**Role Title:** Senior Officer, Income Generation

**Weekly Hours:** 21 hours

**Duration:** 12 months

**Remuneration:** £27-32,000

**Location:** home working and with visits to VANL’s office and other locations in North Lanarkshire when safe to do so and as required

1. **Role Purpose and Background**

To support VANL income generation activities as set out below.

1. **Employed by** Voluntary Action North Lanarkshire
2. **Reports to and supported by:** CEO
3. **Direct Reports:** none
4. **Key Responsibilities**

5.1 Researching grant and other funding opportunities

5.2 Preparing funding applications

5.3 Supporting development of proposals for fee-based services

5.4 Supporting preparation of an Income Generation plan

**6. Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **6.1 Educational Attainment** |  |  |
| 6.1.1 Degree level education | x |  |
| 6.1.2 Specialist training/qualification – fundraising in charity sector |  | x |
| **6.2 Values, attitudes and knowledge** |  |  |
| 6.2.1 Sound understanding of fundraising/income generation in the community and voluntary sector. | x |  |
| 6.2.2 A genuine interest in and knowledge of the community and voluntary sector | x |  |
| 6.2.3 Demonstrable commitment to making a positive contribution to residents and communities in North Lanarkshire. | x |  |
| 6.2.4 A positive and “can do” attitude with a willingness to reflect, learn and improve. | x |  |
| **6.3 Experience, Skills and Qualities** |  |  |
| 6.3.1 At least two years’ experience of fund-raising/income generation in the community and voluntary sector, including experiencing of researching funding opportunities and preparing high quality funding proposals. | x |  |
| 6.3.2 Excellent verbal and written communication skills | x |  |
| 6.3.3 Able to plan and manage work well to deliver good-quality outputs to schedule. | x |  |
| 6.3.4 Able to work well with internal and external colleagues. | x |  |
| 6.3.5 Able to use ICT effectively to fulfil working responsibilities | x |  |

**7. Terms and Conditions**

**7.1 Salary:**  £27-32,000 a year pro-rata. Exact salary will depend on experience and current/previous salary.

**7.2 Hours:** 21 hours a week.

**7.3 Contract:** Temporary for 12 months, with possibility of extension

**7.4 Annual leave** 25 days annual leave pro-rata. Two days special leave [for birthday and Xmas shopping). 12 public holidays pro-rata.

**7.5 Contributory pension** 6% employer’s contribution and minimum 3% employee

contribution

**7.6 Probationary period** 3 months

**7.7 Flexible working** flexible working arrangements regarding

hours and home-based working.

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