**YoMo Young Movers**

**JOB DESCRIPTION: FUNDING OFFICER (15 hrs)**

**Job Title:** Funding Officer.

**Location:** YoMo Young Movers, Eastend, Glasgow.

**Responsible to:** Project Manager.

**Start date:** January 2021.

**Hours of work:** 15 hours per week. To secure the right candidate we can arrange flexible working hours. This post is for 6 months initially with potential to being extended.

**Salary:** £26,000 per annum pro rata plus 6% employers pension contribution.

**Main purpose and duties:**

YoMo is a well-known and thriving charity in the North East and North West of Glasgow. We have a committed and passionate team of staff and volunteers who deliver a wide range of successful programs that engage young people to develop their skills and confidence to become successful adults within their own communities.

As a charity we rely on a diverse range of funding (including charitable trusts, lottery & local council) to enable us to deliver these services and as such we are looking to recruit a driven and motivated candidate who can help us grow and develop new funding opportunities. This is a key role within the organisation, and you will be an integral part of our team.

In this new post for the organisation you will be responsible researching, writing and submitting detailed and engaging funding applications. You will be responsible for developing relationships with charitable trusts and other grant giving bodies and will need to demonstrate a proven track record of financial success in these areas. Prior experience of communicating with funders and providing grant compliance reports, together with the ability to work on your own initiative is also required. The ability to work on multiple funding applications at the same time is essential, as is having accurate and clear reporting skills and a talent for writing compelling and tailored applications and working to deadlines. You will possess excellent research, organisation and communication skills and display an enthusiastic approach to work.

You will help with fundraising drives and initiatives and help to promote the community fundraising ethos of our project.

You will work in partnership with local organisations and schools and build up strong, positive community links. You will work to enhance the lives of young people by ensuring activities are provided to develop their mental, emotional, physical and social well-being.

All other reasonable duties will be required to be undertaken as and when required and agreed with the Project Manager.

**Applications:** Please submit a CV along with a covering letter demonstrating how you meet the Person Specification criteria for the role, no more than 2 sides of A4. Include two referees returned to Linda McGlynn Linda@yomo-online.co.uk. Closing date of Monday 14th December at 12noon.