

## POSITION DESCRIPTION

POST TITLE:	<b>Funding Officer</b>
HOURS OF WORK:	Variable (1-3 days per week)
SALARY GRADE:	£25 per hour Consultant or as Hourly Rate Role (Fixed term contract with a bank of hours)
RESPONSIBLE TO:	Operations Director & Enterprise Manager
BRIEF DESCRIPTION:	<p>Healthy n Happy Community Development Trust (HnH) Vision is to make Cambuslang and Rutherglen the healthiest and happiest places to live in Scotland. HnH is an ambitious, energetic and successful community led organisation.</p> <p>The key purpose of this role is to build upon our strong track record of securing funds from trusts and foundations and statutory opportunities. The post holder will develop high quality funding proposals consistent with organisational plans, targets and delivery which align with funder priorities</p>

### Key Responsibilities

1. Undertake regular prospect research using a variety of methods to identify potential funding opportunities.
2. Identify major funding sources that are likely to be relevant to achieving our strategic development ambitions and make recommendations which funding sources we should actively pursue.
3. Working with the Senior Management Team, regularly review and agree a funding plan that will help the organisation achieve income against agreed targets utilising the full range of funding opportunities.
4. Working closely with HnH staff, research, develop and submit persuasive funding proposals to secure both core and project income, individually tailored to each trust/foundation.
5. Write and produce high quality and detailed copy/content within each funding bid. Clearly and effectively highlight the work of Healthy n Happy, our impact and the specific project plan/delivery, alongside addressing priorities and requirements of each trust/foundation/fund.
6. Manage your own workload and actively prioritise, assessing and taking advantage of appropriate opportunities as these arise to maximise outcomes for the organisation and our communities.
7. Maintain a complete record of all funding opportunities, pipeline submissions and outcomes. Ensuring progress of applications is recorded. Produce a calendar for relevant and timely approaches or deadlines.
8. Work with HnH's system for recording and filing of funding bids, paperwork and other documents.
9. Ensure your work adheres to Healthy n Happy standards, policies and procedures.
10. Contribute as an active member of the team and be accountable to the Board of Directors and to local people.
11. Undertake any other duties and responsibilities mutually agreed which are within the scope of the post.

## Person Specification

E = Essential

D = Desirable

### Qualifications

- E Minimum three years relevant experience in grants and foundations fundraising
- E Ability to demonstrate numeracy, literacy and research skills, either through qualifications or your career

### Experience of Work

- E Demonstrable experience of writing multiple successful fundraising applications to charitable trusts & foundations.
- E Evidence of working across a variety of sectors / thematic programmes
- E Demonstrable track record in delivering against income targets
- E Evidence of securing significant annual income over multi-year applications.
- E Experience of working on a wide variety of projects at any given time.
- E Working with individuals from a range of backgrounds
- E Monitoring, evaluation and reporting
- D Community development and enabling community participation

### Skills & Abilities

- E Ability to write compelling and innovative proposals/copy/content.
- E Excellent verbal and written communication skills for a wide range of audiences.
- E Able to work on own initiative to tight deadlines and manage time effectively and efficiently.
- E Able to be flexible, find pragmatic solutions, seek improvements and adapt to changing situations.
- E Management, planning, co-ordination and organisational skills.
- E Strong ICT skills.
- D Establishing and maintaining positive, effective relationships with internal and external stakeholders.

## How to Apply:

Please send CV and succinct cover letter explaining why you are interested in the role and how your experience meets the requirements by **12pm Thursday 17th June**. Please email, Rebecca Haack, Operations Director - [rebecca@healthynhappy.org.uk](mailto:rebecca@healthynhappy.org.uk). For any questions or to discuss further, call 0141 646 0123.

This is a great opportunity to work with Healthy n Happy Community Development Trust and support the work we do within Cambuslang and Rutherglen.

We are looking for funding officer expertise to build upon our strong track record of securing funds from trusts, foundations and statutory opportunities. This is a flexible opportunity where, with the right experience, you can work flexibly and remotely (1-3 days per week) with our Senior Management Team, utilising your experience and knowledge to research, develop and submit persuasive funding proposals in order to help us achieve income targets.

You'll enjoy an exciting and creative environment and you will join a team of hardworking, professional and committed individuals. Candidates will be expected to demonstrate their skills experience in securing funding. This should include an excellent track record securing significant and regular income through a wide range of funding opportunities, from small to large multi-year bids.

You will have excellent verbal and written communication ability for a wide range of audiences, including experience of writing compelling and innovative copy and content. Enthusiasm, self-motivation, strong commercial acumen and excellent organisational skills are also required. You will be a creative, positive and confident individual who will bring new ideas to Healthy n Happy and play a key role in helping us achieve our future ambitions.