

## JOB DESCRIPTION & PERSON SPECIFICATION

POST TITLE:	Assistant Grants Officer
RESPONSIBLE TO:	Chief Operating Officer
HOURS:	37.5 hours per week
TERM OF POST:	Permanent
LEAVE ENTITLEMENT:	27 days annual leave per annum exclusive of Bank Holidays (increasing with length of service)
LOCATION:	Keele, Staffordshire
SALARY:	£23,800

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### POST OUTLINE

This is a permanent post supporting the Fundraising Department by securing external funding. Engaging with grant-making trusts and foundations, you will explore and identify opportunities for funding, developing relationships with grant managers and foundation trustees.

You will be proficient in internet research, with strong IT skills. You will have the ability to communicate compelling messages in written form and will be able to use excellent interpersonal skills to influence and engage with individuals at all levels.

### MAIN DUTIES & RESPONSIBILITIES

- Generate income by researching, designing, writing and submitting applications and appeals for funding to ensure crucial support for our much-needed services.
- Deliver a targeted programme of trust and grants fundraising to meet the needs of the organisation.
- To pro-actively identify, profile and prioritise new trusts to develop a funding plan to achieve income targets.
- To produce accurate, substantiated and compelling content for each bid.

- To manage the bid information, documentation, activities, resources and communication flow so that bids are delivered successfully, on time, to quality standards and budget.
- To establish effective working relationships with all funders.
- To maintain confidentiality and ensure the work undertaken complies with safeguarding and child protection, equal opportunities, health & safety and other policies and guidelines provided by Caudwell Children.
- To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities to support your development and training.
- Follow the Organisations ISO procedure throughout.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.

This Job Description indicates only the main duties and responsibilities of the post and is not intended as an exhaustive list. The post holder may be asked to carry out other duties from time to time. The Charity reserves the right to amend this Job Description from time to time, according to business needs.

## PERSON SPECIFICATION

### Essential Criteria:

- GCSE's in English & Maths (or equivalent).
- Ability to build and maintain effective working relationships,
- A good eye for detail and a thorough and methodical approach.
- Ability to interpret financial information, i.e., read accounts.
- Excellent written and verbal communication skills.
- Excellent IT skills, use of the internet for research.
- Ability to multi-task and work to tight deadlines.
- Highly motivated, flexible and adaptable approach to work.
- Ability to work individually and as part of a team.
- A willingness to undertake training as necessary to fulfil the needs of the post.
- An understanding of the importance of maintaining confidentiality, protection of intellectual property and the willingness to work within Caudwell Children's aims, principles and policies, e.g. Equal Opportunities.
- Willingness to work flexible hours.

### Desirable Criteria

- Relevant degree or equivalent.
- Experience working in the children and young people's sector.

- Experience in the business sector.
- Experience (and success) of writing applications and appeals.
- Knowledge of the voluntary sector.
- Understanding of the tender/bid process and awarding authorities' requirements.
- Experience of working in ISO regulated organisations.
- Experience of working in CQC regulated organisations.
- Experience of working with volunteers.

## DISCLOSURE & BARRING SERVICE CHECKS

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). This role is eligible for a basic disclosure check.

## EQUAL OPPORTUNITIES

Caudwell Children is a Disability Confident employer committed to offering an interview to all applicants who meet the minimum criteria and declare they have a disability as defined in the Equality Act 2010. We are committed to creating a diverse environment and will not discriminate for any reason against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and other underrepresented groups.

