

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 OFFICER

Regenerate is looking to recruit a highly organised, efficient and focused Grants Officer.

The role is about fundraising, with an emphasis on securing funding through applications to Trusts and Grant giving bodies as well as individual donors. 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 data on applications, reports are managed.

The position requires someone with an attention to detail and ability to prioritize 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 the other areas of fundraising.

Regenerate is a youth charity established to work with young people who live on housing estates in Roehampton and Putney and 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.

Regenerate does this through 3 key services: Youth and Community, Mentoring and Coaching, and Employment through our social enterprise The Feel Good Bakery.





OVERVIEW

Contract type:

Full Time, Permanent

Reporting to:

CEO

Location:

Ashburton youth club, Westleigh Avenue, SW15 6XD

Salary:

£26 - 31,000 per annum

Hours:

37.5 per week (Full Time)

Annual Leave:

25 days plus bank holidays

Application Deadline:

Sunday 19th May 2024



Grants

1. Research and develop new grant leads
2. Writing and administering small to medium grant applications for the charity and meeting targets for this.
3. Provide accurate updated information for general appeal letters and administrate appeal campaigns
4. Assist in compiling update reports for small trusts as scheduled
5. Help create fresh narratives to demonstrate the work and impact of the work of the Charity, in line with its business plan.
6. Work with staff to gather materials to illustrate the impact of the work, using this to inform applications and reports by including data on impact, case studies, film and photo evidence
7. Keeping up to date records of all applications and reports on Salesforce
8. Assist CEO and fundraising team in administration task required for tracking individual donors.

Database

1. Develop and maintain up to date records of all applications and reports on Salesforce for the Senior Leadership Team and trustees,
2. Ensure regular monitoring of income against targets as well as using data to inform future strategy

Other

1. 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
2. Other duties to support Regenerate's fundraising efforts as required

YOUR DEVELOPMENT

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 comes opportunities to grow with the organisation and take on more responsibility too.

YOUR PERKS

At Regenerate we realise the importance of supporting the wellbeing of our staff and volunteers.

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

Training budget

Equalling 5% of your salary

Generous annual leave policy

25 days, plus bank holidays and 3 extra days between Christmas and new year

Company paid Health Cash Plan

Recharge hours

A few extra hours off per quarter are given for you to re-charge your battery

Wellbeing wallet

£100 a year (pro rata) towards treats of your choice such as books, pampering kit or days out

Staff away days, regular team bonding days, wellbeing hours 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



1. Skills and Aptitudes

Excellent written and oral communication skills - Essential

Excellent research skills and proven ability to interpret statistics, reports and accounts - Essential

Ability to plan and prioritise multiple tasks and competing demands to meet deadlines - Essential

Forward thinking and able to work independently and also as part of a team - Essential

Highly organised and excellent attention to detail - Essential

Flexible approach to work - Essential

Commitment to Equity, Diversity and Inclusion - Essential

Supportive of the aims and purposes of Regenerate - Essential

2. Education and Training

Education to A level Standard or equivalent - Essential

A proven commitment to continuous personal development - Essential

Educated to Degree Level - Desirable

Fundraising/Management Qualification - Desirable

3. Key Experience

Experience of generating income through grants - Desirable

Proven track record in writing successful grant applications - Desirable

Experience and good knowledge of using Salesforce or similar CRM database - Desirable

4. Knowledge

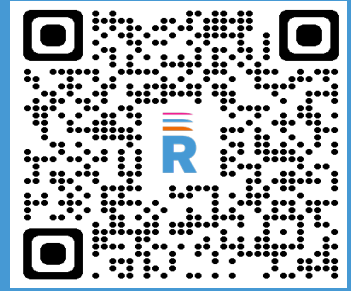
Knowledge of charitable sector - Desirable

Thorough working knowledge of Microsoft Office packages, email and internet with advanced keyboard skills - Desirable

Knowledge of Youth Work - Desirable

YOUR APPLICATION

SCAN ME TO APPLY!



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](#).

Feel free to contact recruitment@regenerate-london.org for any enquiries!



