

Training and Development Officer Information Pack

Initiative	Liber8
Job Title	Fundraising and Business Development Officer
Located/Base	Based in Blantyre South Lanarkshire
Hours	35 hrs
Duration	Initial 12-month contract with potential to extend
Salary	£27,300
Reports To	C.E.O.
Background Principles & Ethos and Delivery	<p>Background: Liber8 has operated in Lanarkshire for 17 years; our mission is to improve the health, mental health, wellbeing, and the quality of people's lives. We are grassroots organisation, based in South Lanarkshire providing services across Lanarkshire and beyond. Liber8's core service is counselling and therapeutic interventions for people experiencing a range of mental health issues; our initial work focused on providing a proactive and reactive approach to tackling alcohol; substance use and mental health issues. This expanded into providing a diverse range of targeted community-based services which have included education, prevention, recovery, crisis intervention, mentoring, advocacy, support, counselling, and psychological interventions; all designed to meet the needs of our communities including their physical, mental, emotional health and well-being.</p> <p>Ethos: Our guiding principles, that we believe are essential, are based on the enduring fundamentals of service provision and the ethos held within Liber8, which are;</p> <ul style="list-style-type: none"> ▪ open access available to everyone; ▪ choice for our service users; ▪ the improvement of the health and wellbeing for all and ▪ quality assurance - to provide the best quality service to those most in need. <p>We operate in accordance with our values of:</p> <ul style="list-style-type: none"> ▪ Passion: engaging emotionally ▪ Respect: valuing each and every individual ▪ Compassion: kindness, caring, and genuine willingness, to help others ▪ Healing: promoting health of mind and body for all ▪ Empathy: experiencing the feelings, thoughts, and experience, of another ▪ Caring: promoting health, healing, and the installation of hope ▪ Recovery: positive recovery and growth for everyone <p>Operations: Liber8 work with some of Lanarkshire's most vulnerable and isolated individuals and families who live with many significant challenges including poor physical and mental health, poverty, deprivation, and insecure housing, alcohol, and substance use. Issues like domestic abuse, poor mental health, self-harm, suicide ideation and food insecurity are common. We provide a range of interventions dependent on need and identified gaps in services. Since the Covid pandemic we have utilised a hybrid approach to service provision; clients can access our services via telephone, online and face to face, dependent on need and current guidance.</p>

Job Purpose: We are seeking a highly motivated individual with experience of making applications to charitable trusts, foundations and/or statutory bodies; writing tenders for commissioned services, and optimising business opportunities to develop the organisation and meet our mission statement. The main purpose of the Funding and Business Development Officer is to generate income streams using an income generation strategy to contribute to the financial stability of the organisation and to further our income generation ambitions. We are embarking on a period of development and growth and are looking for an enthusiastic and experienced funding officer to generate increased levels of income to enhance our services. Liber8's has always operated mainly by way of service level agreements (SLA) with NHS, Local Authorities and grant funding. No core funding is received and instead from each specific SLA or grant award we apportion organisational costs. The vast majority of funding is restricted to the specific project it was allocated to; further, most are short term with some averaging 2 years funding.

We believe that in order for Liber8 to implement our Covid Recovery Strategy we would require the skills set of a Funding and Business Development Officer to assist in growing our current contracts and grants but also increase our footprint within main contractors and the public sector. The post holder will support the Chief Executive Officer to meet annual income targets in line with our strategy, by maximising income and engagement from charitable trusts and grants, foundations, corporates, and donors. You will develop, manage, and grow a portfolio of funder and supporter relationships whilst being proactive in seeking out new funding opportunities to build financial sustainability and growth.

Job Role: Liber8 are seeking to recruit a Fundraising/Business Development Officer to support, the aims, objectives, and recovery strategy of the organisation. Applicants should be at a minimum HNC level, vocational qualification (level 4) or hold a relevant professional qualification. Membership of the Institute of Fundraising and a qualification in fundraising are desirable; applicants should have previous fundraising experience

The post holder will be responsible for the design, development, and delivery of a profitable, efficient, and imaginative multi-stream income generation strategy. This will include managing the relationships and applications with trusts and grant-making bodies; pursuing corporate sponsorship opportunities; developing an individual giving programme; cultivating donor stewardship; leading on any Gift Aid or donation opportunities; ensuring they are maximised. We believe an experienced professional fundraiser could develop and deliver a cost-effective fundraising strategy with a strong financial return.

