



Life is precious

Supporting babies, children and young people with complex disabilities and life-limiting conditions in the North-east of Scotland

Application Pack

Grants & Trusts Funding Officer



A Charity Registered in Scotland SC042643
A Charitable Company Limited by Guarantee Registered in Scotland SC465466

CONTENTS

Letter from the Director of Fundraising

About Charlie House

Role Profile

Person Specification

Application Procedure

www.charliehouse.org.uk
info@charliehouse.org.uk
Facebook.com/CharlieHouseHQ
Twitter.com/@CharlieHouseHQ



Life is precious

January 2020

Dear Applicant,

Grants & Trusts Funding Officer

Thank you for your interest in the above role.

Charlie House is a locally-based children's charity which engages in activities and projects to support children with complex disabilities and life-limiting conditions, and their families, in North-east Scotland. The charity currently provides a monthly activity club with regular activities for siblings and parent carer groups. Since 2014, we have also provided an annual activity short break for families in Northumberland.

Recent research has shown that the number of children and young people with a life-limiting condition in Scotland has increased by 50% over the past 10 years. There are at least 1600 children and young people in the North-east with a life-limiting condition and we want to be there for every one of them.

Our existing activities club, siblings club, parent/carer club and annual trip for families to Kielder are already very well attended but our aim is to have more opportunities, emotional support and choices for our families.

We are continuing to grow our existing Fundraising Team and are looking for an experienced and enthusiastic Grants & Trusts Funding Officer. This new post is a key role in supporting the ongoing development of our very special charity. As already mentioned, this will enable us to support the expansion and enhancement of our existing services but also support our long-term goal of providing a specialist support centre in Aberdeen.

We are looking for someone who is as passionate and enthusiastic as we are about helping these very special children live life to the full. If you feel that you can help us to deliver our goals, we look forward to receiving your application.

Kindest Regards,

Susan

Susan Crighton
Director of Fundraising

Charlie House



About Charlie House

Grampian Children's Respite Care was established in late 2010 to address the identified difficulties in accessing appropriate care and support for children and young people with complex needs, and their families, in the North-east of Scotland. The charity was launched officially in January 2013 after securing charity registration and the support of NHS Grampian and Social Care professionals in the area for our proposed projects.

In the very early days, we commissioned research into caring for a child with a disability. The Carers Report highlighted the difficulties of caring for a child with a disability and the impact on finance, relationships, health and well-being of the whole family. This report echoed many other studies conducted both in Scotland and across the UK by charities such as Carers UK and Shared Care Scotland. It is widely accepted that supporting carers with their caring role means that they can care better for longer and improve the well-being of the whole family.

Children with complex disabilities, and/or life-limiting conditions, more often than not, experience a degree of social exclusion as they are not able to take part in everyday activities that others their age can. They have limited opportunities for making friends, enjoying activities and having fun. The whole family becomes more socially isolated than most and are often dealing with stressful caring situations without access to appropriate support.

Our Purpose and Vision

The charity is known publicly as Charlie House; its purpose is to engage in activities and projects to support children with complex disabilities and life-limiting conditions, and their families, in North-east Scotland.

Our vision is that all children with life-limiting conditions in the North-East receive the necessary support they require from the very start of their life journey, including a smooth transition from hospital to home, receiving practical and emotional support for the whole family, enjoying activities, making memories and living life to the full.

Our mission is to improve life quality for children with life-limiting conditions and their families in North-East Scotland.

Future Plans

In the short term, our plans are to expand the Activities Club, establish further sibling and parent carer support groups and expand our community team. In the long term, we will be progressing our plans for a Specialist Support Centre in Aberdeen.

For more information on Charlie House visit our website www.charliehouse.org.uk, check out our Facebook page or follow us on Twitter @CharlieHouseHQ.



