**Middleport Matters Community Trust**

**Job Description: Grants & Development Officer (PT)**

**£16,380 to £19,890 for 22.5 hours/week**

(FTE £27,300 to £33,150)

**Purpose:**

As Grants & Development Officer with Middleport Matters, you will work closely with the Management Team and be responsible for the successful grants and fundraising activity for core and project-based work, as well as developing new income generation opportunities, to ensure the long-term sustainability of the organisation.

**Responsibilities will involve, but are not limited to:**

Grants, Fundraising and Other Income Generation:

* Undertake regular prospect research to identify potential funding streams and prioritise opportunities based around local, community, and organisational need.
* Work with the Management Team, to identify, apply for and secure funding through appropriate and successful grant and tender applications.
* Maintain and strengthen relationships with current and future sponsors and supporters, including funding organisations and partners.
* Work with the Board and Management Team to help diversify our income sources to enable the organisation to continue its growth and demonstrate sustainability.
* Scope alternative / additional sources of funding, such as corporate sponsorship and membership opportunities.
* Research and develop new income generation opportunities, such as the setting up of a profit-making business(es) that donates its profit to the charity.
* Maintain and manage effective electronic records in support of all fundraising and grant application duties.
* Work with the whole team and beneficiaries, to write up appropriate case studies to support income generation.
* Co-ordinate and develop a rolling programme of community fundraising and awareness raising events as well as beneficiary involvement initiatives.

Supporting Strategic Development:

* Analyse and understand the organisation’s existing goals, vision, and priorities so new initiatives are in alignment in order to guide and recognise the journey of Middleport Matters.
* Regularly review the projects, initiatives, and priorities of the organisation, and analyse them against our strategic aims to ensure they are aligned.
* Regularly review the strengths and weaknesses of Middleport Matters and thereby our capabilities, that are significant to our current and future growth (e.g. SWOT analysis).
* Conduct research (locally and nationally), to comprehend the organisation’s strategic options for the future and the business environment that we are situated within (e.g. PESTLE analysis).
* Provide analysis and recommendations around the structure, growth, and direction of the organisation, that are creative, challenging, realistic, and focused (using relevant data, business models, and statistics in order to regularly report on the current position of the business).
* Work with the Board and Management Team to support the continued development and implementation of the organisation’s strategic plan, business plan and operational plan.
* Develop and maintain relationships with other non-profit leaders, for example, looking for opportunities to partner with other organisations to serve the community.
* Work with leaders in the business and government world, cultivating long-term strategic partnerships or donor relationships to increase the organisation's effectiveness serving unmet needs.
* Produce and continually review a Risk Register to identify, assess and implement measures to control the key risks to the organisation's people (participants, staff, management, volunteers), property, finances, goodwill and image, along with their quantification of each risk and the action being taken to manage it.

Other:

* Attend appropriate training and networking opportunities, internal one-to-one supervision meetings and contribute actively to regular team meetings.
* Plan, attend and co-ordinate meetings and events, internally and externally.
* Report on activity in appropriate ways and as and when required: Board Reports quarterly, monitoring and evaluation of projects etc.
* Carry out any other reasonable duties as may be requested by the Executive Director or Operations Manager.

**Required Skills & Experience:**

In line with our commitment to safeguarding, before being allowed to work independently within this role, you will be required to provide a satisfactory [Disclosure and Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service) certificate (DBS). This will be arranged and paid for by Middleport Matters Community Trust after acceptance of the role.

Experience & Knowledge:

1. Research and report-writing skills, including the ability to interpret or present data *- essential*
2. Good financial understanding and the ability to analyse and present financial data - *preferable*
3. Experience in business management *- essential*
4. At least 1 year of experience in successful small and large grant applications for the charity/voluntary/third sector (small = under £5,000, large = £100,000+) - *- essential*
5. Experience of developing and delivering successful fundraising activities across a broad fundraising portfolio *- essential*
6. An understanding of the basic principles of supporter/donor care *- preferable*
7. Practical experience of using fundraising databases *- preferable*
8. Ability to act with integrity in all situations, no matter how pressured *- essential*
9. Adhering to confidentiality obligations and safeguarding best practice at all times *- essential*

Skills and Education:

1. University Degree level of education (level 5 or above) – *preferable*
2. IT literate with a working knowledge of Office 365 including Word, Outlook, and Excel - *essential*
3. Excellent written and verbal communication skills - *essential*
4. Excellent administration and organisational skills including accurate and appropriate record keeping - *essential*
5. Relevant and current knowledge, understanding and experience for this role, for example Fundraising Regulations, Business Development Tools, etc. – *essential*
6. Strong interpersonal skills (effective and adaptable) in building good relationships, internally and externally *- essential*

Personal Specification: *essential*

1. A genuine desire to support the community of Middleport, Longport, Dalehall, and wider Burslem (ST6) area
2. Able to use own initiative to work independently towards targets
3. Co-operative approach to working with other agencies, to maintain strong, positive partnership working
4. Commitment to upholding and promoting the vision and aims of Middleport Matters

**Other information:**

* This role will start at 22.5 hours per week, and as business need increases / income allows, this role could extend to full-time (37.5hrs)
* Working days will vary depending on your scheduled activities for that week (to be agreed in advance with the Executive Director). Some flexibility is required – You need to be accessible to the Management Team, as well as the wider team and community on occasion. This means the work may sometimes include planned and agreed unsocial hours, such as evenings and weekends.
* This is a hybrid role – The Officer will have use of an office base but will spend much of their time working from home, in the community, and attending relevant meetings.
* In line with our Learning & Development Policy, Middleport Matters will identify and support the Grants & Development Officer in ongoing Continuing Professional Development.
* Travel within a working day is to be expected on occasion – appropriate business expenses will be reimbursed by Middleport Matters Community Trust in line with our Expenses Policy.
* Car driver/owner would be advantageous but not essential – the ability to travel safely, efficiently, and effectively (sometimes with resources) is more important.
* Overnight absence from home is rare but may be required on occasion, with advance notice given.

**Salary & Hours:**

* The part-time salary range for this post is **£16,380 to £19,890 for 22.5 hours per week** (full-time equivalent is £27,300 to £33,150).
* This is a fixed-term contract in line with secured funding, from May 2024 until end of August 2026 and will then be reviewed in accordance with community need, business objectives and funding opportunities.