

## Job Description

<b>Post title:</b>	<b>Funding &amp; Development Officer (to cover maternity leave)</b>
<b>Responsible to:</b>	<b>Chief Executive Officer</b>
<b>Salary:</b>	<b>NJC Point 29 (£25,951 per annum) pro rata</b>
<b>Responsible for:</b>	<b>Volunteers</b>
<b>Hours:</b>	<b>18.5 hours per week</b>

### Purpose of Post

The role will support Voluntary & Community Sector (VCS) organisations in Southend by providing information, support and guidance on all aspects of setting up and running a charity or voluntary organisation. This post is based at SAVS, 29-31 Alexandra Street, Southend SS1 1BW.

### Principal Duties

- keep abreast of the changing funding environment and proactively disseminate information and guidance that is relevant and timely
- keep in touch with members to ensure SAVS information and intelligence is current and provide ongoing support to members as required
- provide regular funding advice sessions to SAVS members and research potential funding sources based on their needs
- support new and emerging voluntary and community groups
- provide advice and guidance on setting up a voluntary or community group, governance, writing funding applications, mentoring/coaching, developing policies, etc.
- develop a sustainable training programme based on identified needs working with partners or running own courses
- encourage partnership working and collaboration between new and emerging, and existing organisations
- establish positive relationships with local commissioners to develop opportunities for SAVS members to be involved in commissioning processes
- provide information and support to enable SAVS members to influence commissioning priorities
- proactively encourage and support consortia and individual tenders
- working closely with other SAVS staff to offer a streamlined service to beneficiaries
- ensuring all work complies with SAVS policies and procedures
- undertaking any such task to develop this post

## Person Specification

### Post Title: Funding Development Officer

#### Skills, Knowledge, and Experience

The ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

Attributes	Essential	Desirable
<b>Relevant Experience</b>	At least 2 years experience of working in the voluntary and community sector	Experience of preparing, submitting or assessing tenders
	Experience of writing successful funding bids	Experience of working with organisations/groups to identify with them areas that need to be developed
	Experience of communicating key messages in a clear and concise way, both verbally and in writing	
	Experience of developing and nurturing relationships with a range of partners from the public, private and voluntary sectors	
		Experience of delivering training or making presentations
<b>Skills &amp; Knowledge</b>	An understanding of the changing funding environment and sources of funding for third sector organisations	
	An understanding of the requirements of statutory sector commissioners and procurement officers	
	The ability to explain and produce complex information in a clear and concise way	
	Proven success in funding applications	
	The ability to empower individuals to take responsibility for their own development	
	An understanding of charity law and charitable structures	
	Good IT skills, particularly with Microsoft office programmes	
<b>Personal Attributes</b>	Good clear communication skills.	
	The ability to give guidance in a positive and empowering way.	
	The ability to work to deadlines and prioritise work loads	
	A dynamic and flexible approach to work	