Role Profile

Position	Grants & Trusts Funding Officer
Type	Permanent
Hours	Full-time, 37.5 hours per week with some unsocial hours
Location	Aberdeen, Office-based
Reports to	Senior Grants & Trusts Funding Officer
Salary	Up to £26,000 per annum
Role purpose	To generate income by proactively securing funding from charitable trusts to support ongoing and future community services and our planned capital appeal.
Responsibilities	<p>Funding</p> <ul style="list-style-type: none"> • To contribute to the development and delivery of the trust funding strategy • To secure funds for our current and future services • Identify and research new funding opportunities • Ensure that accurate and timely reports and updates are sent to all trusts and foundations meeting their guidelines at all times • Develop and maintain new and existing relationships with all relevant funders • Assist in the preparation of budgets within funding bids, working closely with the finance and services teams • Assist the Senior Grants & Trusts Funding Officer and the Director of Fundraising in future planning and budget setting. • Assist the Senior Grants and Trusts Funding Officer in the preparations of funding applications for our Big Build capital appeal • Attend meetings, conferences and events pertinent to trust, foundation and other relevant sources of funding • Support school groups taking part in the Youth and Philanthropy Initiative = (YPI) • Support the development and delivery of a Gifts in Wills / Gifts in Memory funding strategy • Carry out talks and assist with other fundraising activities when required <p>General</p> <ul style="list-style-type: none"> • Ensure that the Code of Fundraising Practice is followed at all times • Ensure information is recorded and maintained in line with GDPR • Ensure Health & Safety policies and procedures are followed at all times, including Risk Assessments • Attending networking events representing Charlie House as required • Ensure all procedures are up to date and followed • Ensure that Sales Force is maintained and up to date



Key external contacts	You will develop strong links with: <ul style="list-style-type: none"> • Trusts and Foundations
Key internal contacts	You will work closely with the Senior Grants & Trusts Funding Officer, Director of Fundraising, Services Team, Finance Team, Board of Trustees and Ambassadors to deliver targets
Financial dimensions	Grants and Trusts funding for current and planned services. You will be responsible for delivering specific financial target incomes annually as set out and agreed in the fundraising strategy to deliver our current and future services
Other considerations	You will be required to occasionally work out with normal office hours to attend meetings, events and give talks. You will be required to assist with other fundraising activities to meet the needs of the charity. You will also be required to travel frequently throughout the North-east although expenses are covered and time off in lieu is given where possible and/or appropriate. Promotion of Charlie House is an integral part of the role, and as such, you may be required to feature in our magazine, articles, website and social media.
Holiday entitlement	28 days annually plus 5 public holidays pro rata



Person Specification

Desirable experience	<ul style="list-style-type: none"> • Experience of the preparation of funding applications or businesses proposals • Experience of working in the charity sector
Essential skills & abilities	<ul style="list-style-type: none"> • Ability to write to a high standard with good attention to detail • Outstanding verbal communication skills • Excellent collaborative and teamwork skills • Strong time management skills with the ability to work flexibly when required • Able to work independently • Good computer skills and database knowledge
Qualifications	<ul style="list-style-type: none"> • Degree in any subject (desirable) • An Institute of Fundraising certificate or diploma (desirable) • Full UK driving licence



Application Procedure

How to apply

To apply for this post, please read the attached information, role and person specifications carefully. If you feel that your skills are suited to the needs of the role please send or email your CV, with two references and an informative covering letter to include a statement identifying any relevant skills, experience and abilities that match the specifications required to:

kerry@charliehouse.org.uk or to:

Kerry Campbell
HR Advisor
Charlie House
38 Albyn Place
Aberdeen
AB10 1YN

Closing Date & Interviews

The closing date for this post is **Monday 24th February 2020**, with interviews scheduled to take place on Friday 28th February 2020 , at our Charlie House office at the above address.

As part of the application process you are requested to prepare and submit with your CV and covering letter, a mock funding application to a trust as per the instructions included at the end of this document.

References

Please give the names and addresses of two people who can provide an assessment of your suitability for this post. **One should be your current or most recent employer.** References will not be taken up until the position is offered and accepted.

Work Permit

If you require a work permit to work in the UK please inform us in your covering letter.

Data Protection

All information provided will be kept in accordance with the requirements of the Data Protection Act.



Mock Funding Application task

Please complete this short mock application to the fictional Sunshine Children's Charitable Trust. You should base it on applying for funding towards the cost of the Charlie House Activities Programme, making use of information available to you via the Charlie House website and social media channels.

Please adhere to word count limits and return with your CV and covering letter.

Q1. Please describe Charlie House.

(150 words maximum)

Q2. What are the main activities and services delivered by Charlie House?

(250 words maximum)

Q3. Please tell us about the project you are asking us to fund.

(250 words maximum)

Q4. Who will benefit from the project and in what way?

(250 words maximum)

Q5. How have you identified a need for this project?

(250 words maximum)