

Designation:	Funding Coordinator
Grade:	Stroud 3
Hours:	20 hours
Location:	Stroud District
Job Purpose:	To develop a network of people that can help to provide services for inclusion in the Independent Living Community HUBS in the Stroud district.
Responsible to:	Independent Living Community HUB Facilitator
Responsible for:	No supervisory responsibility

KEY DUTIES

- To develop and submit individual high quality funding applications and relevant materials to individual resource providers at regional and national levels including identifying budgeted activities that can be packaged as projects.
- To work with tenants and residents to form committees and constitutions
- To enable funds to be allocated directly to tenant and residents group funds once projects have been decided and funding achieved.
- To attend appropriate fund raising and marketing events
- To maintain knowledge of current fundraising procedures and legislation affecting fundraising activities within the charitable sector.
- Ability to research, identify, assess and develop new fundraising opportunities and relationships amongst donors, trusts and individuals to diversify and increase revenue stream for HUB users.
- To follow up and check on progress to ensure funding applications are fully considered by donors, ensuring relevant data is provided as required.

SKILLS AND KNOWLEDGE

- A strong independent, proactive worker who enjoys working as part of a team
- Negotiating and influencing skills
- Ability to manage your own time and priorities with minimal supervision.
- Two years' minimum experience in fund raising and applying for grants
- Knowledge of fundraising policies and legislation relevant to UK charities sector.

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COMPLEXITY AND CREATIVITY

- Approaching businesses, trusts and individuals to secure funding
- Commitment to the cause
- Determination and resilience
- Use creativity to power through campaigns

JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work with all other decisions being referred to the Community Hub Facilitator/Service Delivery Manager.
- Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities'/partner agencies
- Suppliers and contractors
- Tenants, residents and their families and carers
- Members of the public

RESOURCES

- Management and allocation of incoming funds
- Setting up and running of matched funding applications

TRAVEL DESIGNATION

- You are required to have access to a vehicle in order to fulfil the duties of this role. You will be entitled to claim for the mileage you incur whilst on Council business in accordance with HMRC mileage rates and the Council's Travel and Subsistence policy

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.