

Job Title: Grants and Statutory Funding Manager

Location: Hybrid (Working between home and in the office, with the team). Happy to discuss other working options.

Role Type: 24-month fixed term contract with possibility of extension, 37.5hrs pw or would consider 30hrs pw

Salary: £40000

Start date: June 2024

Job description

Gympanzees is a multi-award-winning Bristol-based charity. Our mission is to ensure all children and young people with a disability have access to regular exercise, play and friendship. We aim to open multiple exercise and play facilities around the country – the first of which will be in Bristol. This is an exciting time to join an ambitious team who will raise funds for the UK's first centre of its kind.

As the Grants and Statutory Funding Manager, you will be pivotal in securing appropriate grants to meet our annual grant income target at Gympanzees. This position is ideal for someone with proven experience in researching and crafting successful grant applications. You'll be tasked with distilling complex information into compelling narratives that effectively convey our mission and objectives while aligning with grant requirements. Excellent copywriting skills are essential, as you'll need to create engaging and informative content that tells our story authentically. Your approach will be highly organised and methodical to ensure accuracy and compliance with grant briefs. Reporting to the Head of Philanthropy, you'll collaborate closely with a high-level fundraising team to maximize funding opportunities and drive positive impact.

At Gympanzees, we offer a working environment that enables everyone to perform their best with flexible hours and remote working options to suit your home life. The role is hybrid with time split between our office at Aust and home working. We are open to discussing working patterns that work best for you whilst keen for you to be an active team member.

Main Responsibilities - include but are not limited to.

- Grant Identification and Research: Conduct thorough research to identify

potential grant and statutory funding opportunities from government agencies, foundations, corporations, and other sources aligned with Gympanzees' mission and projects

- **Grant Proposal Development:** Lead the development of compelling grant proposals, including conducting needs assessments, defining project objectives, outlining budgets, and articulating impact metrics
- **Grant Application Process:** Manage the end-to-end grant application process, including drafting, editing, and submitting grant proposals within deadlines, and ensuring compliance with funder requirements.
- **Relationship Management:** Cultivate and maintain relationships with existing and potential funders, including government agencies, philanthropic organizations, and corporate partners, to enhance funding prospects and collaboration opportunities.
- **Budgeting and Financial Management:** Collaborate with the finance team to develop project budgets, monitor spending against grants, and ensure accurate financial reporting to funders.
- **Grant Compliance:** Ensure compliance with grant agreements, reporting requirements, and regulatory guidelines, and coordinate with relevant stakeholders to fulfill reporting obligations.
- **Grant Performance Monitoring:** Monitor and evaluate the effectiveness and impact of grant-funded projects, collecting and analyzing data to assess outcomes and inform future funding strategies.
- **Cross-functional Collaboration:** Work closely with program managers, finance staff, and other team members to align funding strategies with organizational priorities and project needs.
- **Knowledge Sharing:** Stay informed about trends and best practices in grant funding and statutory funding opportunities relevant to Gympanzees' mission, and share insights with the team.
- **Continuous Improvement:** Identify opportunities for process improvements and capacity-building initiatives to enhance the organization's grant-seeking efforts and overall fundraising strategy.
- **Management of Grants and Trust Officer and grants consultants that we are working with.**

Skills you'll need

- Bachelor's degree in a relevant field such as nonprofit management, business administration, or public policy. Advanced degrees or relevant certifications are a plus.
- Proven experience in grant writing, fundraising, or development, preferably in the nonprofit sector.
- Strong understanding of grant funding mechanisms, including government, foundation, and statutory funding programs.
- Excellent written and verbal communication skills, with the ability to craft persuasive grant proposals and communicate complex ideas effectively.
- Exceptional organisational skills, with the ability to manage multiple projects simultaneously and meet deadlines under pressure when needed.

- Financial acumen, including budget development, financial reporting, and grant compliance.
- Strategic thinking and problem-solving abilities, with a results-oriented approach to achieving funding targets and programmatic goals.
- Proficiency in Microsoft Office Suite and grant management software platforms.
- Collaborative mindset and ability to work effectively in a team-oriented environment.
- Passion for Gympanzees' mission to be the first leisure centre of its kind in the UK.

What's in it for you

At Gympanzees we strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. Our mission is to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our community and its employees. We are a hugely passionate and driven team; our jobs are more than work. As a small team, every opinion is valued, and we encourage risk and learning to make us as good as we can be.

We offer 25 days holiday (plus bank holidays), increasing 1 day each year you are part of the team, up to 30 days. In addition, everyone is given their birthday off.

We also offer a healthcare plan that you can use to reclaim cash against Dental appointments and treatment, Opticians, Therapy and Specialist Consultations.

Employee Assistance Programme.

Training opportunities.

Sick pay.

NEST pension.

Gympanzees is committed to promoting diversity and encourages applications from underrepresented groups (e.g., Disabled people, people from ethnic minorities, LGBTQ+ people). As a Disability Confident Employer, we guarantee an interview to all applicants who meet our essential criteria.

To apply, please send a short covering letter explaining why you should be considered for the role. We are also happy to accept your cover letter in video format.

If you are successfully shortlisted, you will be invited for an interview. If successful, you will be asked to provide the names of two referees who have known you for at least two years preferably in a professional context. This can include employers, colleagues, teachers, tutors, support workers, community leaders, a child's teacher, or a member of a hobby or exercise group you belong to.

Our commitment to safeguarding

At Gympanzees, we take very seriously our responsibilities for the safety and welfare of the people who use our services, our volunteers, staff, and the organisation as a whole.

All applicants successful at the interview will be asked to disclose unspent convictions under the terms of the Rehabilitation of Offenders Act 1974 (as amended in 2013).

If you would like this document in any other format or if you are experiencing difficulties applying, please get in touch by email, phone or in writing.

Email: info@gympanzees.org Tel: 07551 615969

Address: Gympanzees, Brightside Park, Aust, BS35 4BL