

Job Description

Job Title:	Grants Officer
Responsible for:	N/A
Location:	Office based at Whiston, Rotherham or Pontypridd, South Wales with travel as required
Grade:	4*
Salary:	£31,500 per annum
Job type:	Full-time, permanent
Hours:	9am to 5pm, Mon to Fri – flexibility required.

<p>Job Purpose</p> <p>To be responsible for generating income for the charity and other relevant organisations that we support, from across a variety of funders including trusts, foundations, and government grants. Working alongside colleagues, to be responsible for identifying funding opportunities, developing and writing applications that are of high quality, compelling, and submitted on time in order to secure funding for projects and services.</p>
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Secure income through funding applications to a range of large and small scale funders. • Write high quality, compelling applications that are submitted on time and in line with funder requirements and eligibility criteria. • Work with internal and external stakeholders to develop applications for funding and compile high quality content that is realistic, deliverable, and appropriately budgeted. • Identify and obtain any support and advice required for the preparation, planning and management of funding applications. • Develop information and guidance for internal and external stakeholders that supports the funding application process. • Build and maintain relationships with funders to develop an understanding of the charity's work. • Identify new and existing funding opportunities that meet organisational priorities. • Maintain accurate monitoring and recording of data to evidence performance. • Undertake any necessary administrative tasks that support the efficient and compliant management of grants including updating the charity's database. • Produce reports for a range of internal and external stakeholders including the charity's management teams, and any external funders who may require this.

- Assist with the planning and delivery of relevant marketing and communication activity that helps to promote funding opportunities and highlights the success of any funding secured.
- Represent the organisation at events and meetings as required.
- Participate in personal development opportunities including any mandatory training relevant to role and take responsibility for identifying any further training or development that may be necessary.
- To work within a flexible framework in order to meet the demands of the service which may include outside the usual 9-5 hours and considerable travel.
- To undertake any other duties as requested and reasonable to the post.

Skills/Qualifications/Experience

Essential:

- Experience of writing compelling, high quality funding applications to secure income from a range of funders.
- Experience of developing applications to major funders such as National Lottery, Sport England, central government and local authorities as well as smaller grants and trusts.
- Knowledge of various funders and ability to analyse and assess which opportunities are appropriate to consider.
- Skilled at presenting complex project information in a clear and engaging way.
- Exceptional communications skills, both written and verbal with the ability to produce concise, persuasive and engaging narrative.
- Ability to work independently and as part of a team and encouraging this in others.
- Confidence to represent the organisation with partner agencies, funders and colleagues.
- Exceptional interpersonal skills with the ability to work co-operatively with others.
- High level of personal resilience with the ability to work under pressure and adapt to changing priorities.
- Knowledge of and ability to use IT systems including Outlook, Microsoft Office, SharePoint.
- Ability to be self-motivated, with excellent time management and organisational skills with the ability to work to deadlines.
- A valid driving licence and access to a vehicle.
- Flexibility to travel when required with occasional overnight stays if necessary.

Desirable:

- Experience of working within the charity sector
- Good standard of education and evidence of ongoing learning and development

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.