

Job Description

Job title:	Funding and Development Lead
Place of work:	Redbridge Institute, Gaysham Avenue, Gants Hill, IG2 6TD
Hours of work:	21 hours per week
Responsible to:	Sector Development Programme Manager
Contract:	Permanent
Salary:	£35,010 per annum FTE (£21,006 pro-rata)

About Community Action Redbridge

Community Action Redbridge is a local infrastructure charity dedicated to building a fairer Redbridge where everyone and every community has an equal opportunity to thrive. Through our work, we support the development of strong and resilient communities where people lead happy, healthy, and fulfilling lives.

At the heart of our work is a commitment to social justice and to tackling the root causes of inequality. We're passionate about shifting power, amplifying community voices, and working collaboratively to create social change.

We do this by:

- Strengthening and championing the voluntary, community and social enterprise (VCSE) sector, so local organisations have the tools and support they need to grow and thrive.
- Supporting local people to drive change in their own communities, through social action, volunteering and active participation.
- Bringing people and organisations together, from the VCSE sector, public services, and local businesses, to collaborate on shared ambitions for Redbridge.

Job Purpose

As Funding and Development Lead, you'll work alongside VCSE organisations in Redbridge to strengthen their resilience and impact. You'll provide tailored one-to-one support on fundraising, governance, and organisational development, helping organisations to secure and diversify income, embed good practice, and plan for long-term sustainability.

You'll build strong relationships with funders and create opportunities for

VCSE organisations and funders to connect, fostering trust and mutual understanding, and improving access to funding opportunities. Working collaboratively with funders and statutory partners, you'll champion and co-design accessible and inclusive funding practices that reflect the needs and priorities of VCSE organisations and the communities they serve.

In this role, you'll also deliver high-quality training for VCSE organisations, with a particular focus on funding, while working closely with colleagues to lead and coordinate the development of our wider training offer — ensuring it is evidence-led, responsive, and aligned with sector priorities.

Please note that this role can be offered on a hybrid basis, with a minimum of two days per week in the office. As an organisation rooted in community, we believe that regular in-office presence is important to foster collaboration, connection and team cohesion.

What you'll do

Capacity Building and Fundraising Support

- Collaborate with VCSE organisations to identify barriers to sustainability and growth, co-designing tailored capacity-building plans that address their priorities and needs.
- Provide tailored one-to-one capacity-building support to strengthen organisational development and sustainability, including guidance on legal structures, governance best practice, policy development, and monitoring and evaluation approaches.
- Offer tailored one-to-one fundraising support by assisting with the development of fundraising strategies, identifying suitable funding opportunities, and providing guidance as well as reviewing funding applications.
- Support VCSE organisations in developing partnerships and consortia to strengthen collaboration and maximise collective impact.
- Signpost and facilitate access to specialist capacity-building support, both internally and via external partners, to meet varied organisational needs.
- Develop clear, timely funding communications, including producing regular newsletter updates and maintaining an up-to-date database of funding opportunities within the Members' Area to support organisations to identify and access relevant funding.
- Develop and maintain up-to-date toolkits, resources, and guidance for VCSE organisations on a range of relevant topics, such as legal structures, governance, policies and procedures, fundraising, and monitoring and evaluation.

Training Delivery and Coordination

- Design and deliver high-quality training courses with a particular focus on fundraising, including:

- Developing detailed session plans and clear training overviews for communications.
- Consistently applying RARPA (Recognising and Recording Progress and Achievement) to monitor learners' progress and outcomes.
- Gathering and analysing feedback via evaluation forms to continuously improve training quality and relevance.
- Lead training needs analysis at regular intervals to identify sector priorities and development needs, sharing findings with training colleagues to inform programme planning. Facilitate collaborative sessions with trainers to coordinate scheduling and content, ensuring the training offer remains relevant and aligned with sector needs.
- Manage and coordinate training delivered by partner organisations, and, when funding and resources allow, source and manage external or freelance providers to enhance the offer in line with sector priorities and development needs.

Partnership and Stakeholder Engagement

- Build and maintain positive, proactive relationships with existing and potential funders, including using data and insight to identify and engage funders who are currently under-investing in Redbridge.
- Organise and facilitate regular 'Meet the Funder' events and other engagement opportunities to connect VCSE organisations with funders, fostering strong relationships and enhancing access to funding opportunities.
- Collaborate closely with funders and statutory partners to co-design accessible and inclusive funding practices that meet the needs of local VCSE organisations and communities.
- Conduct targeted outreach by actively participating in sector events, forums, and networks to raise awareness of the capacity-building offer, expand our reach, and engage a diverse range of VCSE organisations.
- Develop engaging communications and publicity materials to promote the capacity building offer, raise awareness of funding opportunities, and highlight the impact of the support provided to VCSE organisations.

