****

**Senior Trusts and Statutory Grants Fundraising Manager**

**Job Title:** Senior Trusts and Statutory Grants Funding Manager

**Responsible for:** Corporate Partnerships Officer, Corporate Community Fundraiser

**Full Time Salary**: £33,770 - £37,285

**Contract:**  Permanent Contract

We are looking for a self-motivated, experienced, and talented fundraiser to help secure and sustain significant grants from trusts, foundations, and statutory sources.

Fresh Start raises funds from a variety of sources including grants from statutory funders and trusts and foundations. The post holder will have an excellent knowledge of these funding sources and demonstrable experience in developing high quality applications, bids, reports, budgets and supporting documents for a diverse range of audiences including existing and new grant funders.

The post holder will line manage the Corporate Partnership Officer who with the Corporate Community Fundraiser leads and implements our Corporate and Community Fundraising Strategy. Together with the Managing Director, these make up the Fundraising team within Fresh Start.

**Main Duties and Tasks**

1. **Fundraising Strategy**
* Lead on the review and implementation of the fundraising strategy in collaboration with the Managing Director.
* Oversee delivery of all elements of the strategy including trusts, statutory, corporate, community and sales of goods and services.
* Working with the Corporate Partnerships Officer, establish integrated targets and delivery plans to meet the overall organisational fundraising targets.
1. **Bids and Grant Applications**
* Identify new opportunities for funding across all funding streams undertaking competitor analysis and research into potential funding opportunities.
* Research and write high quality grant and tender applications for funding, working closely with the Managing Director and service delivery colleagues.
* Develop grant and project budgets liaising with the Managing Director.
* Build and sustain relationships with funders to improve Fresh Start’s reputation as a desirable charity to work with and encourage longer-term partnerships.
* Liaise with the Corporate Fundraising team to oversee applications being submitted to corporate funding sources.
1. **Reporting**
* Maintain and develop systems to track financial management of grants liaising with the Finance team and the Managing Director.
* Ensure that funding reports are submitted, and all other relevant paperwork is in order.
* Support service delivery colleagues in the design and implementation of monitoring and evaluation processes so this supports and strengthens Fresh Start’s ability to demonstrate impact to funders.
* Develop and submit regular fundraising reports for the Fresh Start Board.
1. **General Fundraising**
* Assist the Corporate and Community Fundraising colleagues with occasional support in the delivery of fundraising events in the community.
1. **Comms**
* Liaise with the Business Manager and the Corporate Partnerships Officer to ensure the Comms and Marketing messaging and outputs support the overall fundraising function.

**Experience and skills**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications**  | Educated to degree level or equivalent experience | A recognised qualification in Fundraising. |
| **Experience and Knowledge** | Knowledge of grant giving bodies and evidence of successful fundraising from a variety of sources including statutory and trusts and foundations.Experience in financial management of grants for a variety of sources including statutory and trusts and foundations.Experience in monitoring and evaluation and reporting for grants for a variety of sources including statutory and trusts and foundations.Knowledge of Microsoft Office package and good IT skills | Experience of managing small teams.Knowledge of the housing sector and homelessness issues. |
| **Skills, Qualities and Abilities** | Commitment to the aims and values of Fresh Start Strategic thinker with the ability to multitask and evidence of strong planning skills and ability to deliver to deadlines.Good level of numeracy and ability to produce financial information, budgets, and monitoring reports.Strong 'people skills' for building relationships and networking with external stakeholders, team members, colleagues, clients, and key contacts.Able to work independently and on own initiative evidence of successful team working.Excellent communication skills, both verbal and written, with the presence and authority required to speak at senior levels. | Knowledge of the voluntary sector, including funding issues and opportunities |

**Conditions**

* The post will be partially home based with laptop and phone supplied and partially based at our warehouse/offices at 22-24 Ferry Road Drive, Edinburgh.
* The post is for 37 hours per week. Employees are afforded a degree of flexibility as to how they complete their contracted hours within a working week, however, you should be present and working between the core hours of 09.30 – 16.30. The earliest an employee may start is 08.00 and the latest finish time is 18.00 unless prior agreement has been made with your line manager. There may occasionally evening and weekend work, for which time off in lieu is offered.
* The full-time salary scale for the role is £33,770 - £37,285 (generally appointed new starts will start on the bottom of the scale).
* Fresh Start run a contributory pension scheme, which staff are encouraged to join following successful completion of the probationary period. Employer contribution 6% and employee contribution 4%.

Appendice A – About Fresh Start

Fresh Start provides support to people moving on from or those at risk of homelessness.

Fresh Start have worked with people moving on from homelessness for over 20 years and are developing our services to offer support to those at risk of homelessness with the opening of our new community hub in North Edinburgh.

We offer practical help and support through the provision of goods and services. These services have developed over the years to recognise and meet the needs of those who have experienced homelessness and to support homelessness prevention.

An overview of our services:

Starter packs: packs of essential household items to help someone establish themselves in their new home, such as bedding, small electricals, and crockery. Last year, we distributed over 16,500 starter packs throughout Edinburgh.

White goods: providing brand new cookers, fridge freezers and washing machines to tenants through funds raised via our Cookers for Christmas fundraising campaign.

Hit Squads: when someone moves into a new tenancy, the excitement can quickly fade when they are met with stained walls and tired décor. We will paint up to two rooms in someone’s new home, the tenant picks the colours and volunteers will attend and carry out the work.

Cooking classes: from our newly renovated community hub, we offer cooking classes to help people learn how to cook healthy, nutritious meals on a budget.

Pantry: providing 250 memberships to the local community of North Edinburgh with the aim of providing a dignified alternative to food bank usage.

Fresh Start Shop: providing low-cost homewares to customers Edinburgh wide as well as the local community, in keeping with Fresh Start’s mission, ‘helping people make a home for themselves’.

Advice & Information Services: our community hub will offer, in partnership with other organisations, advice and information and other support services to those at risk of homelessness. Additionally, meeting/training spaces for local people and organisations.

Growing Spaces: our growing spaces give service users the chance to grow fresh fruit and vegetables, gain confidence and new skills.

Training Initiative: our ReFresh training program gives participants the opportunity to learn new skills, gain qualifications and gain work experience in a workplace setting.

PAT Testing Business: we operate a social enterprise PAT testing business throughout the central belt, with all funds raised going back into the work of Fresh Start.