



# Strathmore Community Rugby Trust

Inchmacoble, Forfar, Angus, DD8 1RL

## Job Description

Job Title: Grant Funding Officer

Salary: £12,000 per annum (£30,000 FTE)

Hours of Work: 15 hours per week (including some evenings and weekends).

Location: Hybrid (home working and Strathmore RFC Clubhouse)

Reports to: Community Trust Manager

### Purpose & Scope:

The Grant Funding Officer will work with the Community Trust Manager, and the wider team, to secure grant funding (restricted and unrestricted) to improve the sustainability of the organisation and prepare high quality and timely evaluation and monitoring reports evidencing the impact of the organisation's activities.

### Principle Duties & Responsibilities:

- To prepare and submit compelling funding applications.
- To initiate and manage relationships with funders, acting as the lead contact for all communications, including progress, evaluation, and end-of-project reports.
- To maintain a grant tracking database and annual submission plan.
- To support external communications, publicity and marketing with accurate information and positive public narratives about the progress of grant-funded projects.
- Support our monitoring and evaluation practices to ensure data is being captured to evidence the impact of our projects to allow us to tell our story
- To ensure that grant applications, receipts and reporting is conducted according to current best practice methods (including GDPR).

### Skills & Experience:

Essential:

- Demonstrable successful track record of application report writing for donor audiences.
- Excellent organisation and administrative skills, with the ability and commitment to plan and prioritise workload to meet set targets.
- Good knowledge of standard Microsoft Office programs
- Excellent communication skills
- Self-motivated with the ability to work using own initiative.
- Proactive, organised, and methodical with an ability to grasp detail and complexity.
- Understanding of the key facets of GDPR and how it relates to donor and volunteer data.
- Ability to demonstrate our impact to a range of potential funders through story telling and the use of relevant data and statistics.
- Strong numeracy and data analysis skills.
- An understanding of how sport (in particular rugby) can be used to positively change lives.

Strathmore Community Rugby Trust  
Registered Scottish Charity: SC047475

Email:- [info@strathmoretrust.co.uk](mailto:info@strathmoretrust.co.uk) Website:- [www.strathmoretrust.co.uk](http://www.strathmoretrust.co.uk)



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### Desirable:

- Experience of how sport (in particular rugby) can be used to positively change lives.
- Experience of collaborating with and building relationships with funders
- An understanding of the additional needs of marginalised groups, in particular people with learning disabilities

### Qualifications:

#### Essential:

- Relevant degree or qualified by experience
- Flexible attitude to working hours

#### Desirable:

- Full driving license (with access to own vehicle for business purposes)