Regenerate aims to be representative of the community we are working with.

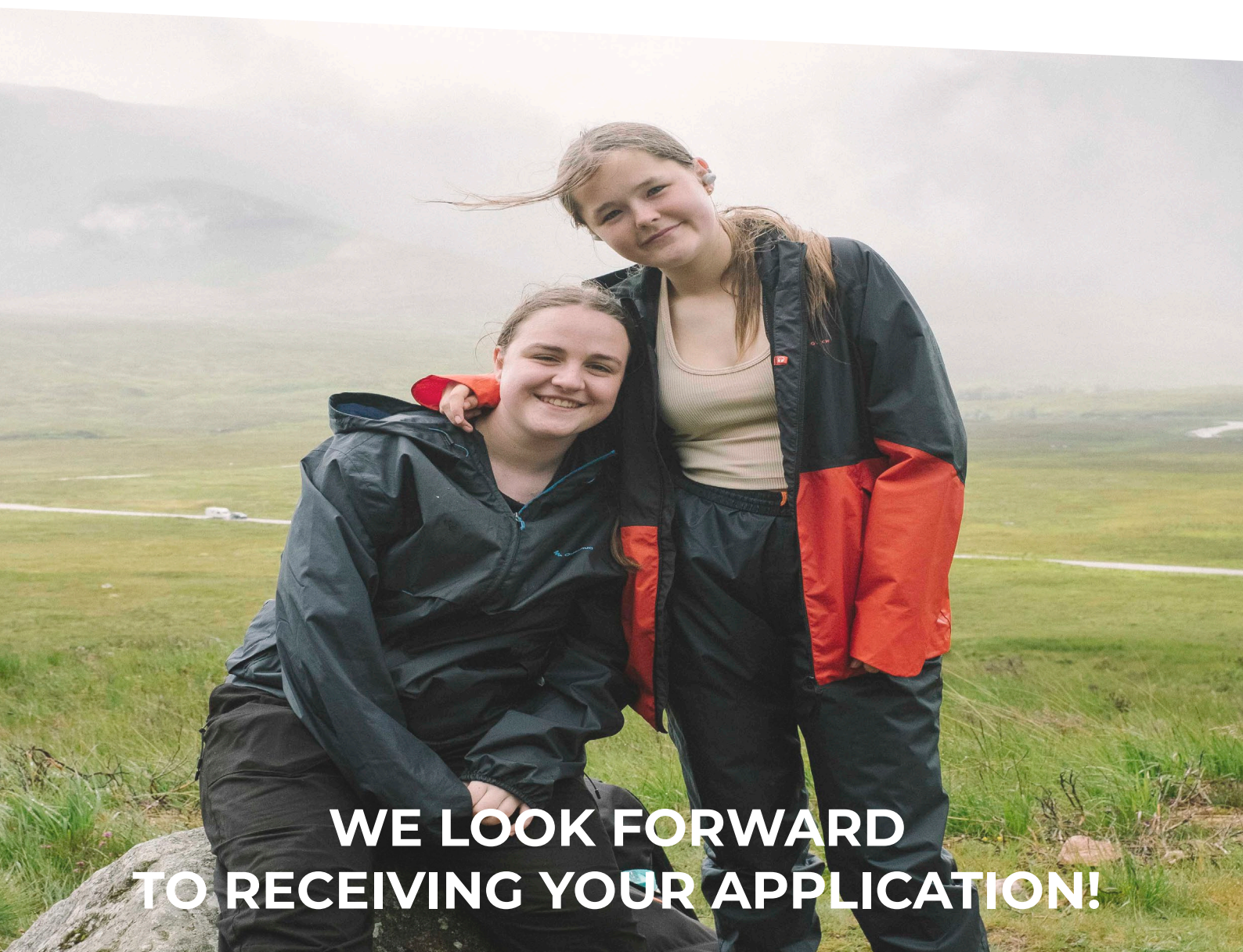
We recognise that having the strongest workforce possible means hiring and developing the best people across all races, ethnicities, religions, age groups, sexual orientations, gender identities and abilities.

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!**