The successful candidate will have a background in fundraising and business development; having a track record of securing funds and income opportunities, preferably in the third sector. This is an exciting opportunity for a motivated and enthusiastic individual to join a forward-thinking organisation, who would use their gifts, skills, and experience to lead and develop income streams and contributing to the stability and growth of the organisation

Key Tasks & Responsibilities

Income generation

- Draft and implement an income generation strategy
- To achieve agreed annual income targets per year through raising funds from trusts, foundations, statutory bodies, awards, and tenders
- Lead on the drafting of grant applications and partnership proposals to secure and renew funding and in-kind support
- Identify and progress corporate opportunities
- Collaborate with C.E.O. and finance to pull together budgets for applications
- Ensure all donors are thanked and acknowledged for their giving, liaising with service users and other stakeholders/beneficiaries as required
- Identifying and researching new funding and partnership opportunities
- Able to prioritise and weigh up factors including prospects for success, the amount of funding available, and the needs of the area of work it might cover
- Investigate and explore options for tapping into other new or under-developed income streams and sources for in-kind donations
- Steward prospective funders and partners

Grant planning, monitoring, and reporting

- Collect and save key grant documentation and information in the relevant files
- Ensure managers are aware of relevant grant deliverables, timelines, budgets, and grant conditions
- Draft concise and captivating reports for funders
- Organise regular check-ins with CEO to ensure we are on track with activities, deliverables and on budget
- Completion of all administrative tasks associated with the post, including maintaining records, monitoring processes and regular reporting against fundraising outcomes and indicators.
- To represent Liber8 at external meetings and events as required.
- Ensure that our file management system and our grant monitoring table are accurate and up to date with all communications and key grant details
- Keep abreast of changes, trends, and regulations within the charity sector and across fundraising
- To work in accordance with Liber8s policies, procedures and working practice agreements.
- To operate within an Equal Opportunities Framework and promote equality issues in all aspects of work.
- This is not an exhaustive list of all the duties and responsibilities that may be required from time to time and is subject to change in accordance with the needs of Liber8
- Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

**Funding and Development Officer
Person Specification**

	Essential:	Desirable:
Experience	<ul style="list-style-type: none"> ▪ Minimum of two years' experience in the charitable sector with a focus on charitable grants and trust fundraising ▪ A proven track record of successful income generation, Trusts & Foundations and/or Statutory Funds ▪ Experience researching, drafting, and submitting compelling grant, trust, and foundation applications to deliver capital and revenue projects on time in line with budgets ▪ Excellent people skills, adaptable and flexible in manner and approach ▪ Excellent planning, problem solving and organisational skills ▪ Excellent written and verbal communication skills ▪ The ability to work on your own initiative and as an active team member ▪ Knowledge and experience of the charitable sector in Scotland ▪ Strong writing and editing skills ▪ Experience of working to financial targets ▪ Ability to represent the charity in a clear, emotive, and factual way ▪ Ability to forge and develop relationships with individuals, corporate contacts, and community groups ▪ Ability to work without the need for supervision ▪ Delivery focussed to finish each task and application ▪ Self-starter, self-motivated, disciplined 	<ul style="list-style-type: none"> ▪ Experience of working in multi-faceted projects ▪ Lived experience of alcohol and or substance use ▪ Experience of all aspects of premises management, risk, and audit are addressed and compliant ▪ Be conversant with relevant documents relating to the field: Scottish Government Rights Respect, Recovery; ▪ Competent and confident with MS programmes (Word, PowerPoint, excel) ▪ Experience of performance managing volunteers against pre-set targets and providing appropriate supervision and support. ▪ Ability to work under pressure and on multiple projects at the same time ▪ Ability to network in the local community and secure new funding for the charity
Skills, abilities & Knowledge	<ul style="list-style-type: none"> ▪ Proven ability to generate and increase income from charitable foundations or statutory bodies ▪ Experience of supporting grant fundraising/ partnership development or comparable function ▪ Excellent written and communication skills ▪ Experience of contributing to and understanding of funding applications, reports, and communications ▪ Experience of liaising with internal and external contacts from a range of backgrounds ▪ Experience of being involved in identifying, cultivating, and recruiting new funders/ partners ▪ Ability to work creatively to create and maximise fundraising opportunities ▪ Experience and knowledge of Microsoft Office ▪ Excellent organisational and planning skills with attention to detail. ▪ Excellent communication skills both oral and written 	<ul style="list-style-type: none"> ▪ Ability to create and manage a budget ▪ Knowledge of the charity sector, trends, best practice, and applicable legal and regulatory matters ▪ Knowledge of the mental health and social care sector ▪ Experience of grant monitoring ▪ Good presentation skills
Qualifications	<ul style="list-style-type: none"> ▪ Relevant Training Qualification or evident experience ▪ Membership of the Institute of Fundraising and a qualification in fundraising ▪ Ability to demonstrate relevant advanced experience 	<ul style="list-style-type: none"> ▪

