

Job Description

Job title	Fundraising Manager
Working hours	Full-time (37.5 hours per week). However, flexible or part-time hours will be considered for the right candidate.
Salary	£31k - £33k depending on experience
Accountable to	Chief Executive Officer
Term of Contract	Permanent
Annual Leave	24 days pro rata + bank holidays
Probationary Period	6 months
Office base	Home-based, although much of the work is community based in Somerset. The post-holder would also be expected to attend regular team meetings at the Spark office, situated in Hambridge, nr Langport
Expenses	Travel expenses to and from the post-holder's home

Main Purpose of Post

Our team provides support to voluntary sector groups across Somerset. This post's key function is to provide a resource for voluntary and community sector organisations, through the provision of high-quality advice and support, tailored to their needs. The post holder will support groups to develop their capacity and advise around issues of organisational development and financial sustainability.

They will represent the organisation, promoting our services and developing partnerships with relevant stakeholders. They will encourage collaborative working with partners across the voluntary and statutory sectors to take a strategic and joined-up approach to bringing funding into Somerset. Through their work in the community, they will also support the CEO in identifying new income streams or opportunities for development for Spark Somerset.

Main Duties

- 1) To lead the Funding service at Spark Somerset, with responsibility for strategic development and operational delivery.
- 2) Engage directly with frontline voluntary and community groups, providing strategic fundraising advice, bid-writing support and training.
- 3) To support the Voluntary Sector Advice team (and others, as appropriate) by providing funding advice, budgeting guidance and practical support to voluntary groups
- 4) Develop a range of 'paid-for' funding services such as bid checking, partnership bid facilitation etc. Develop this service in partnership with other consultants/organisations (with specific specialisms), so that capacity can be increased and enhanced when required.
- 5) Develop partnerships and work closely with other local agencies, as appropriate, in order to better support the local voluntary sector and influence funders: e.g. health, town and parish councils, social care, community partnership groups, funders and other community networks
- 6) Support and coordinate collaborative bids where appropriate
- 7) Support the development of a bank of funding-related information and resources for use by voluntary and community groups
- 8) Identify local funding development needs and work with the Training Co-ordinator to plan a training programme for voluntary groups
- 9) Lead on 'Fundraiser Network' events across the County, using external speakers and Spark Somerset staff to provide training and networking opportunities to the voluntary sector
- 10) Develop and run training courses on a range of funding-related topics
- 11) Develop a bank of 'case studies' which demonstrate the impact of our funding advice work and keep detailed records of work undertaken
- 12) Work with the CEO to develop an income generation strategy for Spark Somerset
- 13) Provide strategic oversight to the wider team on project funding bids.
- 14) Line manage the Funding Officer and oversee our bank of Associates
- 15) Work as a team with the other staff and collaborate with them to develop resources and initiatives
- 16) Prepare regular reports, in line with organisational procedures, for the CEO to share with the Board of Trustees and funders
- 17) Promote and publicise the organisation using social media, events and through developing links with stakeholders

GENERAL

- Undertake any other duties that may be reasonably required by the CEO and the Board.
- Ensure that the values of the Spark are promoted at all times.
- Promote and adhere to all policies adopted by the Board of Trustees.

Person Specification

Voluntary Sector Adviser

CATEGORY	REQUIREMENTS	ESSENTIAL/ DESIRABLE
Education/ training	Graduate level / equivalent	D
Experience	Two years working with and supporting the development of voluntary sector organisations and supporting groups or networks	E
	Track record of working to and achieving targets	E
	Experience in tracking project outcomes and producing high quality monitoring reports.	E
	Sound experience of partnership working	E
	Experience of successful fundraising and bid writing	E
	Experience of developing fundraising strategies and/or business plans	E
	Experience of providing funding advice	E
	Experience of coordinating and providing funding training/workshops	D
Knowledge	Principles of asset-based community development and empowerment	D
	Knowledge of a range of funding and income generation methods	E
Skills/Abilities	Strong communication skills (verbal and written), and demonstrable relationship building skills with internal and external stakeholders.	E
	Strong partnership and collaboration skills	E
	Numerate with solid ability to prepare project budgets and financial forecasts	E
	Ability to manage time and prioritise workload	E

	<p>Relevant IT skills to support project, including databases, Powerpoint and social media</p> <p>Structured approach to work</p> <p>Self-starter</p> <p>Able to work both under own initiative and with the flexibility required to collaborate with the wider team</p> <p>Creative, lateral thinker</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Travel / Working hours	<p>Ability to travel according to the needs of the job with reasonable adjustments if required, according to the Disability Discrimination Act</p> <p>Ability to work flexible hours including evenings and occasional weekends</p>	<p>E</p> <p>D</p>
Anti-discrimination	<p>Commitment to anti-discriminatory practice</p> <p>Commitment to implement the Equal Opportunities policy of Spark.</p>	<p>E</p> <p>E</p>
Physical	<p>Able to carry out the duties of the post with reasonable adjustments where necessary</p>	<p>E</p>