



## Fund Manager

<b>Position:</b>	Fund Manager
<b>Location:</b>	Barnsley, South Yorkshire
<b>Hours:</b>	30 hours per week; generally to be taken between Mon – Fri, 8 - 6
<b>Salary:</b>	£36,000 - £39,000 pro rata; (5% pension contribution), 33 days of annual leave entitlement (inclusive of bank holidays) pro rata
<b>Contract type:</b>	Fixed term, 1 year with potential extension pending funding
<b>Start date:</b>	As soon as possible
<b>Reportable to:</b>	CEO
<b>Direct reports:</b>	N/A

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### Job Purpose

Barnsley CVS has an exciting opportunity for someone who is passionate about meaningful funding for communities and the charity and voluntary sector. The Fund Manager will take the lead on the design and delivery of our grants programme to the VCSE sector in Barnsley. You will be responsible for coordinating and delivering the full life-cycle of our grant-making, placing communities at the heart of our approach and being responsible for collecting data and reporting on our learning. In this coming year, you will be responsible for grant schemes such as mental health and suicide prevention; and supporting pathways in to work for those who are economically inactive. You will need excellent literacy skills, strong financial reporting knowledge and the ability to communicate clearly with a variety of audiences. You will be comfortable with innovative thinking to help create reporting and management systems that are easy to operate for charities of all sizes whilst meeting the wider funding requirements.

Your role will also include the design, development and delivery of training to VCSE organisations on successful grant writing and management.

This role has the potential to develop beyond one year funding as opportunities arise for Barnsley CVS to deliver further grant programmes. As part of your role, you will work closely with the executive team in the negotiation and design of these opportunities. Barnsley CVS have delivered a grant programme for the last 5 years which has ranged from Covid funding to cancer awareness to Family support funding.

## **Main duties**

### **Fund Management**

- Create and deliver the full life-cycle of grant making (pre-application, assessment, decision making, grant management, reporting and learning) keeping the community at the heart of the process
- Select, co-ordinate and manage decision making panels
- Work closely with statutory partners to ensure the funding requirements are achievable, desirable and targeted
- Create quarterly reports on the progress of the grantees alerting the statutory partners or executive team to any issues
- Ensure strong risk management and quality assurance of delivery projects; empowering and equipping VCSE's where this knowledge is lacking
- Manage the wider budget for each grant producing financial reports on a quarterly basis
- Regularly and effectively communicate with grant holders of all sizes on the progress of their projects
- Meet with funding partners on a regular basis
- Where applicable, organise events to share and celebrate learning from the different grant schemes

### **Training**

- Design and deliver training to the VCSE sector in Barnsley on all areas of grant skills and knowledge (e.g. writing a successful application, effective grant management etc)
- Work with our Communications and Engagement Officer to create advertising and booking tools for grant training courses
- Work with our Head of Business to design an appropriate cost model for training

### **Networking and Stakeholder management**

- Attend local and regional funding forums and groups to stay connected to developments
- Ensure effective communication of any other grant opportunities available to Barnsley VCSE sector
- In collaboration with the executive team, identify new opportunities for grants from statutory bodies, business partners or independent funders
- In collaboration with the executive team, identify opportunities for collaboration with other local or regional funders

### **Barnsley CVS Team**

- To participate in any team meetings or creative planning sessions as part of the Barnsley CVS team.

- To work within the charity's mission, vision and values.
- Where relevant, the post holder may be involved in providing training to staff, organisations and other stakeholders.
- To participate in internal and external meetings as required, and attend training, conferences and other functions as necessary.
- To take part in active volunteering as part of our social value commitment (time is provided for each employee)
- To take part in activities that could reasonably be expected of your role and responsibility but not listed.

### **Role Development**

Barnsley CVS values investing in the continuing professional development of staff and volunteers. The direction this takes will depend on who is recruited. There is space for development within this role that we would like to explore upon successful appointment.

## Person Specification – Fund Manager

Criteria	Essential	Desirable
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills and the ability to communicate ideas to a wide range of people including individuals of influence, VCSEs, grant makers and staff</li> <li>• High quality analytical abilities, quality assurance and report writing skills with a good attention to detail</li> <li>• Able to design and create clear guidance, templates and reporting measures</li> <li>• Can demonstrate the ability to manage a portfolio of grants to a variety of VCSE organisations</li> <li>• Strong experience using Excel, Word and Powerpoint</li> <li>• Excellent record keeping skills</li> <li>• Ability to manage a variety of stakeholders with different priorities</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 3-5 years experience in a relevant field such as grant making, fund management, trust and grant management</li> <li>• Experience in grant management from initiation to closure</li> <li>• Experience assessing project and cost model viability</li> <li>• Experience managing and checking budgets</li> <li>• Experience of stakeholder management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience creating reporting documents</li> <li>• Experience creating and delivering training in fund management</li> </ul>
<b>Qualifications and training</b>		<ul style="list-style-type: none"> <li>• Relevant qualification in fundraising; grant management; business development</li> <li>• Financial training, courses or qualifications</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of quality assurance methods, risk assessments and effective reporting for VCSE's</li> <li>• Strong knowledge of budget management</li> <li>• Knowledge about what elements make a successful funding bid</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Barnsley VCSE sector</li> </ul>

<b>Personal qualities/ attitude</b>	<ul style="list-style-type: none"><li>• Highly motivated with a passion for growth and success</li><li>• Values transparency and integrity</li><li>• Passion for the charity sector</li><li>• Organised and disciplined at managing their own workload, time and competing priorities</li><li>• Values collaboration and is able to give and receive feedback</li></ul>	
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