

**Grants Manager**

Caring in Bristol’s mission is to empower our city to solve homelessness. We work in imaginative and creative ways with people experiencing or a risk of homelessness, with the public and with community partners to bring about lasting change in Bristol and beyond.

We are small yet highly ambitious and have significantly expanded our reach over the last three years to fund the work we’re passionate about in our city. For example, in March 2017 we partnered with St Mungo’s to create an entirely volunteer-powered emergency shelter which has helped 441 people to date with a safe and warm place to stay off the streets.

From prevention to emergency support, our projects range from producing free-citywide resources that empower our city to act, to investing in youth support, helping influence change from the very start.

**The role**

As our new Grants Manager, you will be ambitious, passionate and skilled. This role will report to the Head of Development and you will lead on the sourcing of funds from charitable trusts and foundations as well as scoping and bidding for statutory funds for the charity.

This role will help to diversify Caring in Bristol’s funding sources by identifying, researching and securing new funding for core activities and projects across the organisation. You will develop a robust research processes and build a pipeline of applications.

You will cultivate relationships and build rapport and effective working relationships with funders. You will work closely with the Head of Development, Grants and Development Coordinator, service delivery staff and the wider Senior Management Team.

Developing an understanding of the homelessness sector will be key and you will be expected to compile information and up to date research to support the continued development of our grants programme.

Strong written skills are a must with the writing and submitting of grant funding applications, funding proposals and bids a key responsibility. You will also work with the Head of Development and Head of Finance to help prepare budgets, financial data and supporting information.

We offer great flexibility around working arrangements and you can largely organise your working hours to suit you. We have a vibrant and relaxed work culture, the chance to make the job your own, and to take our organisation to the next level.

**Who we are**

Caring in Bristol is an unusual charity, grown from the ground up thirty years ago as an annual Christmas Shelter – Caring at Christmas. While this project remains very close to our hearts, we’ve used the last few years to make big changes to the charity, taken on a new staff team and evolved a significant programme of additional services and projects with a focus to both prevent homelessness and support those experiencing it all year round.

We have a special place in Bristol, firmly rooted, yet independent. Our innovative digital platforms, information campaigns and ‘Get To Know’ educational work have developed and elevated the Caring in Bristol brand and built a new community of supporters.

We’re now at a moment in our development where we want to grow to the next level, investing in staff, systems and an evidence base, that will help us empower Bristol to solve homelessness.

**Our values**

* *Collaboration*

We learn, share and work with everyone in our community to create services that best meet need. Our beneficiaries inform the design, delivery and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact.

* *People first*

We value human relations and the strengths people have and are committed to positive change and development in everyone. We will take positive risks with people. We hold that the wellbeing of our staff and volunteers is integral to the positive impact we can make with our beneficiaries. We are inclusive and celebrate diversity.

* *Focus on the end goal*

We work with our beneficiaries and volunteers to achieve their ambitions. We are here to make ourselves no longer needed and want Bristol to be the first major city to end homelessness.

**What we’re looking for**

**An expert understanding of charitable trusts and foundations** – you’ll have a strong track record of securing grants from various sources, building strong relationships within the sector and hitting ambitious income targets.

**An excellent communicator**– you are a very strong communicator both written and verbal. You have the ability to tailor your communication to suit an audience. You are a factual, emotive and persuasive writer.

**A people person** – you will be an excellent collaborator and a quick learner. You will be a team player comfortable working and supporting other and adaptable in your working methods.

**A diverse organisation** - we strive to represent the community where we work and the people we work with; we encourage applications from Black, Asian and ethnic minority candidates, candidates from all gender identities and sexual orientations, candidates with disabilities, and candidates with lived experience.

**What you’ll be doing**

The Grants Manager will assist the Head of Development in delivering Caring in Bristol’s ambitious growth targets leading on fundraising from charitable Trusts & Foundations and other grant giving bodies such as public sector.

**Key tasks**

* To prepare and submit well-written, compelling and complete funding applications of the highest standard to a diverse range of funders.
* Supporting the Head of Development and wider Senior Management Team with the scoping, preparation and submission of other grants applications, statutory bids and proposals as agreed.
* To integrate effectively with the service delivery team, building robust cases for funding.
* To support in the development of processes and procedures around impact reporting.
* To establish productive relationships with the Senior Management Team.
* To work with and support the Grants and Development Coordinator to research prospective grant making trusts whose interests are in line with the charity’s aims
* To identify and manage resources, key directories and publications necessary to support this research.
* To track and maintain an accurate timetable of acquired Trust funding, pending applications and prospects and to record funder interactions using the charity’s database, Donorfy.
* To lead on the preparation concise reports to funders on the impact of their giving.
* To log and monitor the progress of agreed funder actions on Donorfy and to check in regularly against these with staff and senior volunteers.
* To write content for online and physical supporter materials, as required.
* To support the Head of Development with the overall strategy, taking on other duties as required.
* To attend events as a representative of Caring in Bristol as required.

**Other Responsibilities**

* Alongside your income generation colleagues, to take responsibility for ensuring our office environment is a healthy, positive and professional space to work;
* To line manage volunteers as appropriate.
* To follow organisational policies and procedures and observe the Code of Conduct;
* To actively participate in and attend supervisions, annual appraisal processes and identified training;
* Undertaking any other reasonable task as requested

**Essential must haves**

* Minimum of three years experience of working in relevant business, not-for-profit, social enterprises/start-ups or charity settings with a proven track record of securing funding from trusts, foundations and other grant giving organsiations.
* An excellent communicator both written and verbally with an eye for detail.
* Experience of partnership working to achieve innovative outcomes.
* Experience of managing processes and procedures for grant applications including researching and time tabling applications.
* Strategic skills in terms of identifying new funders both trusts and other grant giving organisations.
* Ability to think creatively and translate campaigns and marketing outputs into income generation targets.
* A passion to change Bristol for the better.

**Job specifics**

* Location: 1 Temple Way
* Salary range: **£29,388 - £32,653** (depending on experience)
* Working hours: full time 37.5 hours per week (part-time considered for the right candidate)
* Start date: As soon as possible
* Leave: 33 days (inclusive of bank holidays)
* Responsible to: Head of Development

**How to apply**

You will be required to email us your resume and a covering letter explaining how your experience fits with both the job description and our values.

You can find the job pack on our website <https://caringinbristol.co.uk/careers/> which includes:

* Caring in Bristol Annual Accounts March 2019
* Monitoring form

Please send your completed application form to info@caringinbristol.org.ukbefore deadline of **Monday 2nd March**

First stage interviews will take place on **Tuesday 10th March**

Second Stage interviews will take place on **Tuesday 17th March**

If you have any questions or would like to have an informal chat about the role, you can contact the Head of Development Edd Smith on edd.smith@caringinbristol.org.uk, or 0117 924 4444.