

ARE YOU AMBITIOUS, FOCUSED AND CREATIVE?

DO YOU WANT TO BE A KEY PART OF CREATING OPPORTUNITIES FOR YOUNG PEOPLE TO THRIVE?



JOIN OUR TEAM!

REGENERATE

[Regenerate-london.org](https://regenerate-london.org)

Recruitment@regenerate-london.org for enquiries

GRANTS MANAGER

Regenerate is looking to recruit a highly organised, efficient and focused Grants fundraiser & Information Manager.

The role is about fundraising, with an emphasis on securing funding through managing a portfolio of applications to Trusts and grant-giving bodies. To do this, you must be able to understand the impact of Regenerate's work and creatively demonstrate its worth to a variety of current and potential stakeholders. You must also be able to accurately keep records and ensure that data on applications and reports are managed, and be an excellent administrator.

Regenerate is a youth charity established to work with young people who live on housing estates in Roehampton and Putney and the surrounding areas. Regenerate inspires and supports young people by building strong, lasting relationships and creating life-changing opportunities; helping them grow in confidence, make the best of their lives and impact the world for good. We do this through 3 key services: Youth and Community, Mentoring and Coaching, and Employment through our social enterprise The Feel Good Bakery.

Regenerate is 100% self-funded through fundraising endeavours, and so as Grants Manager you will be an integral part of our operations. The position requires someone with attention to detail and the ability to prioritise and multitask effectively. It requires an ability to think creatively, and efficiently deliver applications and reports, keeping to strict deadlines. In addition, you may be required to support our other areas of fundraising.





OVERVIEW

Contract type:

Full Time Permanent

Reporting to:

Managing Director

Location:

Ashburton youth club, Westleigh Avenue, SW15 6XD
2 days per week remote working

Salary:

£35,500 per annum

Hours:

37.5 per week (Full Time)

Annual Leave:

25 days plus bank holidays

Application Deadline:

Friday 10th April

YOUR DAY TO DAY RESPONSIBILITIES

Grants and Trusts Fundraising

- Research and develop new grant leads and manage a pipeline of grant funders to apply to.
- Write and administer compelling, high-quality applications for small to large grants, meeting an annual target of £550k.
- Maintain and deepen funder relationships to secure repeat grants.
- Provide accurate, updated information for general appeal letters and administer appeal campaigns quarterly.
- Assist in compiling update reports for small trusts as scheduled on an ongoing basis.
- Help create fresh narratives to demonstrate the work and impact of the work of the Charity, in line with its business plan.
- Work with staff to gather evidence to illustrate the impact of the work, using this to inform applications and reports by including data, case studies, film and photo evidence.

Information Management

- Develop and maintain up-to-date records of all applications and reports on Salesforce.
- Assist the CEO and the fundraising team in administrative tasks required for tracking individual donors.
- Ensure regular monitoring of income against targets and provide reports for the senior leadership team.
- Manage grant pipelines and deadlines for reports.
- Research up-to-date policies and trends to inform effective grant writing and input into Regenerate's fundraising strategy.
- Collate monitoring and evaluation information for the annual impact report.

Other

- Work with each area of fundraising to maintain up-to-date and relevant materials to support Regenerate's case for support, including documented case studies, film and photos, impact reports, etc
- Other duties to support Regenerate's fundraising efforts as required

YOUR DEVELOPMENT & PERKS

At Regenerate, we understand the importance of providing progression, development opportunities and continued learning.

As part of this role, you will have a significant opportunity to develop your skillset, with access to a staff learning and development budget as well as mentoring and coaching from other team members and external partners.

This is a brilliant opportunity to build your expertise, gain new transferable skills and work experience, and increase your skills and knowledge around working with young people with complex needs.

Regenerate is an ambitious charity with plans for continued growth over the coming years, and with that also come opportunities to grow with the organisation and take on more responsibility too.

We also have a variety of perks alongside the job, including:

- A budget towards **Learning, Development and Wellbeing**
- **Generous annual leave policy**
25 days, plus bank holidays and 3 extra days between Christmas and new year.
- **Recharge Hours**
An extra half day off per quarter for you to have some you time and re-charge your battery.
- **Health Cash Plan Package**
which includes 24-hour health advice and counselling, contribution to health costs, grocery/high street/gym discounts.
- **Regular team days and socials**
- **Working for a recognised and respected name** in the local borough and charitable youth work sector, which acts as a springboard to future roles and connections.

PERSON SPECIFICATION

Skills and Aptitudes

Essential:

- Excellent written and oral communication skills
- Excellent research skills and proven ability to interpret statistics, reports and accounts
- Ability to plan and prioritise multiple tasks & competing demands to meet deadlines
- Forward thinking and able to work independently as well as part of a team
- Highly organised and excellent attention to detail
- Flexible approach to work
- Commitment to Equity, Diversity and Inclusion
- Supportive of the aims and purposes of Regenerate
- Thorough working knowledge of Microsoft Office packages, email and internet with advanced keyboard skills

Education and Training

Essential:

- Education to A level Standard or equivalent
- A proven commitment to continuous personal development

Desirable:

- Educated to Degree Level
- Fundraising/Management Qualification

Key Experience

Desirable:

- Experience of generating income through grants
- Proven track record in writing successful grant applications
- Experience and good knowledge of using Salesforce or a similar CRM database

Knowledge

Desirable:

- Knowledge of the charitable sector
- Knowledge of Youth Work

YOUR APPLICATION

We want to know the important things about you and why you think you would be the best person for the job.

To apply, please complete an, [online application form](#) by [clicking here](#) or scanning the barcode.



For any enquiries, contact recruitment@regenerate-london.org



Regenerate aims to be representative of the community we are working with. We recognise that having the strongest workforce possible means hiring and developing the best people across all races, ethnicities, religions, age groups, sexual orientations, gender identities and abilities. We're not just committed to being an equal opportunity employer, we actively celebrate diversity in all its forms.

Let us know if we can do anything to make the application or interview process more accessible. If you are invited to interview, we will at that point ask you for any accessibility requirements or preferences.

All applications will be taken seriously and contacted regarding the outcome of their application.

Regenerate is committed to adopting a safe recruitment process and follows the NSPCC procedures that have safeguarding at their heart. The appointment will undergo an enhanced DBS check, shortlisting, interviews and reference checking. Please let us know about the sensitivity of taking up references prior to an interview.



**WE LOOK FORWARD
TO RECEIVING YOUR APPLICATION!**