



Post Title: Funding and Sustainability Officer

Salary range: £38,000 to £40,000 Pro Rata

Hours: 28 – 36 hours per week.

Location:, Staines or Chertsey

Job Purpose:

The post holder will guide voluntary organisations in West Surrey on all aspects of fundraising, with a special focus on developing sustainable fundraising and business strategies. This will ensure that the organisations are on solid foundations to meet the needs and challenges of the future.

Main Duties:

The funding officer is responsible for working directly with a number of voluntary sector organisations to assist in applying for funds. The post holder will help prepare applications so that voluntary organisations can secure the necessary resources to achieve their objectives.

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To provide funding advice and support to voluntary and community sector organisations.
- Help guide the organisation to develop funding strategies and business plans.
- To focus on sustainability to ensure the organisations/groups are in a good place to deliver their services to the communities in the long term.
- Develop relationships with local funders, understand their needs and objectives.
- Keep records and case studies of the organisations who have used the funding service.
- Organise and deliver training/workshops around fundraising skills and best practice.
- Promote best practice in fundraising.
- Monitor the wider funding environments, alert groups about new funding opportunities and explore opportunities for collaborative funding
- Attending events and promotional opportunities to raise the awareness of the service/VSNS
- Produce and develop fundraising newsletters specifically for organisations
- Maintain a safe, secure and inclusive working environment and comply with organisational policies, including safeguarding/DBS, GDPR and Equal Opportunities.
- Respond to enquiries in a timely way, work collaboratively with colleagues/volunteers (including team meetings), work flexibly as required, and carry out other reasonable duties directed by the Chief Officer.

Person specification

Area	Description
Knowledge:	Good knowledge of writing funding applications
	Knowledge of how to conduct funding research
	Must be able to manage information and collate data for performance review purposes.

Skills and Abilities:	Excellent verbal, presentational and written communication skills for making presentations and preparing a wide range of written material.
	Knowledge and understanding of the Voluntary Sector
	Excellent information technology skills to record, analyse and present information, and prepare written material.
	Able to evaluate programmes against performance criteria and make recommendations for future action.
	Ability to prioritise, structure and manage own workload to meet targets and deadlines
	'Can do' and positive approach to tackling challenges
	Able to work flexibly in a team structure and undertake occasional early morning or evening work in connection with exhibitions and meetings.
	Able to work with all service users in line with the employer's Equal Opportunities Policy.

Experience:	Experience in developing successful fundraising strategies, business plans.
	Proven experience in various Fundraising methods (e.g. grant, events, community, corporate and digital).
	Experience of advice & guidance, negotiating, reviewing and reporting
	Experience delivering workshop activities and or training

Educational:	Degree or equivalent
---------------------	----------------------

Special Requirements:	Ability to travel around local area to meet clients and attend meetings. Driving will be essential
------------------------------	--

How to apply

Send your CV along with a letter of support to strengthen your application, highlighting anything that makes you stand out from other candidates, why you would be the right person for us and your period of notice to your existing employer, to Alison Morey at alison@voluntarysupport.org.uk

Location & Benefits

This is an office-based role, although the expectation is that you will be visiting organisations across Northwest Surrey.

Benefits include enhanced pension scheme with 8% employer contribution, equivalent of 5 working weeks' annual leave a year, plus normal bank holidays and time off between Christmas and New Year. Private Medical cover on successful completion of probation.

The closing date for completed applications is 22nd May, interviews will take place on Tuesday 26th or Thursday 28th May.

Please note that we can only consider applicants who presently have the right to work in the UK.