

JOB DESCRIPTION

JOB TITLE: Grants Manager

REPORTING TO: Chief Executive

RESPONSIBLE FOR: We are looking for a highly motivated and enthusiastic person to lead on growing funds through applications to charitable and grant-making Trusts. They will work with our Executive Management Team to identify projects and activities that require funding; compose high quality and timely written funding applications and match proposals to new and existing funders.

The successful candidate will have a track record of bringing in successful income growth; from charitable trusts and grant making organisations. They will have experience of translating complex information into inspiring written narratives and compelling cases for support through written proposals for fundraising.

The post holder will be responsible for working with stakeholders, designing, managing and co-ordinating the implementation of funding processes. You will also have primary responsibility for drafting reports and performance updates for the CVO East Ayrshire Executive Team.

HOURS OF WORK: 35 per week

LOCATION OF POST: Kilmarnock, however there will be a requirement to work in other areas of East Ayrshire.

SALARY: £30,000 per annum

CLOSING DATE: Tuesday 3rd October 2023

Organisation	CVO East Ayrshire Ltd
Location	East Ayrshire
Job Description	<p>You will be joining the organisation at an exciting time; on the back of the rapid growth we are experiencing we are going through a transformation process and the successful candidate will have the opportunity to be involved in the process of shaping processes and controls within the grants remit.</p> <p>The Grants Manager should re-enforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration and work with the Executive Management Team to keep our organisation fiscally sound.</p> <p>The Grants Manager will have strong administrative skills and be highly organised, with the ability to manage a large volume of different funds and programmes.</p> <p>Duties for the Grants Manager will include:</p> <ul style="list-style-type: none"> • Managing overall grant efforts • Documenting payments and expenditure • Optimising the grant administration process • Overseeing fund-raising • Preparing progress reports • Ensuring compliance with grant regulations • Writing, reviewing and submitting grant proposals • Managing grant databases

Scottish Charity No. SC024931

Company No. SC247449

	<ul style="list-style-type: none"> Engaging with donor agencies 	
Person Specification	Essential	Desirable
Qualifications	Educated to degree level or have relevant professional experience	
Knowledge and Experience	<p>Demonstrable experience and successful track record of leading, developing and/or writing a range of grant applications to a variety of grant making bodies.</p> <p>Experience of working with and nurturing relationships with key funders.</p>	<p>Knowledge and experience of working within Third Sector and with volunteer involving organisations.</p> <p>Strong understanding of the challenges faced by people living in areas of deprivation in relation to living well.</p>
Skills and attributes	<p>Excellent written skills for drafting compelling bids, presentations, reports, and briefings.</p> <p>A genuine interest in and knowledge of the community and voluntary sector and/or a commitment to develop this.</p> <p>A solution-focused approach with non-discriminatory values.</p> <p>Excellent networking and information management skills. IT skills in word processing, spreadsheets, email, internet and social media.</p> <p>Ability to work effectively as part of team and on own initiative, be proactive and work collaboratively with a wide range of people and local organisations.</p> <p>Excellent written communication skills and meticulous attention to detail.</p> <p>Ability to communicate confidently and professionally over email and phone and develop good working relationships with colleagues and funders.</p> <p>Excellent organisational and time management skills with the ability to prioritise work and meet tight deadlines.</p> <p>Flexibility to adapt to changing priorities, work independently, identify tasks and manage own workload.</p>	Driving Licence