

JOB DESCRIPTION



Job Title:	Funding and Grant Support Officer	Location:	Edinburgh
Department:	Corporate Services		
Reports to:	Head of Corporate Services		
<p>Organisation Overview</p> <p>Upward Mobility is a registered Scottish charity working in Edinburgh and Lothian region providing innovative, educational workshops and personalised support for people with learning and other complex disabilities.</p> <p>Our goal is to promote the self-confidence and social welfare of our students through assistance to engage with meaningful and progressive educational activities, aiding their development of practical, social and life skills and their ability and confidence to participate more fully in society.</p>			
JOB PURPOSE:	<p>The Funding and Grant Support Officer is responsible for the application and bidding aspects of fundraising activities undertaken by the organisation.</p> <p>In addition, for those successful applications and bids, the required monitoring and reporting function will be undertaken in conjunction with the relevant departments and the post will ensure the submission of monitoring documents within the agreed time period.</p>		
KEY RESPONSIBILITIES:	<ul style="list-style-type: none"> • Assist the Head of Corporate Services and the senior management team to identify external funding opportunities which support the organisation’s strategic plans • Support the senior management team to plan, coordinate and submit funding applications to a range of Trusts, Foundations and private sector sponsors • Develop and maintain relationships with funding organisations • Deliver agreed funding campaigns, objectives and targets • Develop funding applications and bids to meet the funders deadlines • Monitoring funded projects in liaison with the senior management team and completion of the required written progress reports in accordance with the funder’s requirements • Undertake all necessary research to support the development of new project applications • Carry out all associated administrative tasks to support the organisations fund raising activities 		

	<ul style="list-style-type: none"> • Maintain a database of funding bids and the progress if applications • Liaise with Finance team members and other colleagues to ensure grant submissions are in line with the organisational strategy
GENERAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide support and guidance as and when required • Identify personal training & development needs • Set appropriate objectives & review personal performance • Absence management • Communicate regularly and effectively with team members and the wider UpMo team • Contribute to a clear focus on driving improvements in quality, impact and performance • Be an Ambassador for UpMo
EXPERIENCE:	<p>Will be able to demonstrate a proven track record of sourcing external funding and meeting fundraising targets in a comparable role, although not necessarily in the Care Sector. A belief in inclusion, fairness and equality evidenced through work practice or personal experience. A desire to ensure people are at the heart of decision making and an ability to balance this with the needs of UpMo. Commitment to the principles and practices of continuous improvement.</p>
SKILLS:	<p>Excellent organisational skills and able to deliver against income targets and funders' deadlines. Must be self-motivated, able to work on own initiative, prioritise workload, multi-task, meet deadlines and be able to work under pressure. Will have excellent communication skills (written and verbal) and be able to communicate effectively with all stakeholders.</p>
QUALIFICATIONS:	<p>Will be able to demonstrate a record of achievement through further or higher education and a commitment to advancement through certification, training and or professional membership of a relevant body such as the Chartered Institute of Fundraising. Will have as a minimum a considerable level of practical experience within a comparable fundraising role. A thorough working knowledge of MS Office Applications is essential.</p>
GENERAL INFORMATION:	<p>Expectation for all staff to work in accordance with the ethos of the organisation, and to follow current policies and procedures. This role description is not exhaustive and is a reflection of current requirements. The employee is expected to view it as a guide rather than an exact description of duties and responsibilities. It may be subject to variation from time to time in accordance with the evolving organisational requirements.</p>

Job Holder's Signature Dated:	
Manager's Signature: Dated:	