

JOB DESCRIPTION & PERSON SPECIFICATION

ROLE DETAILS

POST TITLE:	Assistant Grants Officer
RESPONSIBLE TO:	COO
HOURS:	37.5 hours per week
TERM OF POST:	Permanent
SALARY:	Competitive

ABOUT CAUDWELL CHILDREN

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.

It provides a state-of-the-art base for the Charity's therapies and an environment where ground-breaking research can be undertaken, potentially changing the way some disabilities are treated, affecting millions of people around the world. This is a fantastic and exciting opportunity to join a dynamic and fast moving Charity at a time when it will attract national and international attention.

The services of Caudwell Children enrich the lives of our children and families through the delivery of high quality person centred care and support services that promote independence and achieve valued outcomes. We seek to create a safe, homely and supportive environment that enhances the lives of children with autism and associated conditions.

POST OUTLINE

This is a permanent post supporting the Fundraising Department in driving forward exciting organisational programmes and initiatives, by securing external funding. Engaging with grant-making trusts and foundations, you

will explore and identify opportunities for funding, developing relationships with grant managers and foundation trustees.

You will be a confident and effective grant fundraiser, with a strong track record in producing successful, high quality applications and tenders, with the ability to identify and work closely with private trusts and foundations. The ability to communicate compelling messages in written form and the ability to use excellent interpersonal skills to influence and engage with individuals at all levels.

DUTIES & RESPONSIBILITIES

Main Duties:

- Generate income by research, design, writing and submitting applications and appeals for funding to ensure crucial support for our much needed services.
- To assist in the development of bid winning proposals as set out in Caudwell Children's Grants Strategy.
- Deliver a targeted programme of trust and grants fundraising to meet the needs of the organisation.
- To pro-actively identify, profile and prioritise new trusts to develop a funding plan to achieve income targets.
- To produce accurate, substantiated and compelling content for each bid.
- To manage the bid information, documentation, activities, resources and communication flow so that bids are delivered successfully, on time, to quality standards and budget.
- To establish effective working relationships with all funders.
- To maintain confidentiality and ensure the work undertaken complies with safeguarding and child protection, equal opportunities, health & safety and other policies and guidelines provided by Caudwell Children.
- To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities to support your development and training.
- Follow the Organisations ISO procedure throughout.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.

This Job Description indicates only the main duties and responsibilities of the post and is not intended as an exhaustive list. The post holder may be asked to carry out other duties from time to time. The Charity reserves the right to amend this Job Description from time to time, according to business needs.

PERSON SPECIFICATION

Essential Criteria

- GCSE's in English & Maths (or equivalent).
- Ability to build and maintain effective working relationships, both internally and externally.
- Ability to interpret financial information, i.e. read accounts.
- Excellent written and verbal communication skills.
- Excellent IT skills, use of the internet for research and online documentation submission.
- A good eye for detail and a thorough and methodical approach.
- Ability to multi-task and work to tight deadlines.
- Highly motivated, flexible and adaptable approach to work.
- Ability to work individually and as part of a team.
- A willingness to undertake training as necessary to fulfil the needs of the post.
- An understanding of the importance of maintaining confidentiality, protection of Intellectual Property and the willingness to work within Caudwell Children's aims, principles and policies, e.g. Equal Opportunities.
- Willingness to work flexible hours.
- Ability to travel throughout UK as and when required.

Desirable Criteria

- Relevant degree or equivalent.
- Experience working in the children and young people's sector.
- Experience in the business sector.
- Experience (and success) of writing applications and appeals.
- Knowledge of the voluntary sector.
- Understanding of the tender/bid process and awarding authorities' requirements.
- Experience of working in the Charity/Third Sector.
- Experience of working in ISO regulated organisations.
- Experience of working in CQC regulated organisations.
- Experience of working with volunteers.

DISCLOSURE & 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). This role is eligible for a standard DBS check.

EQUAL OPPORTUNITIES

Caudwell Children is a Disability Confident employer committed to offering an interview to all applicants who meet the minimum criteria and declare they have a disability. We are committed to creating a diverse environment and will not discriminate for any reason against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and other underrepresented groups.

