



<b>Job Title</b>	:	Grants Officer
<b>Contract</b>	:	Permanent
<b>Salary</b>	:	£27,000 per annum
<b>Hours</b>	:	35 hours per week (hybrid working available)
<b>Location</b>	:	Glasgow
<b>Reports to</b>	:	Senior Grants Manager
<b>Direct Reports</b>	:	None

### **About Revive MS Support**

More than 15,000 people live with Multiple Sclerosis (MS) in Scotland, the highest prevalence of any country in the world. Based in Glasgow, Revive MS Support's mission is to be a caring, hopeful and inclusive community where everyone affected by MS can find physical, emotional, financial, and social support.

### **Job Purpose**

The Grants Officer will play a key role in maximising income from charitable trusts, foundations, and public grant funders to support current and future services and organisational core costs. They will support the Senior Grants Manager in the achievement of the income plan, maintaining existing relationships and identifying and securing new funding opportunities.

### **Key Responsibilities**

- Secure new and repeat grants income, from small to medium sized grant-makers, for specific revenue and capital projects and towards core costs.
- Research and identify potential grant funding opportunities, including charitable trusts, foundations, and public grant funders.
- Research, prepare and submit high quality funding applications to grant-makers within the appropriate deadlines.
- Pro-actively develop case studies and supporting evidence to facilitate funder updates/reports, follow-up applications and new grant funding applications, with support from the clinical and non-clinical staff team within Revive MS Support (as appropriate).
- Complete all monitoring reports to funders within the required timescale and to a high standard.
- Identify the appropriate quantitative and qualitative outcomes data required to support grant applications, working with the Senior Grants Manager to address any gaps.
- To keep the matrix/database of active applications and current grants up to date, to track progress and for planning and monitoring purposes.
- Support the Senior Grants Manager in developing an active prospect pipeline, including opportunities for larger grants.
- Keep up-to-date with trends and changes in grant funding, ensuring that Revive MS Support is well positioned to take advantage of new opportunities.
- Support the wider fundraising team as required, including contributing to the development of other fundraising initiatives and campaigns as required.
- Attend training and development activities to maintain and enhance professional knowledge and skills.

## **Person Specification**

### Essential:

- Experience in a similar role, with a track record of securing grants from charitable trusts, foundations, or public grant funders.
- Excellent written and verbal communication skills, with the ability to write compelling proposals and reports.
- Strong research skills, with the ability to identify and assess potential funding opportunities.
- Excellent attention to detail, with the ability to manage multiple projects simultaneously.
- Strong interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders.
- Strong organisational and time-management skills, with the ability to prioritise workloads and meet deadlines.
- Strong IT skills, including Microsoft Office.
- A commitment to the mission and values of Revive MS Support.

### Desirable:

- Experience of working in the third sector, particularly within the field of disability or health.
- Member of the Chartered Institute of Fundraising.
- An understanding of the experiences of people with MS or other neurological conditions.
- Experience of using fundraising databases.

## **Special conditions**

There is a need within this post for the holder to be flexible about hours of work, with the requirement for occasional work in the evenings and weekends.

## **Personal Development**

Training will be provided to develop new and existing skills appropriate to the role.