

Job Description & Person Specification

Department:	Fundraising
Job Title:	Grants Officer (initial 1 year contract)
Salary:	£24,000
Hours:	35 hours per week, 5 days per week
Location:	Head Office: Havant, Hampshire 2 days p/w minimum
Reports to:	Trusts and Statutory Fundraising Manager
Direct reports:	N/A

Job purpose:

The Grants Officer role will predominantly support the work of the Trusts and Statutory Fundraising Manager in implementing the trusts and statutory strategy, to meet ambitious annual income targets for the charity. The role will also provide additional support to the Corporate Partnerships Manager in writing corporate grant applications and reporting against existing grants, as needed. Managed by the Trusts and Statutory Fundraising Manager, the Grants Officer will research, write and submit bids to secure funding for the transformational work of Over The Wall, as well as strengthening our corporate work.

Main Duties and Responsibilities

- Work with the Trusts and Statutory (T&S) Fundraising Manager to implement a comprehensive trusts and statutory funding strategy to meet annual income targets
- Develop and submit trust applications to a range of different funders (current and prospective) with guidance from the T&S Fundraising Manager
- Work with the Corporate Fundraising Manager to support applications for funding from new and existing partners for all grant-based corporate partnership work
- Build and maintain strong relationships with a portfolio of trust, statutory and corporate grant-based funders, (current and prospective)
- Support the T&S Fundraising Manager to identify new prospects for the funding pipeline and make new approaches
- Ensure all grants are promptly and appropriately thanked, recorded and acknowledged
- Provide comprehensive and tailored reports to trust, statutory and corporate funders
- Ensure all communication with supporters and prospective donors is recorded and logged accurately within our CRM and other systems.
- Contribute positively to the Development team, working collaboratively on the development of robust cases for support, sharing information and ensuring approaches are coordinated effectively
- Adhere to the highest standards of fundraising best practice and ensure all activities comply with the relevant data protection and other legislation

Grants Officer: Person Specification E = Essential D = Desirable

Qualifications, Education and Training	E	D
Educated to degree level and/or equivalent qualification		x
Experience	E	D
Demonstrable experience in producing high quality, written work	x	
Experience in / the ability to learn online application and database portals, and a working knowledge of standard systems such as MS Outlook, Excel, Word.		x
Experience of working to deadlines	x	
Experience in working with a non-profit/ charitable organisation		x

Skills and abilities	E	D
Excellent written and verbal communication skills	x	
Highly effective at persuasive, engaging and creative writing	x	
Highly numerate and attentive to detail	x	
Able to work on own initiative and also as part of a team, meeting deadlines under pressure	x	
Strong research and analytical skills		x
Excellent attention to detail and methodical approach to tasks	x	
Experience of providing exemplary supporter stewardship, to strengthen and cultivate relationships with fundraisers		x
Attitude and Personal Qualities	E	D
Motivated, reliable and professional	x	
Flexible, able and willing to respond to changing priorities	x	
Strong team player with collaborative working style, who enjoys individual and team working	x	
Willing to participate in all activities relevant to the role	x	
Willingness to work occasional evenings and weekends, i.e. to support fundraising events/ engage in camp activities (once/ twice per year)	x	
Commitment to GDPR and Fundraising Code of Practice	x	
Commitment to join us in creating an inclusive working environment for all	x	