

Job Title:	Grant Writer
Accountable to:	Head of Development
Conditions:	
Hours of work:	35 hours a week (9am to 5pm with 1 hour unpaid lunch break)
Base:	The Foundry, 17 Oval Way, Vauxhall, London, SE11 5RR
Salary:	£30,000 per annum or pro rata
Contract:	Fixed term contract
Annual Leave:	22 days per annum (pro rata)
Purpose of Role:	<p>Lead on small bid writing and applications, and support the development of larger applications in line with organisational requirements ensuring deadlines for new applications and reporting are met.</p> <p>Build a detailed understanding of all CUF work streams to identify projects and activities of interest to funders.</p> <p>Maintain and strengthen relationships with existing and potential funders .</p>
Principle responsibilities to include:	<ol style="list-style-type: none"> 1. Identify and research potential new sources of grant funding. 2. Generate leads through monitoring of social media, sector news, etc. 3. Draft small grant applications to generate unrestricted income. 4. Support the development of larger applications as required. 5. Develop and maintain an excellent knowledge of the charity's services and build relationships with service managers in order to research, design, write and submit detailed applications for funds to all relevant grant-making bodies. 6. Provide grant administration support for grants received from a range of funders including Trusts and Foundations, the Big Lottery Fund, National Lottery Community Fund, and central and local government. 7. Ensure all Grantors are promptly thanked within standards set for response times. 8. Draft T&F policies for internal users. 9. Coordinate with the Finance and Development Departments to ensure that CUF grant funds received are recorded accordingly and are entered into Salesforce. 10. Maintain up to date and accurate paper and electronic files on grant funders and prospects using the funder tracker, and ensure we have a clear and efficient filing system. 11. Keep up to date with project development and communicate progress to funding bodies. 12. Receive regular supervision and attend training as agreed with the Head of Development.

Person Specification – Grant Writer

The person appointed would be expected to demonstrate the following essential skills and characteristics and some of the desirable qualities:

Essential Skills, Experience and Characteristics

- At least five years' experience working in a fundraising role – this could be in grants, individual or corporate giving but a range of experience would be welcomed
- A proven track record of raising income on an annualised basis
- Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector.
- IT literate with strong administrative skills (manual and computerised)
- Experience in collating monitoring information for reports on grants from statutory and lottery funders, and ideally from charitable trusts
- Excellent verbal and written presentation and communication skills including the ability to write funding briefs, reports, proposals and correspondence
- Experience of researching and writing detailed proposals to obtain funding from various sources including Trusts, Foundations, Institutions and Corporate Donors
- Experience of building and maintaining good relationships with colleagues and the wider community.
- Good numeracy skills.
- The ability to commit to, and work within, the aims, principles and policies of the Church Urban Fund.
- Ability to work creatively and professionally within a small team
- Flexible, proactive and positive attitude
- Enthusiasm for learning new things and developing a career in the third sector

Desirable Skills, Experience and Characteristics

- An interest in social action and community-led development
- Knowledge of SalesForce or similiar

Qualifications

- Bachelor's Degree or equivalent education or experience

To apply, please send/email an up-to-date CV and covering letter outlining your relevant skills and experience, relating to the listed responsibilities and person specification to

Bridget Havard, Head of Development

Church Urban Fund, The Foundry, 17 Oval Way, Vauxhall, London, SE11 5RR

Email: bridget.havard@cuf.org.uk

Church Urban Fund is an equal opportunity employer and values diversity

Closing date:

July 2019