

JOB DESCRIPTION & PERSON SPECIFICATION

ROLE DETAILS

POST TITLE:	Public Sector Funding Manager
RESPONSIBLE TO:	COO
HOURS:	37.5 hours per week
TERM OF POST:	Permanent
SALARY:	Competitive

Are you looking for a new opportunity? Do you want to join a dedicated team of professionals who are passionate about changing the lives of disabled children in the UK? Then Caudwell Children is the place for you.

This is a permanent post supporting the development of our income streams to enable growth, allowing us to deliver incredible change on the ground, where we can have greatest impact in supporting all children with disability and their families.

We need partnerships to help us better understand problems and find solutions to tackle obstacles at key transition points in a child's life; to raise our voice, raise our profile and increase our relevance and presence within educational, health & social care and corporate professions and environments. Essentially, partnerships will help us grow scalable and sustainable support for our mission.

Main Duties:

- Manage the pipeline for tender opportunities and management of the tender portals.
- Build a first class knowledge of the Charity's Services to enable this to be conveyed in bids and tenders, and to understand the relevance of opportunities.
- Analyse opportunities and present proposals to the Senior Leadership Team to demonstrate alignment with current services, or to present how they may complement current services.
- Undertake the bid-writing and tendering process from end-to-end, using influencing skills to ensure that the relevant stakeholders are engaged and supportive, creating high quality submissions that increase the strength and depth of bids, resulting in successful outcomes.
- Liaise with Finance, Marketing and Communications Teams ensuring that proposals/tenders are affordable, practical and achievable to deliver.
- From award, manage the administrative processes and oversee the implementation of new arrangements and Services alongside the Service Delivery Teams to ensure compliance.
- Monitor and report on progress and outcomes, both internally and externally, ensuring that there is clear understanding of Key Performance Indicators and contractual requirements.
- Take ownership of the review and reporting cycle and milestones for each contract including revenue and spend, ensuring that all stakeholders are aware of performance against expectations, and that actions are carried out to maximise these.

- Ensure that the pipeline of opportunities is sufficient to exceed the financial targets, understanding the likelihood of conversion, and therefore the expected return.
- Build and develop strong relationships with Local Authority and NHS partners, with the aim of creating a collaborative partnership that demonstrates mutual benefits.
- Utilise networking and influencing skills to grow the Charity's network of Local Authority and Government partners.
- Work with staff across the charity as well as other stakeholders, volunteers and external contacts in delivering our strategic objectives.
- Identify and take up opportunities to influence partner priorities, through proactive relationship cultivation and internal and external peer to peer introductions.

Essential Criteria:

- Excellent knowledge of Local Authority and Government funding streams.
- High level negotiator with the ability to influence and channel thinking in groups and one to one.
- Skilled and experienced bid-writer, with proven success rate.
- Network of contacts within relevant settings.
- Passionate about delivering excellence.
- Credible and authoritative in presentation and negotiation with the highest ethical standards.
- Exceptional interpersonal skills, and able to relate to a wide range of people.
- Excellent communication skills both written and verbal with experience of making presentations to diverse, high calibre audiences.
- Demonstrable experience of generating income through partnerships in funding (public and private) and with delivery organisations (e.g. FE Colleges or other voluntary sector organisations)
- High level account manager, able to increase support from key relationships and designated accounts to achieve defined income targets
- Highly motivated self-starter with at least 3 years' experience in a relevant fundraising, charity or sales and marketing environment
- Excellent organisational and analytical skills, as well as close attention to detail

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.