

## Fundraising Grants Officer

Elsie Normington Foundation is a visionary charity in the Highlands of Scotland based in Inverness City.



The charity was set up by Elsie Normington, who published her book “The Silent Doorbell” which tells the story of her son Andrew who has a learning disability.

As a result, the Elsie Normington Foundation (ENF) was set up to develop a much needed play and respite centre to serve families in the Highlands who have a child or young person with severe learning disabilities and complex needs.

The Haven Centre will cost £4 million to build and so far just over £2.2 million has been raised, including £1.1million from the National Lottery.

This position of Fundraising Grants Officer has been created to enable the charity to help raise the remaining £1.8 million and co-ordinate all administration required for funders during an initial period of one year.

The successful candidate will demonstrate their experience in providing fundraising support through submission of grants and co- ordination of such, be an excellent team player as well as equally able to work alone. They will have excellent organisational and communication skills and ideally experience of working within the voluntary sector with a wide variety of stakeholders.

A full Job Description can be found below

For further information about the project and charity go to

[www.enfoundation.co.uk](http://www.enfoundation.co.uk)

[www.havenappeal.org.uk](http://www.havenappeal.org.uk)

**Application deadline is 9am Friday 7<sup>th</sup> August 2020**

To apply for this post, please send a covering letter with your CV.

Completed applications to be sent to [elsie@enfoundation.co.uk](mailto:elsie@enfoundation.co.uk) or posted to:

Elsie Normington Foundation, Ardcorran, Old Craigton Road, North Kessock IV1 3YD

# Job Description

**Job Title:** Fundraising Grants Officer

**Responsible to:** David Sutherland, Chair of Haven Appeal

**Responsible for:** Submitting and Co-ordinating Grant Applications

**Job Purpose:** To secure funds through the submission of grant applications towards the goal of reaching £4 million Haven Appeal

**Time Commitment:** Two or three days per week

**Salary Scale:** £28,000 pro rata. Negotiable according to experience

**Contract:** An initial period of one year with 4 month probationary review

**Location:** Merkinch Community Centre, Inverness IV3 8AD

## Duties and Responsibilities:

### Trusts & Foundations:

- Undertake regular prospect research using a variety of methods to identify potential funding streams and prioritise opportunities based around project need and funding criteria/deadlines
- Preparation and delivery of high-quality bids which meets the funders requirements and clearly convey the benefits of the project
- Maintain and manage effective electronic and paper-based records and filing systems in support of all grant related duties
- Manage the post-decision administration process for all Trust funding applications.
- Log outcomes & draft e-mail responses / letters

### General:

Ensure work is completed to a high professional standard and in accordance with relevant ENF policies and procedures

Attend internal one-to-one supervision meetings and contribute actively to Team and Board meetings as part of the wider ENF group

Represent the organisational ethos and values to supporters and stakeholders

The Trustees may request you to carry out any other reasonable duties

## **Personal Specification /Key Competencies Knowledge /Experience:**

ENF is looking for applicants who can evidence working in the following areas:

- A track record of developing and delivering successful and engaging funding applications to a wide range of funders
- Practical experience of using fundraising grant databases
- Good financial understanding and the ability to analyse, manipulate and present financial and other data to funders, trusts and public sector funding streams
- Ability to plan and deliver against targets
- Ability to prioritise, multi-task and work well under pressure

In addition to the above we want applicants to provide examples as to how they satisfy the following criteria:

### **Other:**

- Able to use own initiative to solve problems
- Clear competence in Microsoft Word and Excel software
- Excellent written and verbal communication skills
- Excellent administration skills
- Strong interpersonal skills
- Good organisational and planning skills particularly in time management
- Work well in a team with positive working relationships
- Co-operative approach to working with other agencies, to maintain strong, positive partnership working

A genuine desire to support families, who are caring for children and young people who have severe learning disabilities and complex needs.

- Commitment to upholding and promoting vision and values of the organisation
- Driving licence is preferable but not essential

