

Job Title	Grants Officer	Salary Grading:	Occupational Requirements:	Status	Work pattern	DBS Requirement:
Reports to	Development and Relationship Manager	Ministry Support T6.2 to T6.8	Active Christian Faith	Permanent	Part time – 22.5 hours per week	Basic check
Job purpose	To enable the mission of Jesus Christ through high quality fundraising, including writing funding applications to sustain the work of inHope, contributing to the Fundraising and Communications Team meeting or exceeding annually increasing income needs.					
Key Responsibilities		Experiences and Qualifications		Job Dimension		
<p>Grant Applications & Reporting</p> <ul style="list-style-type: none"> ○ Create, maintain and manage an annual work plan of grant applications to achieve fundraising targets, with associated reporting. ○ Research, prepare for, write & submit high quality and compelling bid applications in an efficient and timely manner. ○ Submit timely reports to funders working alongside inHope colleagues to ensure grant monitoring and evaluation requirements are met. ○ Build productive relationships with the key representatives of Trusts and Foundations. ○ Manage and maintain the tracking process of grant applications on inHope’s Fundraising CRM. ○ Manage and update Trusts records in inHope’s Fundraising CRM, ensuring all contact is recorded and kept up to date. ○ Contribute to the development of output and outcome data and information to support the needs of grant applications and reporting. ○ Assign tasks to the Fundraising Officer to share grant-making workload. ○ Identify opportunities for volunteers to support the grant-making process. <p>General Duties</p> <ul style="list-style-type: none"> ○ Support the wider work of the Fundraising and Communications team, including supporting other tasks & duties during periods of colleague absence/annual leave. ○ Christian pastoral care for colleagues within inHope. ○ To support other inHope activities as appropriate. 		<p>Person Statement</p> <p>A motivated individual with a passion for fundraising and writing. You have a sense of God’s call to use your skills and experience in a Christian ministry. This is a role which largely focuses on the written element of communication; as a result you need to have excellent writing and editing skills.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> ● Has completed secondary education, with Maths and English at GCSE Grade C, or equivalent. ● You will need to have experience in bid writing and possess a track record of successful grant submissions. ● Good persuasive, compelling writing style, which expresses outcomes whilst engaging the reader’s emotions. ● Ability to create and understand simple budgets. ● Highly competent in using Windows based IT software, the internet and web based databases. ● Ability to prioritize own workload effectively to achieve deadlines and to meet income targets. ● Ability to manage expectations and priorities from different stakeholders. ● Experience of, and effective in, working in a team environment, inclusive of volunteers. ● Positive, optimistic and resourceful when dealing with obstacles and change. 		<p>Team</p> <p>The Fundraising and Communications team serves inHope by communicating the vision, mission, outputs and outcomes to existing and potential supporters and funding sources, developing existing relationships and establishing new ones.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> ● Line managed by the Development and Relationship Manager with regular review meetings to communicate on progress. ● Working closely with the Fundraising Officer to assign tasks and share grant making workload. ● An effective member of the Fundraising and Communications team working well with colleagues. ● Liaison with the service managers to keep up-to-date with their service to aid bid preparation and reporting. ● Maintain and build on current relationships with trusts & foundations and cultivate new ones. ● Foster good working relationships with all donors and supporters. ● Member of the wider inHope staff team, attending staff meetings and prayer times in keeping with the agreed work pattern. ● To build good and supportive working relationships with the whole inHope staff team. ● To work alongside volunteers; supporting them with tasks that augment the work of inHope as necessary. 		