

JOB DESCRIPTION

Job Title	Funding Advisor	Department	Core Services
Reporting to	CEO	Location	Hybrid
Hours:	22.5 hours per week	Salary	£16,380 actual

Overview

Coordinate, promote, manage and deliver an enhanced Funding Advice service for the voluntary, community and charitable sector across Bracknell Forest and Wokingham Borough.

Core Tasks and Responsibilities

- Maintain the position of empowering, signposting and motivating groups to enable them to undertake their own 'fundraising', alongside offering enhanced services that organisations could pay for if they choose
- Offer mentoring to groups who are looking for funding, giving advice and guidance to assist them with their ideas/ projects
- Deliver Critical friending to charities and groups, reviewing and making suggestions/ recommendations to organisations regarding their grant applications
- Deliver bid writing/ fundraising workshops in both boroughs
- Research and circulate Funding alerts to subscribers regularly using the pre-set template
- Grow and build the reach of the funding alerts
- Network and liaise with local funders, understanding their criteria and areas of interest
- Facilitate funding events/ surgeries in partnership with funders
- Complete funding searches for groups
- Work within involve's Core Services Team to provide a cohesive offer that meets the needs of the Voluntary and Community Sector
- Build a network of grant writers able to undertake commissioned work on behalf of involve
- Utilise external grant writers as required (subject to funding)
- Organise, negotiate and set commissioning rates for any external grant writer in negotiation with management team
- Promote and deliver bespoke fundraising strategy/ sustainability 1:1's with groups
- Undertake grant writing for involve in partnership with the management team
- Monitor and track all work, ensuring success is celebrated and profiled across involves social media
- Positively promote and seize opportunities to enhance and grow the work of involve and where appropriate, represent the organisation externally
- Contribute to the development of the service by advising management of areas of particular need, new opportunities and local development
- Undertake any other tasks or duties that may reasonably be required in relation to this role
- Work with other Involve staff to ensure appropriate customer care is provided at all times.

Essential experience, qualifications, skills and attributes

You will have:

1. Knowledge of the local VCS and local key strategic partners
2. Experience of fundraising/grant writing and wider support of charities
3. Understanding of funding opportunities nationally and locally
4. Interpersonal skills that enable you to work with people at all levels, motivate others and change people's attitudes when necessary
5. Written and spoken communication skills that allow you to inform and advise others clearly
6. Problem-solving and negotiation skills
7. Initiative and the ability to offer new ideas
8. Organisational and planning skills to manage your time and to meet deadlines and objectives
9. Good time-keeping to enable you to effectively manage/ deliver the funding service
10. Personal commitment to improving your own knowledge and skills
11. Commitment to equal opportunities and an understanding of the needs of disadvantaged individuals and communities
12. Experience of working in partnership with other organisations
13. A 'can do' attitude and a proactive approach to working
14. Ability to travel within Bracknell Forest and Wokingham Borough: access to a car will be beneficial
15. Strong written and verbal communications skills and good attention to detail and layout
16. Excellent IT skills including Microsoft Office, email and internet
17. A UK driving licence and access to your own vehicle

You will be able to:

1. Respond flexibly to a constantly changing environment.
2. Deal tactfully but assertively with a wide range of people.
3. Actively listen, motivate and encourage people.
4. Show creativity, common sense and initiative
5. Work well under pressure whilst managing and prioritising workload.
6. Work as part of the team in order to meet the organisations aims and objectives.
7. Prepare and present information in an accessible form, both electronically and in writing.
8. Be willing and able to work flexible hours with occasional evening and weekend meetings.

Role Flexibility

involve is a small, focussed organisation working in an ever-changing environment which means that staff and management have to respond to both internal and external opportunities, sometimes in a short timescale. As a result, the pace of work can be varied. Time flexibility and a 'can-do' attitude are essential as is the ability to find ways and means to undertake work when solutions may not always be initially obvious.