



**Post:** Foundations, grants, and trusts officer

**Reporting to:** Fundraising Officer

**Hours:** Up to 37.5 hours per week (Open to part-time working)

**Salary:** c. £24,000pa pro rata

**Base:** Wales, remote home-working with regular meetings in our West Wales Office

### **JOB PURPOSE**

To enable Sandy Bear to have the resources needed to support Children, young people and families across Wales when they most need help in the lead up to or following a bereavement.

Implementing a robust and well considered program of applications to and engagement with a variety of foundation, grant and charitable trusts to grow and retain income through these sources, and appropriate reporting on activity using these funds.

Sandy Bear provide Support Services across Wales providing a range of responses including:

- Telephone support and guidance on areas of concern for families either pre-bereavement, in the immediate aftermath of a death or in the longer term.
- Individual and family support sessions.
- Support groups for parents/carers whose child is attending group.
- A group programme for children bereaved of someone important in their life.
- Liaison with schools and other staff working with children and young people to ensure holistic support.
- Collaborative working with other agencies to provide bereavement support across Wales.
- Bereavement support training to external agencies in addition to our own volunteers and staff.



The ethos of Sandy Bear Children's Bereavement Charity is:

- To provide support that encourages open communication within the family, both pre and post bereavement, and fosters resilience in bereaved children and young people.
- To provide information for bereaved families about grief and help them understand some of the feelings they may experience.
- To find ways of remembering the person who has died, whilst coping with the challenge of adjusting to living a changed life.
- To provide families with the opportunity to meet others with similar experiences in a safe, non-threatening environment.
- To provide support for those in contact with bereaved families in the course of their work.

#### **PRINCIPAL RESPONSIBILITIES**

- To uphold the ethos of Sandy Bear Children's Bereavement Charity in what is offered to families.
- To work within our guidelines and policies ensuring all applications to, and subsequent usage of grant funds are expended as they were intended.
- To retain a consistent internal process for documenting applications and associated correspondence and information.
- Ensure appropriate correspondence/relationships are developed and maintained with all supporters.
- Maintain existing processes and where applicable develop and implement new processes.
- Collate compelling funding applications through case studies, images, and quotes (in line with GDPR permissions) to be used within applications and other publications and social media.
- To assist with engagement, PR, and marketing events to as well as wider awareness raising activity alongside others within the team.
- To travel, where necessary, to support fundraising, marketing, and other events around Wales and occasionally UK wide, as well as regular meetings with colleagues at our base in West Wales.
- To work alongside the fundraising Officer and wider team to provide support with larger events, contracted or commissioned tenders and applications.
- To provide appropriate content where applicable to support newsletter, website and social media engagement.



## **GENERAL TERMS AND CONDITIONS**

### **Equal Opportunity**

All employees must comply with Sandy Bear's Equal Opportunity Policy and must not discriminate on the grounds of race, colour, nationality, ethnic or national grounds, sex, marital status, disability, or any other grounds which cannot be shown to be justifiable.

### **Health and Safety**

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

### **Data Protection/Confidentiality**

All employees are subject to the requirements of the Data Protection Act 2018 and must maintain strict confidentiality in respect of client and staff records and information.

### **Variation**

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information and may be reviewed in the light of evolving needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.



**PERSON SPECIFICATION**

<b>REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
EDUCATION, TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> <li>• Educated to undergraduate level or demonstrable by experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of charities and how they operate.</li> <li>• A recognised fundraising qualification or demonstrable experience.</li> </ul>
KNOWLEDGE/ EXPERIENCE	<ul style="list-style-type: none"> <li>• Demonstrable experience of grant and trust applications, monitoring and management.</li> <li>• Experience of working in an office environment as well as remotely.</li> <li>• Knowledge of the challenges and opportunities within the voluntary sector.</li> <li>• An understanding of legislation relating to charities and to fundraising.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of fundraising, particularly through grants, trusts and foundations.</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Ability to work alone and within a multidisciplinary team.</li> <li>• Excellent communication skills.</li> <li>• Computer skills.</li> </ul>	
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Excellent communicator.</li> <li>• Highly motivated and able to inspire others.</li> <li>• Positive attitude, energy, and drive.</li> <li>• Passionate about the support needs of bereaved families.</li> <li>• Ability to work under pressure with the changing deadlines for a variety of funders.</li> <li>• Works with a methodical approach with good time management skills.</li> </ul>	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• Flexibility to work evenings and weekends on occasions.</li> <li>• Full UK Driving License and own vehicle, or the means to travel to meet the needs of the organisation.</li> </ul>	