

**ROLE DESCRIPTION**

**MIKEYSLINE**

**Post:** Grants Officer

**Salary:** £25,000 per annum (pro-rata)

**Hours**: 22.5 per week

**Primary Location:** 19 Academy Street, Inverness/ home working the majority of the time will also be considered for the right candidate

**BACKGROUND INFORMATION**

Mikeysline is a charity based in the Highlands, established in 2015 to provide support to those who are experiencing emotional distress, suicidal thoughts or generally struggling with their mental health. We also focus on raising awareness about mental health and suicide prevention to break down the stigma that can surround them.  We run three core services – our text-based support, which includes SMS, Facebook Messenger, Webchat, WhatsApp and Twitter. Face to face support at our Hives, in Inverness, Alness, Tain and Nairn. We also provide an additional young person’s service through our Hives, in local communities and in schools.

This is a key role for Mikeysline, helping us to secure vital grants for our charity to support our ongoing development and expansion of services in Highland and Moray.

**MAIN PURPOSE OF THE JOB**

In this post, you will report to and work closely with the Chief Executive Officer (CEO) and also with other staff within the charity as appropriate with the aim of extending your knowledge of the work we do and the difference that securing grants for specific pieces of work will have on our work and outcomes for others.

You will lead on grant applications, on the monitoring of these and in producing the reports back to funders. Externally, you will develop excellent working relationships with a variety of grant funding bodies.

This is an excellent opportunity for an experienced and confident individual in their area of expertise, who enjoys writing funding applications, has a successful track record in securing funds for charities and is committed to Mikeysine’s cause. You will have imagination, drive and be highly motivated to achieve results.

The post holder can be based at our main office in Academy Street, Inverness, or they can work from home. Individual preferences will be discussed with the right candidate. Flexibility in this role will be essential as needs arise in terms of deadlines. The postholder will also be able to work flexibly where this will work in everyone’s best interests.

**MAIN TASKS OF THE JOB**

The main responsibilities of this role will be:

* To secure income from small to medium sized grants for specific pieces of work and to cover running costs.
* Working with the CEO and other managers to identify needs for larger grants, the focus of these and the additional information required for successful applications.
* Research, prepare and submit bids to funders to the highest standard and within the appropriate deadlines.
* Develop case studies and collate outcomes and supporting evidence with support from other staff and volunteers within Mikeysline as required.
* Work with the appropriate data to support grant application and identify any gaps in data requirements and any actions needed so that this can be taken forward.
* To complete all monitoring reports to funders within the required timescale and to an excellent standard. To keep a database of active applications and current grants to track progress and to share with the CEO for planning and monitoring purposes.
* Create and maintain an ongoing record of possible grant opportunities, with timescales for applying and in advance of this, when there is time, to write up possible grant proposals to be used as appropriate.
* Input into press releases and social media updates as appropriate when we need to promote funding applications.
* Attend and support fundraising and awareness raising campaigns of the charity as appropriate.
* Willingness to work flexibility as workload may demand to meet specific timescales and deadlines.

**Supervision and personal development**

You will attend monthly supervision, which will also provide an opportunity to identify areas of personal development and enable relevant training to be identified. You will also attend a wider team meeting and will participate in an annual appraisal and six-monthly review.

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE POST**

* Commitment to Mikeysline’s cause, mental health and suicide prevention in general.
* Proven experience of grant fund writing and successful track record in this area with the ability to both identify and secure new income streams for the charity.
* A proactive attitude, drive and enthusiasm to carry out projects to conclusion.
* The ability to influence others using excellent communication skills.
* The capability to work under pressure and meet deadlines and evidence of having done this in other roles.
* The ability to meet financial targets.
* Good organisation and project management skills.
* Ability and confidence to build relationships with grant funding bodies and within Mikeysline.
* Ability to work with minimal supervision and to tight deadlines.
* Confident and ability to deliver high quality presentations and in public speaking .
* Familiar with social media platforms and in writing content.
* Significant interest in working in the field of and promoting the cause of mental health and suicide prevention.
* Good knowledge of computer skills, ability to maintain statistical and other basic information.

The above is not an exhaustive list of areas of responsibility/duties within the role. You will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

**How to Apply**

Please complete an application form to demonstrate how you meet the above criteria for this post. Successful candidates will also require 2 satisfactory references and a successful Enhanced PVG for both Adults and Children services and will be subject to a six- month probationary period.

Job Description: June 2022