

**Appointment of a Grants Fundraiser**

**(15 hours per week)**

**Salary: £8,800**, (which is **£22,000** pro rata)

Based on our organic farm, the Magdalen Environmental Trust provides outdoor environmental education to children and adults, and therapeutic / respite opportunities to people with more complex needs.

We work with a wide range of people including families, charities and schools from across southern England. We are a leading Care Farm and are growing this provision. You can learn a lot about us from our website: [www.magdalenfarm.org.uk](http://www.magdalenfarm.org.uk)

We fundraise through grant applications to trusts and foundations over £200k per year to support:

* core costs of our Care Farming service,
* therapeutic / respite / personal development visits to our centre for
  + young carers
  + refugee children and refugee families
  + children with disabilities and their families
  + children in care
  + people with diagnosed mental health conditions
  + people with learning disabilities
* nature conservation projects on our 132 are organic farm and nature reserve

To build on this success, we are seeking a part time Fundraiser to win grants from Trusts and Foundations, (although we are open to other fundraising ideas too!)

On the following pages you will find:

* The timetable for recruitment
* Job description
* Person Specification
* Application Form

Please contact me with any queries: [giles@magdalenfarm.org.uk](mailto:giles@magdalenfarm.org.uk) 0146030144

Good luck and I look forward to reading your application.



**Timetable for Recruitment:**

Closing date for application forms: April 17th 2019

Candidates invited to interview April 18th 2019

Interviews April 30th 2019

Please note the interview date and ensure you can be available.

Person Specification

|  |  |
| --- | --- |
| Essential criteria | **Desirable criteria** |
| Meticulous and able to work independently to a very high standard. | Demonstrable expertise in writing successful and well considered funding applications |
| IT literate in Microsoft Office applications | Understanding of environmental issues and sustainability |
| Financially literate – able to understand accounts and to manipulate financial information | Understanding of safeguarding of children and vulnerable adults |
| Good interpersonal skills and empathy with clients | Skills and experience in using social media |
| Ability to record, manage and interpret data in spreadsheets and databases | Experience of working with, or understanding of the needs of vulnerable people |



Grants Fundraiser job description

|  |  |
| --- | --- |
| Job Title | Grants Fundraiser |
| **Reports to** | Chief Executive |
| **Job roles** | 1. To make applications for funding from grant making trusts, foundations and other similar funders. This includes discussing projects with partner organisations and making appropriate arrangements. 2. To manage and maintain excellent relationships with funders, including monitoring the outcomes of funded projects and reporting back to funders. 3. To carry out research, mainly on the internet, looking for potential new funders. 4. To work with the Chief Executive when relevant with income generation from the private sector. 5. To work with the Business Manager on other income generation tasks that are appropriate. 6. To act as a member of the Magdalen staff team, covering tasks when necessary and carrying out any additional work reasonably requested by the Chief Executive, to meet Magdalen’s charitable aims. |
| **Hours** | 15 hours per week  Time Off In Lieu given as required for occasional long hours. |

**CONFIDENTIAL**

**The Magdalen Environmental Trust**

**Application for Employment**

Please expand boxes and attach additional sheets where necessary

Please complete **all** sections

Position applying for

Where did you see the position advertised ……………………………………….................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Personal Details** | | | | |
| Surname Telephone Number (Home)  First Names Telephone Number (Mobile)  Address E-Mail Address    National Insurance Number  Postcode | | | | |
| **2. Education and Qualifications** | | | | |
| Please tell us about your qualifications at school, college and in higher education, including dates and grades | | | | |
| **3. Employment History** | | | | |
| Dates | | Employer | Job Title | Reason for |
| From | To |  | and responsibilities | Leaving |
|  |  |  |  |  |

|  |
| --- |
| **4. Information in Support of your Application** |
| 1. Please explain why you are applying for this vacancy and your reasons for considering a move 2. Give details of relevant experience and courses attended 3. What skills and personal qualities can you bring to this post?   (Please use continuation sheet) |

|  |  |
| --- | --- |
| **5. Other Information** | |
| Please note any other employment you would continue if you were successful in obtaining this position      Do you hold a current full driving licence? Yes ❑ No ❑  Do you have regular use of a vehicle? Yes ❑ No ❑ | |
| How many days absence from work due to illness have you had in the last two years?.................... | |
| **6. References** | |
| Name | Name |
| Address | Address |
| Telephone | Telephone |
| Position | Position |
| May we contact him / her prior to interview  Yes ❑ No ❑ | May we contact him / her prior to interview  Yes ❑ No ❑ |
| **7. Declaration** | |
| I declare that the information given on the application is, complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  I agree that should I be successful in this application, The Magdalen Environmental Trust will apply to the DBS for an enhanced disclosure, should the disclosure not be satisfactory any offer of employment may be withdrawn or employment terminated.  Signed (or emailed) Date | |
| **Please return this form to:**  Staff Recruitment  Magdalen Environmental Trust  Magdalen Farm  Winsham  Chard TA20 4PA  Telephone 01460 30144 giles@magdalenfarm.org.uk | |