



**Renfrewshire
and Inverclyde**

**Funding and Development Officer
(12 Months Maternity Cover)**

Candidate Information Pack





Hello

Thank you for your interest in the role of **Funding and Development Officer**.

This rewarding role directly impacts on the lives of local families. As a valued colleague joining our compassionate and forward-thinking team, you will be part of our vision of walking alongside families, offering early help, empowering families to build on existing strengths, to achieve better wellbeing outcomes for themselves and their children.

Home-Start Renfrewshire and Inverclyde is recognised as trusted partner in the local communities we serve and have been providing support to families in Renfrewshire for over 24 years and for 10 years in Inverclyde. In the last 3 years, referrals across the service have increased by over 100% each year, a trend which we expect to continue. Our referrals come from a variety of sources including from families themselves, health visitors, social workers, nurseries, and other organisations.

We pride ourselves in being a non-judgemental, friendly and supportive organisation committed to equality, diversity and inclusion.

Home-Start Renfrewshire and Inverclyde is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

We look forward to receiving your application! **#becausechildhoodcantwait**

Please check our website for copies of our last annual reports

www.hsri.org.uk



**HOME
START**
**Renfrewshire
and Inverclyde**



About Us

Home-Start Renfrewshire and Inverclyde (HSRI) is an award-winning charity providing volunteer-led, family-centred early intervention and prevention support to families with at least one child under five.

Everything we do is rooted in our values of kindness, trust, choice and inclusivity. We believe in walking alongside families, offering timely help and empowering parents to build on their strengths so they and their children can thrive.



Funding and Development Officer (Maternity Cover)



Salary: £30,595.13 pro rata

Hours: 30 pw

Location: Greenock and Paisley with hybrid working available

Responsible to: Director

Purpose

The Funding and Development Officer plays a vital role in sustaining and growing our work. Along with the Leadership Team, you will be responsible for implementing our funding and fundraising strategy, securing resources that enable Home-Start Renfrewshire and Inverclyde to deliver life-changing support for families. By building strong relationships and presenting the impact of our work, you will help ensure we have the income needed for families to thrive.

Key Responsibilities

Funding and Pipeline Development

- Prepare and submit high-quality funding applications to trusts, foundations, and relevant government programmes, with a focus on multi-year support.
- Identify suitable opportunities and maintain an up-to-date funding pipeline to support the organisation's sustainability.
- Secure income from smaller local and community funding pots where appropriate.

Relationship Management

- Build and maintain positive relationships with funders and key stakeholders.
- Support the organisation to host and facilitate visits from funders and potential supporters.

Fundraising & Corporate Support

- Contribute to community fundraising initiatives and events, supporting colleagues and volunteers to take part.
- Work with the Impact and Communications team exploring opportunities for corporate support, partnerships and event sponsorship.

Impact & Reporting

- Work with Impact and Communication colleagues to present clear evidence of impact to funders.
- Support the embedding of monitoring and evaluation practices to generate data for Trustees, Leadership and funders.

Compliance & Governance

- Keep updated on relevant legislation and best practice to ensure compliance across funding and fundraising activity.
- Undertake other reasonable duties as required.



Benefits of Working for Home-Start Renfrewshire and Inverclyde

- 25 days Annual Leave plus 12 Public Holidays (pro rata for part-time employees)
- Enhanced Sick Pay
- Family Friendly Working
- Inclusive and supportive culture
- Access to NEST Pension
- Personal Learning and Development Opportunities
- Access to DAS - A confidential counselling service 24hrs a day, 365 days a year available to all staff and immediate family members living in the household and over the age of 18.

Our Commitment to Removing Bias During the Recruitment Process

Application

- We operate a blind recruitment process. All applications are anonymised, avoiding any unconscious bias and a standardised scoring system is used to ensure fair shortlisting of candidates for interview.

Interview

- We will be as flexible as we can to ensure you can attend your interview. We may be able to offer interview slots at non-standard times if necessary (dependent on hiring manager's availability).
- All interview questions/exercises will be sent out in advance of your interview to allow you time to prepare your answers.
- There will be at least one member of the recruitment panel who have been training in Safer Recruitment practices to ensure a fair and safe process.
- Standardised scoring will be used for each interview based on the criteria as stated in the candidate information pack for both the questions asked and also the exercise.



