role ensures MCFT's projects are inclusive, well-managed, and financially sustainable.

The postholder will develop new initiatives, secure funding, manage project delivery, and demonstrate impact, helping MCFT respond effectively to local needs.

Key Responsibilities

Project Development & Delivery

- Develop and coordinate community projects that respond to needs identified through engagement work, volunteer insight, and resident feedback.
- Lead new and existing projects from concept to completion, ensuring they align with MCFT's mission and strategic aims.
- Collaborate with the Community Inclusion & Engagement Officer to ensure projects are accessible and inclusive.
- Work with the Volunteer Coordinator to identify volunteer roles that support project delivery.
- Assist in developing Lead Volunteers and work towards a successful handover of responsibilities to volunteers by the end of the contract period.

Funding & Income Generation

- Identify and research grant, trust, foundation, and corporate funding opportunities and liaise with Trustees regarding applications.
- For smaller grants - prepare high-quality funding applications, including project plans, budgets, and supporting evidence.
- Maintain positive relationships with funders and work with the team to ensure all monitoring and reporting requirements are met.
- Work with the Operations Supervisor, Trustees and team to develop sustainable funding models for ongoing and future projects.
- Support community fundraising activity where appropriate.

Community Insight & Co-Design

- Use feedback from residents, volunteers, and partners to shape new projects.
- Facilitate focus groups, consultations, and co-design sessions with residents.
- Support residents to be active participants and co-creators in projects.

Partnership Development

- Alongside the Community Inclusion & Engagement Officer, build and maintain relationships with local organisations, schools, health teams, charities, and voluntary groups.
- Represent MCFT at local forums, partnership networks, and events.
- Develop collaborative projects that enhance community cohesion and bring additional resources into Merstham.

Monitoring, Evaluation & Impact

- Alongside the Operations Supervisor, develop monitoring frameworks for all projects.
- Collect attendance data, participant feedback, and case studies.
- Working with the Operations Supervisor to produce reports demonstrating project outcomes and impact for funders, trustees, and partners.
- Use learning and feedback to improve future projects.

Communications & Promotion

- Work with the team to create engaging project information and impact stories.
- Promote project successes to residents, partners, and funders.
- Ensure communications reflect MCFT's values and inclusive approach.
- Support planning and delivery of community events, wellbeing programmes, skills development sessions, and family initiatives.

Compliance, Safeguarding & Administration

- Ensure all activities comply with MCFT's safeguarding, health & safety, and data protection policies.
- Risk-assess projects and escalate concerns where needed.
- Maintain accurate records, budgets, and project documentation.



Community Development & Funding Officer

Person Specification

Essential

- Experience in community development, project coordination, charity funding or similar roles.
- Strong organisational skills and ability to manage multiple projects.
- Excellent communication and relationship-building skills.
- Ability to use community insight to shape projects.
- Collaborative approach, able to work closely with the wider team, including the Community Inclusion & Engagement Officer, Volunteer Coordinator and Operations Supervisor.
- Confident working independently in a small, busy team.
- Good IT skills, including data management and budgeting.
- Flexibility to work some evenings and weekends to support community events.
- Commitment to MCFT's values of inclusion, empowerment, and community connection.

Desirable

- Experience working with volunteers.
- Knowledge of Merstham and local community services.
- Experience evaluating projects and writing impact reports.
- Experience managing budgets or reporting to funders.
- Experience preparing funding bids or grant applications.
- Driving licence or ability to travel locally.