

# Job Description

## Funding Lead

<b>Place of work</b>	UNIT 12, Winnall Valley Road, Winchester, SO23 0LD (flexible working encouraged)
<b>Responsible to</b>	Manager
<b>Hours</b>	15 hours (2 days) per week. Flexible working encouraged.
<b>Salary</b>	£170 per day. Contracted appointment – initial 6 month contract. Performance bonus paid for successful bids.

### Main Purpose of Post

Take the lead in drafting and submitting compelling bids on behalf of Winchester & District Young Carers, working closely with the Manager and Fundraising Sub-Committee, achieving significant and sustainable income.

### Key Accountabilities

- Work on multiple bids and tenders from pre-procurement through to award, liaising with both internal and external stakeholders, always ensuring tender materials are persuasive, of the highest quality and submitted on time.
- Build your knowledge of the sector by identifying and re-working existing pre-written content where relevant. Review past successful and unsuccessful submissions to gather information and feedback, so the Manager and Fundraising Subcommittee have a clear understanding of what works and lessons learned.
- Use online sources and local intelligence to research and build a database of national, regional and local funding opportunities which can be bid for and work with the Manager to plan the annual application pipeline, to meet agreed financial targets.
- Maintain a database of funding applications and outcomes, providing a monthly report which tracks and monitors progress against these KPIs to the Manager.
- Ensure all internal and external processes are adhered to for the recording and monitoring of grants and funding, submitting required information, evaluation and reports to funding organisations in a timely manner.
- Work with the Manager and Fundraising Sub-Committee to identify and develop local funding opportunities, liaising with potential funders to assess their requirements and developing relationships, projects and activities which lead to significant donations and increased awareness and profile of Winchester & District Young Carers.
- Produce regular reports to Trustees at Main Board Meetings and Fundraising sub-committee meetings.

## Funding Lead – Person Specification

<b>Training/ Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to a minimum level 5/6		√

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Proven track record of producing high-quality, winning bids – this will take up an estimated 75% of your time	√	
Knowledge of bid writing principles and bid processes	√	
Evidence of effectively managing the full tender process across multiple bids.	√	
Experience of liaising with and managing high level supporters and stakeholders and building strategic relationships	√	
Has worked in a position of responsibility		√
Experience of working as part of a team	√	
Knowledge and experience of working in the charity sector/with volunteers		√

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Excellent written and verbal communication skills	√	
Ability to work well under pressure and comfortably manage multiple deadlines	√	
Self-motivated and disciplined. Ability to manage own workload effectively	√	
Strong planning and organisational skills	√	
Proficient in the use of Microsoft Office applications including Excel, PowerPoint, databases and Word etc.	√	
Highly attentive to detail with the ability to analyse and proof read documents effectively	√	
Ability to use own initiative	√	

<b>Special Factors</b>	<b>Essential</b>	<b>Desirable</b>
Interest in the work of WDYC and supporting the lives of young carers and their families	√	
Strives for quality; always looking for ways to continually improve	√	
Open and honest with strong personal integrity	√	
Enthusiastic and persuasive	√	
Flexible, can do attitude	√	
Willingness to undertake training and development	√	