



**Job title**                    **FUNDING OFFICER**  
**Salary band**                **£27,000 - £29,000 p.a.**  
**Hours**                        37 per week  
**Location**                    Perry Common, Birmingham  
**Accountable to**            Head of Business Development & Performance  
**Post term**                    Permanent

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### Working relationships

Internal	External
Board Members	Service Providers
Senior Managers	Strategic & Delivery Partners
Co-workers, Staff, & Volunteers	Funders & Commissioners

### JOB DESCRIPTION

**Purpose** - working closely with Senior Managers, the post holder will support fundraising, including the development of bids, grants and tender submissions to achieve the Association's objectives. The postholder will also play an important role in supporting colleagues to establish projects following a successful funding application.

### KEY RESPONSIBILITIES

- Support the development of bids, grant applications and tender submissions which align with the Association's Strategic and Business Plans.
- Submit quality bids, tenders and required information to funders meeting submission requirements and deadlines.
- Identify new funding / tender opportunities that are well targeted, informed and thoroughly researched in order to maximise the chances of success.
- Support the development of business cases for new projects, services and social enterprises.
- Work with external partners and support the development of partnership or consortium funding bids.
- Work with colleagues to scope and develop new projects and organise coproduction sessions with local residents and partners.
- Build and maintain positive relationships with stakeholders, contract managers, and grant officers.
- Where necessary support colleagues to monitor project performance and produce reports to a range of internal and external stakeholders.
- Create a funding tracker – supporting colleagues to keep a track of grant application and bids, monitor the progress of applications, and liaising with funders as required.
- Attend internal and external meetings and community events as required.
- Support wider Association work and carry out any other tasks which may be reasonably regarded as falling within the work requirements of the role.

**PERSON SPECIFICATION**

How do we check if you have it?

Application = **A** Interview = **I** Test / Assessment = **T**

Experience Criteria	Assessment Method
Experience of successfully securing grant funding or winning bids, ideally in a community or voluntary sector setting	A/I/T
Experience of using IT systems or MS packages to keep accurate records or manage projects and produce reports	A/I/T
Some experience of either setting or managing project budgets	A/I/T
Experience of producing reports and presenting information in a clear manner to a range of stakeholders	A/I/T
Skills & Qualifications Criteria	
An ability to prioritise and manage competing priorities to achieve a successful outcome.	I
Numerate with the ability to develop and monitor budgets; analyse, interpret and communicate data and financial information.	I
Good communication, literacy and interpersonal skills, with the ability to communicate complex issues in an accessible manner to a variety of audiences.	I/T
A team player with positive 'can-do' attitude and a strong sense of ownership, drive and accountability to achieve goals and objectives.	I
A willingness and commitment to learn, grow and further develop in the role	I
Excellent IT skills, including word processing, spreadsheets, email, web research, presentations.	I/T
Commitment to the vision, mission and values of Witton Lodge Community Association.	I
Knowledge	
Knowledge of the fundraising environment that may help the Association meet its objectives.	I

**Other requirements:-**

Witton Lodge is committed to rigorous safeguarding and safer recruitment practices; therefore, an enhanced DBS check will be required for this post, ensuring that each individual has been sufficiently checked. (Further DBS checks will be carried out every 3 years and must be successfully passed).

Witton Lodge Community Association operates a Quality Management System (QMS) that has gained ISO 9001:2015 certification and staff are expected to develop and continually improve systems, processes and enhance customer satisfaction by our Quality Policy. As part of our Health & Wellbeing team you will be responsible for:

- Ensuring that customers' needs, and expectation are determined and fulfilled
- Setting Quality Objectives for your work area
- Reviewing, monitoring, and measuring the effectiveness of QMS