JOB DESCRIPTION

Job Title: Trusts & Grants Fundraiser
Grade: Professional
Location: Melksham
Hours of work: 37 hours per week (part-time hours considered)
Reports to: Chief Executive, The Learning Curve

Aim of the post:
To support the management team in generating new income to support The Learning Curve’s work in providing community based learning. Focusing primarily on raising funds through trusts and grants, the aim of the post is to establish a broader income base to improve our sustainability and ability to widen access to learning.

The Trusts & Grants Fundraiser will be required to deliver on an agreed plan, whilst also demonstrating initiative and original thinking.

Main responsibilities:

- Contributing to ensuring that The Learning Curve has a broad fundraising portfolio
- Developing compelling and engaging copy for bids and applications, particularly to trusts
- Compiling and analysing data, budgets and reports for bids and applications
- Researching and collating information on funding opportunities (including but not limited to trusts and grants) and keeping these records up to date
- Co-ordinating and organising a continually updated bank of standard information for applications, bids and expressions of interest
- Working with the Chief Executive in order to balance time-cost ratios to focus effort on the most appropriate fundraising activities with the highest chance of success
- Producing update reports for funders and supporters to demonstrate the impact of their grants and donations and to encourage further grants and donations;
• Communicating with potential and existing funders through writing compelling, well-structured proposals and reports and networking through telephone and face-to-face contact
• Collaborating with colleagues to develop an overall fundraising strategy in order to utilise and diversify income streams
• Contributing to the organisation and promotion of fundraising events and campaigns

Organisational responsibilities:
• Be aware of, contribute to and comply with organisational policies, regulations, systems and procedures in areas such as Health and Safety, Equal Opportunities, External Communications and Quality and work towards achieving best practice and high standards in these areas
• To promote The Learning Curve and its development activities and projects including new training opportunities as appropriate
• To act professionally, courteously and effectively at all times in line with the organisations values
• To maintain effective and positive working relationships with Learning Curve and Selwood Housing Group staff, consultants, partner organisations, external organisations and clients
• To maintain files as appropriate to meet audit requirements including the collection of required evidence
• To maintain appropriate CPD records as required for the post
• Attend meetings to provide information and feedback for other team members to share good practice
• To contribute to the work of the wider Selwood Housing Group as required, for example supporting tenant engagement activities
• To undertake any other duties which may reasonably be required within the scope and level of the post
Health & Safety

The post holder will:

- Work with due regard to health and safety to themselves and others and will abide by the organisation’s Health & Safety Policy
- Support the Health & Safety Officer in the identification of potential health & safety risks to ensure that they are rectified appropriately and efficiently

Confidentiality

- The Learning curve employees and volunteers are expected to comply fully with the organisation’s confidentiality policy
- All documents containing confidential information concerning the organisation or other service users or partners or staff shall be surrendered immediately on the termination of employment or volunteering.

Safeguarding

It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 R’s in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Learning Curve can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

Signed by Post holder: ____________________________  
Date: ____________________________

Signed by Manager: ____________________________  
Date: ____________________________

Last updated: 8th September 2015
PERSON SPECIFICATION

Skills, qualifications and experience required

Essential:

- Educated to degree level or equivalent
- Demonstrable experience in a fundraising role which led to an increase in income
- Experience of writing bids/grants/funding applications
- Understanding of trusts and grant fundraising processes
- Accurate and precise proof-reading / editing skills
- Experience of analysing information from a range of sources, interpreting implications and presenting this in clear compelling written form
- The ability to understand and use financial information
- Able to travel within the area of The Learning Curve’s operation
- Ability to prioritise tasks
- Ability to build and maintain strong relationships externally and internally
- Good communication skills written and verbal
- Good IT skills including PowerPoint, Excel, Outlook, Databases and Word
- Good organisational skills
- Level 2 qualifications in Literacy and Numeracy

Desirable:

- Member of the Institute of Fundraising
- Experience of Trust / Grants fundraising
- Experience of developing a standardised approach to bid/grant/funding applications
• Experience of organising fundraising events
• Experience of working in or with the voluntary and community sector or social enterprise
• Knowledge of current government policies and funding environment in the areas of adult learning and skills

Personal qualities required:
• A desire to achieve highest standards possible
• Ability to think creatively
• Able to work on own initiative
• Able to work under pressure and meet deadlines
• An eye for and attention to detail
• Commitment to integrate Equality and Diversity approach into all aspects of work
• Commitment to keeping skills and knowledge up-to-date
• Commitment to tackling disadvantage through learning
• Flexible and responds positively to new challenges
• Good independent judgement
• Self-motivated
• Team player who is also able to work in isolation
• Trustworthy and reliable
• Willingness to sometimes work outside of office hours