

ROLE DESCRIPTION

VOLUNTEER POST TITLE:	Grants Administration Assistant Volunteer
RESPONSIBLE TO:	Grants Officer
RESPONSIBLE FOR:	N/A
HOURS:	We would expect a minimum of once a week (4-5 hours) for around 12 months

ABOUT THE CHARITY

Established in 2000, Caudwell Children is a national charity which works to transform the lives of disabled children and their families, enabling them to challenge the barriers they face throughout childhood by providing practical and emotional support.

The charity is going through an exciting period of growth having recently opened a new state-of-the-art facility for multi-disciplinary therapy programmes for childhood disability and research of neurodevelopmental conditions, including autism, within the grounds of Keele University.

The Grants department has been at the centre of that growth, securing additional restricted funding in order to drive forward services, create new services and generally grow the charities income. The wider Fundraising team has grown, with new income streams being developed that can aide services.

PURPOSE OF THE POST

Mission centric Volunteering is instrumental to the growth of Caudwell Children. The purpose of this post is to enable the Fundraising directorate to reach departmental goals and objectives and ensure the charity mission is achieved. These goals are:

- Diversify Income Portfolio to enable us to build a reliance on funding outside of events.
- New business development to future proof CC growth
- Secure trust and foundation income to enable charity services

ROLE AND RESPONSIBILITIES

- General administration duties to support Grants function
- Researching trusts and foundations
- Inputting data into relevant spreadsheets and/ or client-based systems
- Contacting trusts and foundations in regards to existing applications

This list is not exhaustive

PERSON SPECIFICATION

Essential Criteria

- Computer literate (Excel, Word, Internet browser)
- Able to adapt to technology
- Strong communication skills
- Ability to talk on the phone in a professional capacity
- Confident in talking about the charity

Desirable Criteria

- Attention to detail
- Knowledge of charity/ third sector
- Interest in disabilities

DISCLOSURE AND BARRING SERVICE CHECKS

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). Dependent on the role, one of the following DBS checks may be carried out:

- Standard disclosure
- Enhanced disclosure
- Enhanced disclosures with children's and/or adults' barred list check(s):