**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Post Title:** | Grants Fundraising Officer |
| **Responsible to:** | Director of Sales and Digital Time Credits |
| **Posts Reporting to this Post:** | None |
| **DBS Required Level:** | Standard |
| **Date of Description:** | January 2021 |

**Role Description**

Tempo Time Credits have ambitious and exciting plans towards realising our vision, and the Business development and Digital Time Credits team is responsible for ensuring we have the funds needed to achieve our goals. The Grants Fundraising Officer will be directly responsible for developing a pipeline of prospective funders and generating new income from trusts, foundations and statutory bodies), whilst managing and maximising a portfolio of grant relationships and building the profile of Tempo Time Credits and our partners through applications to relevant awarding organisations.

We are looking for an experienced fundraiser with a strong track-record of successful applications to charitable trusts, foundations, and statutory bodies, and someone with the professionalism, energy, creativity and drive to seek out and make the most of funding opportunities. You do not necessarily require experience in raising funds for the volunteering sector, but you do need to be able to rapidly get to grips with Tempo’s key areas of work and the impact we seek to achieve and be able to articulate this to donors in a way that is accessible, accurate and compelling.

Our team is a small and close-knit team, so you will need to be both self-sufficient and a team player. You will regularly collaborate with people across Tempo, from contract managers to the finance team and operations team. You will be an excellent communicator with a passion for fundraising, and the willingness to muck in on all tasks big or small in order to ensure that Tempo is in the best position possible to keep delivering impact to the communities in the United Kingdom.

**Key Responsibilities**

**Grant Writing and Income Generation**

* Contribute towards team income targets through raising funds from trusts, foundations, statutory bodies, awards and prizes.
* Lead on the drafting of persuasive and professional grant applications to secure and renew funding (including coordinating input and sign-off).
* Collaborate with the operations team, to develop an understanding of the activities being implemented, what they seek to achieve, and the budget needed.
* Collaborate with operations and finance team to pull together budgets for applications.
* Ensure all donors are thanked and acknowledged for their giving.

**Grant planning, monitoring and reporting**

* Collect and save key grant documentation and information in the relevant files and on our systems.
* Ensure the operations team are aware of relevant grant deliverables, timelines, budgets and grant conditions.
* Draft concise and captivating reports for funders.
* Organise regular check-ins with caseworkers delivering project grants to ensure we are on track with activities, deliverables and on budget.
* Translate financial data into interim and narrative financial reports for institutional donors.

**Identifying and researching new funding opportunities**

* + Build a pipeline of viable prospective grant makers through proactive research and investigating opportunities. You must be able to prioritise and weigh up factors including prospects for success, the amount of funding available, and the needs of the area of work it might cover.
  + Research and lead on a strategy for raising funding from UK Awarding Bodies
  + Investigate and explore options for tapping into other new or under-developed.

**Income streams**

* Think creatively about new income streams that may be available to Tempo Time Credits.

**In addition;**

* Be an active member of the Business Development team, contributing to meetings, mucking in with tasks and working closely with other members of the team.
* Keep abreast of changes, trends and regulations within the charity sector and across fundraising.
* Keep abreast of Tempo’s different areas of work, and our key achievements.
* Represent Tempo and its aims both face-to-face and in written communications to supporters at all levels.
* Other roles as requested which may include, but not be limited to, drafting other communications, assisting in researching major donors and helping ensure the smooth running of events.
* carry out health and safety responsibilities in accordance with the Health & Safety Responsibilities document.
* undertake such other duties and responsibilities commensurate with the salary, as may be reasonably required by Tempo, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.***

Person Specification

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post. The Knowledge/Education and Experience/Skills sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The Competencies section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The Special Conditions section describes any other qualities appropriate to the particular circumstances associated with this role.

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| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** |
| **KNOWLEDGE / EDUCATION** | * Knowledge and proficiency in the use of Microsoft Office packages | * Understanding of community, public and voluntary sectors * Understanding of health and social care services |
| **EXPERIENCE / SKILLS** | * Working with senior executives * Representing a medium sized organisation at events * Managing and building relationships with stakeholders from third, public or business sectors * Working with Government officials * Monitoring business plan and budgets * Planning multiple projects * Negotiating internally and externally for services provided as part of contract delivery * Simplifying business processes * Product/service development * Managing customer accounts * Working in a matrix managed organisation * Organising, prioritising and planning * Ability to manage a busy workload * Attention to detail |  |

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| COMPETENCIES | |
| **Working with others** | |
| **Building and Maintaining Relationships** | * Develops new professional relationships. * Understands the needs of others, the constraints they face and the levers to their engagement. * Identifies opportunities for shared working to minimise duplication and deliver shared goals. |
| **Communicating & Influencing** | * Communicates openly and inclusively with internal and external stakeholders. * Presents a credible and positive image both internally and externally. * Persuades others, using evidence-based knowledge, modifying approach to deliver message effectively. |
| **Organisational context** | |
| **Responding to Change** | * Anticipates and adapts flexibly to changing requirements. * Uses challenges as an opportunity to learn and improve. * Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure. |
| **DELIVERING RESULTS** | |
| **Planning and Organising** | * Prioritises work in line with key team or project deliverables. * Pays close attention to detail, work is delivered to a high standard. * Makes contingency plans to account for changing work priorities, deadlines and milestones. |
| **Problem Solving** | * Processes and distils a variety of information to understand a problem fully. * Turns ambiguous or difficult situations into opportunities. * Proposes options for solutions to presented problems. |
| **Stakeholder Focus** | * Seeks to understand requirements, gathering extra information when needs are not clear. * Presents Tempo positively by interacting effectively with stakeholders. * Actively engages partners and encourages others to build relationships that support Tempo objectives. |
| **Managing and Developing Performance** | * Agrees and monitors challenging, achievable performance objectives in line with Tempo’s priorities. |
| **Special conditions** | * Flexible regarding working hours including evenings & weekends. * Willingness & ability to travel independently. * Some regional travel and national travel with overnight stays.. |