

*For those who need us most*

## Grants Officer – Part Time (22.5 hours per week)

Creative – Insightful – Communicator – Analytical – Persuasive – Organised – Diligent – Inspirational

Do some of the words above describe you? Could you engage with grant funders, convincing them to use their funds to change the lives of thousands of people in Bristol? Are you able to write persuasively, working with colleagues to develop compelling narratives about the vital work that inHope does, helping people to reach their God-given potential, free from injustice and insecurity.

Our dynamic Fundraising and Communications team is looking for a part time Grants Officer, to join the team. This role is vital in enabling inHope to maintain and build upon our relationships with trusts and foundations and forms a vital pillar in our fundraising strategy. As well as writing compelling funding applications, key tasks will include identifying opportunities, managing a schedule of applications through our database and liaising with inHope's frontline teams in order to submit grant reports.

You would report to the Development & Relationships Manager and be part of our friendly and passionate Fundraising and Communications Team.

*The team here is brilliant and you have a strong and nurturing organisational culture.*  
(current Grants Officer)

Further information about this role and the Job Description are available via our website: [www.inhope.uk/get-involved/work-with-us](http://www.inhope.uk/get-involved/work-with-us). To discuss this role, or find out more, please contact Steve Baker, Development and Relationship Manager at [steve.baker@inhope.uk](mailto:steve.baker@inhope.uk).

There is an Occupational Requirement for this role to be filled by a practicing Christian. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request and online at [www.inhope.uk](http://www.inhope.uk).

- *Salary: circa £25K pa FTE, subject to experience.*
- *Hours worked per week:22.5.*
- *17 days holiday plus paid Bank Holidays.*
- *Workplace pension with matched contribution of up to 5%.*
- *Access to inHope's Employee Assistance Programme.*
- *Option for hybrid working.*

### **Applicants:**

We welcome applications from all communities and backgrounds. We particularly encourage applications from those with lived-experience.

### **About inHope:**

inHope is an established Christian charity with a broad support base that has been working in Bristol since the mid-80's. We are dedicated to helping those with life disrupting problems, such as food poverty, homelessness and addiction, to reach their God given potential free from injustice and insecurity.

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*"The Wild Goose Cafe is a real hope to lots of people; it keeps people alive!" - Wild Goose client*

*"They're all very kind at the Spring of Hope, they don't judge you and they're really helpful." - Spring of Hope client*

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**Application Process:**

You can apply by either:

- A. Downloading and completing the [application form from our website](#), **or**
- B. Submit your CV with a covering letter which addresses the following:
  - i. A professional statement saying how you meet the requirements of the role as given in the Job Description and giving examples of how your knowledge, experience and skills demonstrate your suitability for this role (no more than 750 words); and
  - ii. A personal statement saying how your Christian faith has developed over time, and how you see your faith being worked out in practice through the role applied for (no more than 500 words).

**Your application form or CV and covering letter, must be sent to: [HR@inhope.uk](mailto:HR@inhope.uk) by Friday 24<sup>th</sup> May.**

If you would like support with completing your application please contact our HR team using the e-mail above or by calling 0117 330 1230 (please select general enquiries).

Screening conversations / interviews may be held for shortlisting purposes, where deemed helpful.

Applications may be considered and interviews held prior to the closing date. We will update the advert on our website should an appointment be made prior to the closing date.

Contact from recruitment agencies or online platforms in relation to promoting this vacancy will not be responded to.