Person Specification



Method of Assessment

(A)- Application Form (I) - Interview (E) - Exercise

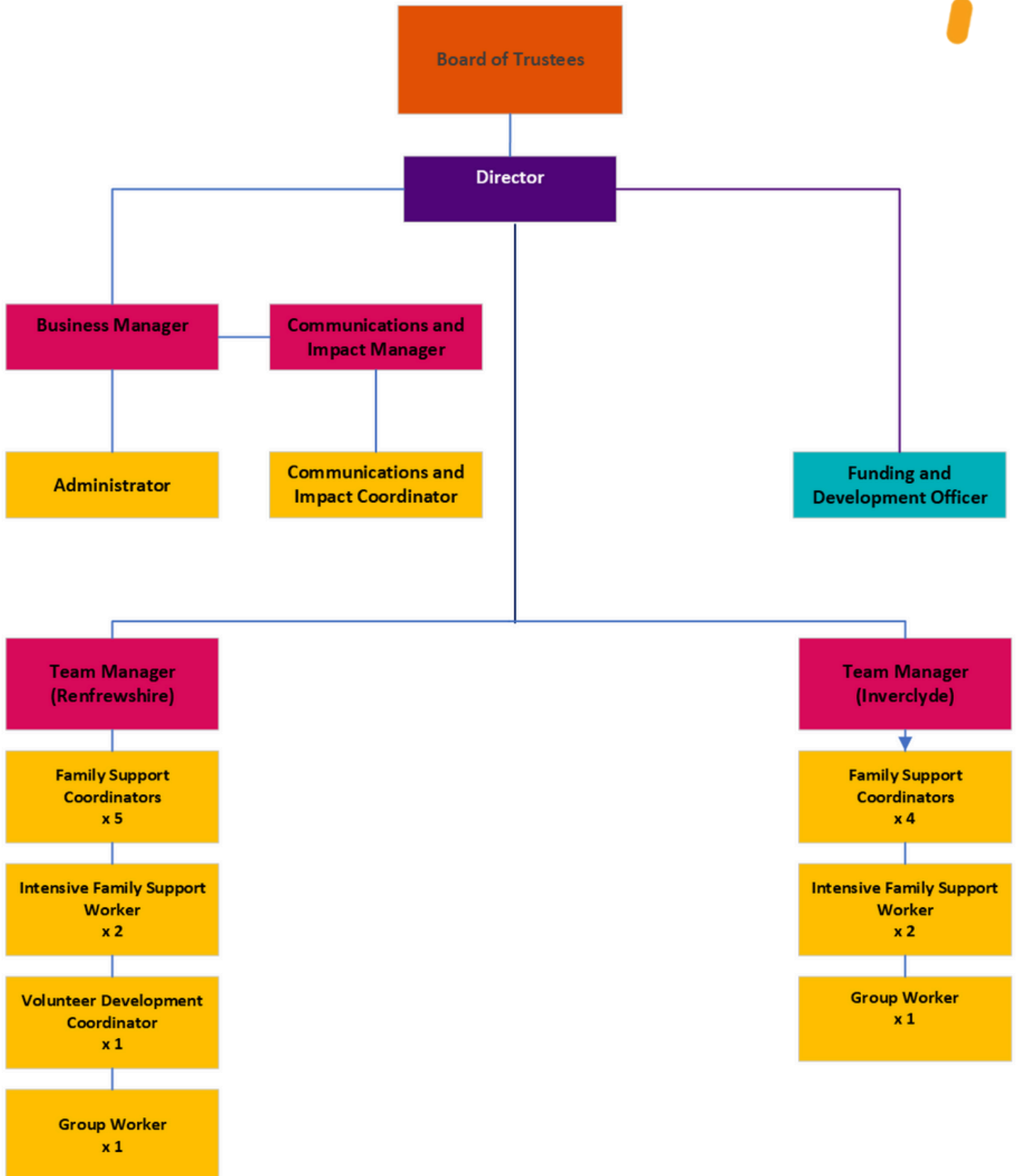
Essential

- Educated to Degree level or equivalent (SCQF 9) (A)
- Excellent verbal and written communication and presentation skills (A)(I)(E)
- Experience of writing successful funding applications to trusts, foundations or public funders (A)(I)(E)
- Experience of representing organisations to a broad range of stakeholders, local third sector partners, leaders and funders locally and regionally (A)(I)(E)
- Experience of developing or supporting community fundraising activities (A)(I)
- Experience of writing reports for funders and presenting outcomes clearly (A)(I)
- Effective organisational skills and ability to manage competing deadlines (A)(I)
- Strong team player with the ability to work independently (A)(I)
- Competent in Microsoft Office Suite (Word, Excel, SharePoint, Forms) (A)(I)(E)
- Experience in extracting and analysing data from CRM Systems (A)(I)
- Effective organisation skills and good time management (A)(I)(E)

Desirable

- Experience of using CRM or grant management systems to track applications and funding outcomes (A)(I)
- Awareness of local and national funding opportunities across the third sector that focus on family support (A)(I)
- Car Driver with access to car (A)

Home-Start Renfrewshire and Inverclyde Organisation Chart



What Our Families Say...

“ She’s so positive and encouraging to me. She tells me to take a break and is always reminding me to do what’s best for my mental health. Just having a cuppa with her makes me feel refreshed. ”

“ I think the biggest difference with Home-Start’s support compared to other services is the volunteer wanted to be here. She didn’t have to be, but she always showed up and dedicated her time to supporting me. ”

“ To all Home-Start volunteers, the moments you share with your families will be memories for life. Your impact will always shine on the children’s lives and will be a special part of the parent’s journey of having little kids ”

“ I’m more confident as a parent, I’m more confident having my daughter around other children and adults which has helped with her milestones. From my first week at group till now I can personally see the difference in myself. I’m not as anxious about going to group (before the thought of going and not knowing who would be there made me feel physically sick) I’m more open to sharing my experiences as a parent to other mums now instead of just sitting quietly. Being around other mums in a safe space has helped build my confidence as I know I can openly talk about any struggles I’ve had over the week or any days where my anxiety has been really bad without feeling like I’m being judged ”

“ Home-Start played a big part in reducing the isolation we felt as a family. ”

“ I feel like I know who I can turn to for support when I need it as well as knowing who I can turn to for help. Going to perinatal has helped me make friends with other mums with children the same age as mine. Staff are always very welcoming and can tell straight away when your having a bad day or not feeling yourself, that helps a lot as sometimes just having someone ask if your okay and tell you they understand how your feeling and that it’s okay to feel that way is sometimes all you need to hear. ”

