

## SOUTHMEAD DEVELOPMENT TRUST

### Job Description

**Post:** Grants and Impact Officer

**Job Purpose:** To sustain essential community services and projects at the Trust through securing significant grant funding income, and to work with colleagues to develop proposals for new projects or services. To work with the Senior Leadership Team and Managers to develop and implement the overall monitoring and evaluation framework for Trust, producing impact reports to support funding applications and reports to funders and to communicate the impact of our work to stakeholders and the community.

**Location:** The Greenway Centre, BS10 with hybrid working practices

**Salary:** £31,345 - £36,726 pro rata

**Hours:** 22.5 per week to be worked flexibly with option of regular hours of 9am-3pm



### Roles and Responsibilities

#### 1. Grant and Trust fundraising

- To research new funding opportunities and work with the CEO and SLT to match opportunities to projects or services across the Trust
- To work with colleagues to draft and manage the bidding process for new funding proposals or grant applications, using our impact reporting and data to strengthen proposals
- To keep accurate records of funding applications, analyzing success rates and producing quarterly reports for the Senior Leadership Team (SLT) and Trustees
- To support colleagues from across the organisation to pursue new opportunities, working with them as appropriate according to skills and capacity across different teams
- To work with colleagues or partners to develop proposals or projects to meet unmet needs or gaps in community provision and match with funding opportunities

## 2. Impact reporting and evaluation

- To work to drive continual improvement around equality and diversity, helping the Trust understand what impact we are having across different communities and how our programmes can be developed to improve practice and reach.
- To use our impact reporting, evaluation and case studies to support new funding applications and reports to funders
- To work with the SLT and CEO to develop and implement the overall monitoring and evaluation framework for the Trust
- To coordinate systems across teams to capture data, collating data from across the organisation under cross cutting KPIS to enable an understanding of overall impact of the Trust and working with the SLT to continually develop and improve quarterly reporting systems.
- To support colleagues with their data collection systems and processes, helping to ensure that processes and protocols are maintained and all systems operate under appropriated legislation regarding data protection etc.
- Work with the Customer Experience Manager to collate data for our overall Customer Relationship Management system, enabling project participants to stay involved with the Trust after projects end
- To support colleagues to produce evaluation reports of services or projects, working in partnership with external evaluation providers where appropriate
- To share findings from external research or benchmarking with the SLT and CEO, recommending any improvements or adaptations to services or projects to support continual improvement of our work

## 3. Dissemination

- To be the point of contact for some of the Trust funders and partners, reporting on project progress and maintaining relationships
- To help promote the impact of our work to partners, tenants, funders and the wider community.
- To disseminate the impact of our work through working with managers to produce summaries/briefings that can be shared on social media, the impact section of our website or other channels
- To feed learning into our strategic partnerships, including the North and West Integrated Care Partnership, and community planning

## 4. Professional development

- Keep up to date with best practice, benchmarking and national research relating to the sector and our work
- Work with your line manager to undertake continual personal and professional development, taking an active part in reviewing and developing the roles and responsibilities

## General Duties:

- To comply with all Southmead Development Trust's policies and procedures.
- To represent Southmead Development Trust's values at all times.
- To promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs

- To maintain a professional attitude and conduct at all times.
- Have a Flexible approach to working which will include evenings and weekends.
- To participate in training, professional development and team meetings as required
- To be responsible for keeping data and information updated and provide progress reports as required
- Any other duties as and when required

## Person Specification

<b>Post Title: Grants and Impact Officer</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Educated to degree level or above (Level 6) in an essay writing subject</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience producing and managing large written proposals</li> <li>• Experience working in a target driven environment and producing large documents to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Success in applying for large grants</li> <li>• Successful management and stewardship of funding relationships</li> <li>• Experience of charity finance and accounting</li> </ul>	Application Form Interview
<b>Specific Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>• A very high standard of written English</li> <li>• Excellent formatting/document design skills</li> <li>• Excellent interpersonal skills, ability to communicate with colleagues inside and outside the organization</li> <li>• Highly numerate, with evidence of ability to understand, analyse and present financial information or data</li> </ul>		Application Form Interview

Post Title: Grants and Impact Officer			
	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> <li>Analytical and methodical</li> <li>Ability to present complex information in an accessible way</li> <li>Ability to plan time to meet a deadline, project managing proposals</li> <li>Research skills</li> <li>Team work works</li> <li>High level of IT literacy including MS office</li> <li>Excellent attention to detail and commitment to the highest quality of work</li> <li>Strong understanding of Data Protection principles</li> </ul>		
<b>Attitude</b>	<ul style="list-style-type: none"> <li>Commitment to the aims and objectives of Southmead Development Trust, to our values and to reducing inequalities</li> </ul>		Application Form Interview