

Job Description and Person Specification

Job Title:	Funding Manager
Salary Range:	Salary £34,545 - £37,500 FTE , depending on experience. Actual between £23,341 - £25,338 (25 hours pw) and £31,744-£34,460 (34 hours pw).
Hours:	Working hours by mutual agreement. Part-time/flexible options considered (min. 25 hours pw).
Term:	Permanent (subject to probationary period).
Benefits:	25 days annual leave, plus 8 Bank Holidays, pro-rata for part-time hours. Up to 6% pension contribution.
Work base:	Home-based with frequent travel required across Norfolk.
Responsibility:	Member of the Senior Leadership Team who report to the Board of Trustees.

About Home-Start Norfolk

Our Vision

Every parent has the support they need to give their children the best start in life.

Our Mission

To empower parents to develop the knowledge, skills, and resilience to enable their children to thrive.

Home-Start Norfolk is an independent local charity providing vital support to families with children aged 0 to 5 who are struggling to cope. By offering help to families through their toughest times, we ensure that parents have the support they need to give their children the best start in life. Support is delivered to families by recruiting and training volunteers to provide emotional and practical support to families in their homes.

Home-Start's ethos is to empower and enable, allowing families to develop self-resilience and confidence in their ability to cope with challenging situations and integrate more within their communities. We are a proud and active member of the Home-Start UK federation.

Home-Start Norfolk was recently recognised with the Kings Award for Voluntary Service for services to the community.

Home-Start Norfolk is committed to safer recruitment practices as an important part of safeguarding and protecting children and vulnerable adults.

ROLE PURPOSE AND SCOPE

The Funding Manager is responsible for securing and managing the income necessary to sustain and expand Home-Start Norfolk's countywide family support service, to ensure more families can benefit from its interventions. The role is crucial in determining the continuing success of the charity.

As a member of the Senior Leadership Team, you will work closely with our Senior Lead and Family Services Manager to undertake the leadership responsibilities and decision-making for day-to-day operational activities. The role has a wide remit including contributing to organisational strategy and business planning; managing income generation across all fundraising streams; project development, financial management, and capacity planning. You will report to the Board of Trustees via the annual business plan and at Board and Sub-committee meetings.

Everyone who works for Home-Start Norfolk needs to have a good understanding of working with vulnerable people. The Funding Manager will need to be DBS checked and training will be given regarding any current regulatory requirements.

MAIN RESPONSIBILITIES

Income Generation

- To develop and deliver an annual income generation plan across all fundraising areas to support the charity's financial needs.
- To identify new opportunities to sustain, grow, and diversify income - including Local Authority contracts, partnership opportunities, corporate partnerships, trusts and foundations, community fundraising, and acquisition of new donors.
- To lead the preparation of tenders, partnership bids, and trust funding applications, working collaboratively with the Senior Leadership Team to agree on the scope of the proposed service offer, team capacity, reporting, and management requirements.
- To develop the charity's corporate fundraising offer with a marketing and engagement plan, identify potential businesses, and create opportunities/events to engage corporates. To form and build on connections with corporate sponsors and relationship manage them, building a strong corporate donor income stream.
- To ensure the excellent stewardship of all donors, funders, and stakeholders, building on the charity's supporter database, maintaining good communications, preparing grant reporting to agreed timelines, and ensuring appropriate opportunities for recognition and engagement.
- Support the growth of a network of teams of fundraising volunteers who raise funds in their local community.
- To travel widely across the county (and occasionally out of county) to develop relationships with various funders and supporters, organise, and attend events.
- Ensure all income is appropriately recorded and acknowledged, and internal colleagues are provided with the information required to implement new projects.
- Ensure all fundraising complies with the Fundraising Regulator's Code of Practice and Procedures and GDPR.

