**Funding & Communications Officer**

**Location:** CVS Inverclyde’s office and home working

**Line Manages**: None

**Reports to:** Chief Executive

**Salary**: £26,000

**Hours:** Full time 35 hrs per week (part time/job share of functions will also be considered)

**Duration:** Permanent with 12 months probationary period

**Role**

We are looking for an ambitious and enthusiastic individual to deliver CVS Inverclyde’s (CVSI) funding and communications function. Reporting to the Chief Executive, the postholder will be responsible for driving much needed investment into CVSI and Inverclyde’s third sector by identifying new funding opportunities, whilst leading the PR, marketing, and communications function to ensure that CVSI and local third sector organisations are able to raise their profile and communicate the impact of their work.

Ideally, we are looking for someone with both funding and communications skills but we will consider individual roles for the right individual.

Contact the Chief Executive for an informal discussion in the first instance via [admin@cvsinverclyde.org.uk](mailto:admin@cvsinverclyde.org.uk)

**Core Duties & Responsibilities**

**Funding Responsibilities**

* Developing and submitting high quality funding applications to a variety of funders, that enable CVSI and third sector organisations to increase their income.
* Encouraging and supporting collaboration & partnership between agencies to develop innovative programmes that can attract funding.
* Developing and delivering a programme of training and funding support and guidance to third sector organisations
* Working alongside public sector agencies to ensure that funding for Inverclyde is maximised and that funded projects in the third sector are aligned with agreed community planning priorities.
* Identifying and driving community fundraising opportunities for local organisations.
* Working alongside colleagues, seek opportunities to bring in new sources of income generation for Inverclyde Community Hub
* Providing technical advice, support and guidance to third sector organisations on grant applications and ensure that fundraising is line with relevant codes of

practice.

**PR, Marketing & Communications Responsibilities**

* Developing and implementing a CVSI communication strategy, to demonstrate the impact of our work
* Developing and disseminating communications, public relations materials and campaigns that raise the profile of CVSI, connected organisations and the third sector in Inverclyde.
* Ensuring that communications are strategic, on brand, and support CVSI’s objectives and in line with local strategies and plans.
* Building and maintaining relationships with a wide range of stakeholders including local media.
* Delivery of a minimum of 3 events per year including CVSI Awards, AGM and Annual Conference.
* Developing and maintaining CVSI’s websites and digital content, ensuring that our digital presence aligns with our identity and message.
* Proactively communicating with external funding opportunities and their benefits to partners and third sector organisations.
* Supporting a programme of PR and marketing activity to maximise opportunities for the development of Inverclyde Community Hub
* Preparing annual reports.
* Supporting implementation of the organisations strategic plan.

**Person Specification**

**Qualifications**

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| --- | --- |
| Educated to degree level or equivalent | Essential |
| Membership of Chartered Institute of Fundraising and/or Marketing | Essential |
| Professional qualification from either Chartered Institute of Fundraising and/or Marketing | Desirable |

**Experience / Knowledge**

|  |  |
| --- | --- |
| Experience of writing high quality, complex funding applications of values over £50,000 | Essential |
| Knowledge of fundraising regulations and good practice | Essential |
| Experienced in developing strategic plans for fundraising and/or communications | Essential |
| Experience of developing high quality communications, PR material and marketing (including digital) | Essential |

**Competencies**

|  |  |
| --- | --- |
| Strategic Awareness | Level 3 |
| Quality and Change | Level 3 |
| Effective Decisions | Level 3 |
| Communication & Leadership | Level 3 |
| Partnership Working | Level 3 |
| Continuous & Professional Development | Level 3 |
| Knowledge & Skills | Level 3 |
| Delivering a Quality Service | Level 3 |
| Taking Responsibility | Level 3 |