Approaches	<ul style="list-style-type: none"> ▪ Professional, flexible, and collaborative, with a can-do attitude ▪ Self-Motivated with the ability to be imaginative, reliable, and committed ▪ A warm approachable persona that permits the establishment of good relationships with people ▪ Able to bring structure and discipline to processes, with attention to detail and a passion for quality. ▪ Thoughtful, considerate, compassionate, honest, and straightforward approach with a willingness to listen. ▪ A sensitive, tactful, and diplomatic approach to working with people 	<ul style="list-style-type: none"> ▪ Ability to work both unsupervised and effectively as part of a team.
Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to demonstrate being an outstanding communicator, both verbal and written. ▪ Impressive project management skills: organisational and interpersonal skills, and the ability to listen and empathise, be supportive, patient, and respectful. ▪ Ability to manage a heavy workload and at times prioritise conflicting priorities as well as tracking progress on a wide range of tasks ▪ Flexible and hands-on approach to work ▪ Excellent communication & time management skills ▪ Capable of building strong relationships with internal and external stakeholders to ensure they meet ever changing requirements ▪ Experience of supporting people, taking a person-centred approach ▪ To nurture an ethos of mutual respect in the workplace in keeping with the aims of the charity. ▪ To respond as requested to assist with administrative duties in respect of the overall running of the charity ▪ A love for income generation, an engaging personality, excellent organisational skills, and great attention to detail 	<ul style="list-style-type: none"> ▪ Professional awareness, ensuring that your professional knowledge in general and your practice in particular meet the highest standard. ▪ Working ethos of committing to seeing projects through from start to finish. ▪ Commitment by ensuring you keep abreast of current research and practice development in your area, bringing relevant issues to your line manager
Circumstances	<ul style="list-style-type: none"> ▪ Normal hours 9am-5pm Mon – Fri but should be prepared to work evenings and weekends if required ▪ Access to car and current active full UK driving license ▪ Ability to work irregular hours ▪ Will undertake a PVG (Disclosure Scotland check) ▪ This contract is 12 months initially with a strong prospect of the post becoming permanent (depending on impact of the role and available funding). ▪ A competitive salary and company pension contribution 	

Employee Responsibilities

Positive	Looks for and emphasise the positive aspects of any situation
Attentive	Listens to what the individual means and not just what they say
Objective	Ability to act impartially
React	Does not get put off with stressful situations
Challenging:	Knows when and how challenging can facilitate change and motivation
Honest	Is open and honest with individuals
Tolerant	Is tolerant even under the most frustrating and annoying circumstances
Patient	Will always allow time/explanations when things are not going according to plan
Compassionate	The desire to take actions that will alleviate another person's distress. Experience together
Caring	Cares about and wants to help individuals
Approachable	Communicates well with individuals at the appropriate level and in the appropriate manner
Respect	Is not put off by 'differences' or "alternative lifestyles" and respects individuals' right to be different
Genuine	Being true to yourself
Non-judgmental	Open minded at all times
Enthusiastic	A genuine interest and energy in the individuals concern, aspirations, and needs
Limitations	Recognises their own limitation/when to refer on or seek further guidance and aware of own stress levels
Pro-social	Sets a good, positive example
Anti-discriminatory	Treats individuals as equals and with respect regardless of 'differences'
Committed	Attends all arranged sessions and can be relied upon

Characteristics of Post Holder

- To behave at all times in a professional manner and to be a good role model to other staff and our clients.
- To adhere to Liber8 policies and procedures, including confidentiality, data protection, safe working practices, equal opportunities, child and adult protection, and health and safety
- To be pro-active in keeping up to date with good practice and policies and ensuring that these are communicated and adhered to by the team.
- To promote Equality of Opportunity and Diversity through own work
- To attend relevant internal and external meetings. The post-holder is responsible for their own self-development on a continuous basis, which should be regularly reviewed with their line manager through supervision and appraisal