Leadership and Management

- To take a proactive role in planning and strategic development, supporting the preparation of strategic plans, annual business plans, annual accounts and social impact reports, budgets, and financial forecasts.
- Work closely with the Senior Leadership Team to support day-to-day and organisational decision-making, discuss new project initiatives, ensure implementation of policies and procedures, manage HR issues, and drive improvements in working practices across the team.
- Support the development of key strategic stakeholder relationships, such as Local Authority, health and social care commissioners; education and housing providers; Home-Start UK; and other voluntary sector organisations, including representing Home-Start Norfolk at events and meetings.
- To coordinate the development and implementation of an annual fundraising calendar, cascading down smaller fundraising initiatives, supporter management, and income recording.
- Support the Marketing Officer with the annual marketing plan, including digital fundraising campaigns, providing content for the website, social media, e-newsletters, and social impact reports.
- Report and be accountable to the Board of Trustees across business planning, income generation, and development, sharing pipeline documents, tender opportunities, and sector learnings.

Other responsibilities

- To undertake training and professional development opportunities as required.
- To comply with Home-Start Norfolk's policy and procedures.
- Ensure equality of opportunity, fairness and diversity for all staff, volunteers and families.

	Person Specification Key: E = Essential, D = Desirable	
Attainments	To be considered for this post you will need to demonstrate that you have the following:	
Qualifications	<ul style="list-style-type: none"> • Good level of general education to minimum GCSE standard (or equivalent) including Maths and English Language, Grade C and above. • Recognised qualification e.g. Certificate or Diploma in Fundraising from the Chartered Institute of Fundraising plus membership of the Chartered Institute of Fundraising. • Evidence of recent and continuing professional development and/or recognised qualifications in fundraising, marketing, or business development. 	<p>E</p> <p>D</p> <p>E</p>
Skills	<ul style="list-style-type: none"> • Excellent IT skills including Microsoft products. • Ability to quickly and clearly understand the role of the charity, its importance and impact, and clearly articulate this to funders and stakeholders. • High level of accuracy and attention to detail in written communication. • Excellent presentation skills and ability to communicate effectively and build relationships with a range of audiences. • Ability to effectively self-manage own workload, prioritise conflicting tasks, and delegate to colleagues. • Ability to understand and update complex financial documents – including management accounts, budgets, forecasts, and charity accounts. • Self-motivation and ability to work independently and as part of a team. • Knowledge and competency in the use of Customer Relationship Management databases, digital giving platforms, and/or marketing design software. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Experience	<ul style="list-style-type: none"> • A minimum of 3 years experience working in a senior fundraising, marketing, or business development role. • Experience managing a fundraising, marketing, or business development team. • Experience preparing high-value bids and tenders with a high level of accuracy and demonstrable success rates. • Experience leading, planning, and managing successful corporate and fundraising events. 	<p>E</p> <p>D</p> <p>E</p> <p>D</p>

	<ul style="list-style-type: none"> • Proven success in nurturing relationships with major donors, Local Authorities, or corporates. • Experience working for a charity or voluntary organisation. 	<p>E</p> <p>D</p>
Work Based Knowledge	<ul style="list-style-type: none"> • Knowledge of various fundraising methods such as bid writing, corporate, community, acquisition of regular or high-value donors, and legacy giving. • Proven ability to develop supporter/client relationships. • Understanding of the current issues and challenges affecting charities. • Knowledge of GDPR and fundraising regulations. 	<p>E</p> <p>E</p> <p>D</p> <p>E</p>
Behaviours/ Personal Attributes	<ul style="list-style-type: none"> • A passion for the work of Home-Start Norfolk, and an enthusiastic approach to the role. • Confidence in delivering to public audiences. • Ability to self-manage effectively. • Promote and uphold confidentiality, dignity, rights and wellbeing of people who access Home-Start Norfolk services. • Uphold and promote equality, diversity and inclusion. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>
Special Circumstances	<ul style="list-style-type: none"> • Ability to demonstrate the right to work in the UK. • A full driving licence and use of a car (business insurance cover will be needed). • Ability to travel extensively across Norfolk, and occasionally out of the county. Travel expenses incurred for business miles will be reimbursed at HMRC rates. • Due to the varied nature of the role, requiring frequent travel across Norfolk, applicants must live in, or within 20 miles of, the county. • Requires home working space - at least 2/3 days each week. • Ability to work flexibly, including some evenings and weekend working, to meet business needs. Time in lieu will be given outside of normal weekly hours. • We are committed to safeguarding the welfare of children and young people. This post is subject to necessary safeguarding checks including a DBS check, personal references, and requires a chronological history since leaving full-time education. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>