

The Community Centre, Campingland, Swaffham, Norfolk, PE37 7RB

T: 01603 977040

E: admin@homestartnorfolk.org

W: www.homestartnorfolk.org



October 2024

Thank you for your interest in the role of Funding Manager at Home-Start Norfolk. We are looking for an enthusiastic and experienced funding manager who has the skills and passion to take our fundraising to new heights.

To apply, please submit a CV (no more than 3 sides of A4) and supporting statement or cover letter (no more than 3 sides of A4) in which you demonstrate how your skills and experience match the job description and person specification. Please include 2 referees, one of whom should be your current or most recent employer.

Your CV should include your academic qualifications (including dates), employment history (with dates and reason for leaving employment) and tell us about any periods of non-working or voluntary work. A complete timeline is required to comply with our Safer Recruitment procedures.

Please also complete our Equality and Monitoring form – this will be separated from your application on receipt. The information will be used anonymously to collate equality and diversity statistics.

The vacancy is being advertised between 25 and 34 hours per week, hours will be negotiated with the successful candidate.

Please contact the office, admin@homestartnorfolk.org to arrange an informal discussion about the role.

Please send your CV, cover letter, and Equality and Diversity Monitoring Form by email to admin@homestartnorfolk.org before the closing date of 5pm Thursday 21st November.

Interviews will take place on Thursday, 28th November in Norwich. If you have not heard from us by Monday, 25th November, please assume that your application has not been successful on this occasion.

Registered address: The Community Centre, Campingland, Swaffham, Norfolk, PE37 7RB

