



Grants and Development Coordinator (full time)

Job Description

Salary: £ 21,756 – £25,900 Band B

Leave: 33 days (inclusive of bank holidays)

We offer: Flexible working; workplace pension

Responsible to: Grants and Development Lead

Aims and Objectives of the role:

We are Caring in Bristol. We are a local charity, with a mission to solve homelessness in our city. From prevention to emergency support, we work together with our community to create innovative projects that support people, of all ages, at risk of or currently experiencing homelessness. From producing free citywide resources that empower our city to act, to investing in youth support, helping influence change from the very start, we're committed to creating a city empowered to solve homelessness.

We are looking for dynamic individuals with a passion for growing our charity business model and the sustainability of our vital work in the city. As an individual, you will be determined to make a difference in Bristol and enjoy being part of a team who wants to make its mark.

We are committed to increasing diversity of staff within Caring in Bristol and within the Charity Sector as a whole. We especially welcome applications from people with lived experience of homelessness. Black, Asian and ethnic minority candidates are particularly encouraged to apply for this role. We welcome applications from everyone who meets the requirements of the Person Specification. We encourage applications from all gender identities and sexual orientations; we are committed to equal opportunity, equal treatment and respect for every individual. If you have special access requirements, please do let us know.

As the Grants and Development Coordinator, the main tasks of the role are to:

Build positive relationships with new businesses, potential donors and community networks. A keen networker, you will manage ongoing business partnerships and relationships and help devise new promotional materials and creative opportunities for business engagement within our work;

Assist with the day-to-day management and development of grants fundraising and corporate partnership development for the charity, working closely with the Grants & Development Lead, and assist with writing and producing high quality and effective grants applications and grants reporting;

You will be eager to find new funding opportunities for the charity and proactively help research new grant opportunities and trust funding; have an excellent eye for detail, for spotting new opportunities and managing multiple and conflicting deadlines;

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Work closely with the Grants and Development Lead and the Fundraising and Comms Lead, you will assist in finding creative ways to fund new work and support the development and sustainability of existing projects through new grant funding;

Develop and update grant management tools to keep track of achievements, deadlines, reporting and any bottlenecks in project implementation.

This new role will report to the Grants and Development Lead.

Other information about the role:

In line with our collaborative working model at Caring in Bristol, the role will also have regular operational involvement as part of the team managing our 365 Shelter for people sleeping rough and our annual Caring at Christmas project. You will be part of the operational management team for our 365 Shelter, taking responsibility for some ongoing management tasks within the project. You will also be part of the operational team delivering our annual Caring at Christmas project.

The role will be split approximately between 3 full days on grants work and 2 days operational project support, however we are flexible in our approach to how this work is managed.

Our commitment to you:

We offer, and value, flexible working. As a charity we are proud to be committed to mental health awareness and to actively supporting the wellbeing of the team.

Location:

The role will be based in our main office: Little Bishop Street, St Pauls, Bristol, BS2 9JF

How to apply:

Please find attached job description/person specification and application form. To apply please submit your completed application form to: info@caringinbristol.org.uk

Closing Date: Wednesday 10th April 2019, 17:00

We won't be able to offer feedback for non-shortlisted applications unfortunately.

Interviews:

Interviews will be held in our main office (address above) between 9am and 5pm on Thursday 18th April 2019. Start date asap. For more information about Caring in Bristol please visit our website www.caringinbristol.org.uk or call Marianne Swift - Development Lead on 01179244444 Wednesday to Friday.

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