Monitoring, Evaluation and Reporting

- Keep accurate and up-to-date records of training and capacity-building activities, as well as the people and organisations supported, ensuring compliance with data protection policies and best practice.
- Lead project monitoring and reporting, using both qualitative and quantitative methods to monitor and evaluate capacity-building support and training, applying insights to continuously improve and develop the offer.
- Prepare clear and purposeful reports for funders and stakeholders that demonstrate outcomes, capture learning, and evidence the impact and value of the support provided.
- Support the Programme Manager with funding applications by contributing insight, evidence of impact, and case studies that strengthen

the case for support.

General Duties

- Practise and actively promote Community Action Redbridge values and ways of working.
- Actively promote diversity, equity and inclusion, and help to ensure that Community Action Redbridge works anti-oppressively and challenges injustice.
- Contribute to the continuous development and performance of Community Action Redbridge.
- Help raise the profile of Community Action Redbridge and uphold our brand by representing the organisation positively and following brand guidelines in all communications and activities.
- Adhere to all Community Action Redbridge policies and procedures.
- Actively participate in support and supervision, annual appraisals, team meetings, away days and appropriate training and development opportunities
- Undertake any other duties as required and in line with the purpose of the post.

This is a description of the job as it is presently constituted. It is the practice of Community Action Redbridge to periodically review role descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you.

Community Action Redbridge is committed to safeguarding and promoting the welfare of children and vulnerable adults. Please note that this post is subject to a basic DBS check.

We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.

All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

Person Specification

	Essential	Desirable
Education		
Knowledge, skills and experience	<ul style="list-style-type: none"> • Excellent knowledge and understanding of the funding landscape for VCSE organisations, including trusts and foundations and public sector funding. • Strong understanding of the diverse and dynamic nature of the VCSE sector, including the challenges faced by smaller, grassroots, and marginalised organisations. • Proven ability to engage with VCSE organisations to assess their needs and provide tailored advice, guidance, resources, and training to strengthen their funding capacity, organisational development, and sustainability. • Strong knowledge of governance requirements and legal structures for charities, CICs, and other VCSE organisations, or a willingness to learn. • Commitment and ability to use participatory approaches to service design, delivery, and evaluation. • Strong digital literacy with the ability to confidently use Microsoft 365 apps (such as Outlook, Teams, Word, Excel, PowerPoint, Planner and SharePoint) and quickly learn and implement new digital systems and tools. • Strong written and verbal communication skills, adept at translating complex information into clear, compelling messages for diverse internal and external audiences. • Excellent time management and organisational skills with the ability to design and manage systems, processes and workflows that enable efficient project planning and delivery. • Excellent project management skills with the ability to manage multiple tasks and deadlines simultaneously. • Strong working knowledge of data protection and confidentiality, with a proven ability to implement and maintain best practice to safeguard sensitive information. • Strong understanding of monitoring and impact evaluation principles, with a proven ability to identify and implement appropriate tools and processes to effectively track project activities and measure outcomes. • Proven ability to collect, organise, and analyse data to monitor progress, demonstrate impact, and inform continuous improvements. • Strong problem-solving and decision-making skills, with the ability to manage day-to-day challenges, assess risks, and take initiative to keep project delivery on track. • Proven ability to work collaboratively with colleagues, partners, and stakeholders across different teams and organisations. Ability to build strong working relationships and contribute to a positive, supportive 	

	<p>team culture.</p> <ul style="list-style-type: none"> • Ability to manage budgets, monitor expenditure, and ensure effective use of resources in line with organisational procedures. 	
Personal Attributes	<ul style="list-style-type: none"> • Passionate about social justice with a strong commitment to Community Action Redbridge's values and mission. • Proactive and self-motivated, with a "can-do" approach • An open and respectful approach grounded in cultural humility, with the ability to engage sensitively and effectively with diverse communities • Flexible and adaptable with the ability to respond to changing circumstances and priorities. • Reflective and self-aware, committed to continuous learning and personal development. 	
Other	<ul style="list-style-type: none"> • A commitment to diversity, equity and inclusion, and to working anti-oppressively and challenging injustice. • A willingness to work flexibly, including occasional evenings/weekends by prior arrangement. 	