

<p><b><u>Job Title:</u></b>  Development Funding &amp; Grants Officer</p>	<p><b><u>Service:</u></b>  Learning, Schools &amp; Communities</p>
<p><b><u>Post Number:</u></b></p>	<p><b><u>Division:</u></b>  Schools</p>
<p><b><u>Grade:</u></b>  Grade 5 SCP 15 – 19, £17,972 - £19,446 – Full Time Equivalent</p>	<p><b><u>Business Unit/Section:</u></b>  St Hugh’s School</p>
<p><b><u>Overall Purpose of Job:</u></b></p> <p>To engage funding organisations, individual and institutional donors and to seek and apply for a broad range of funding with commitment and integrity, ensuring broad and sustained financial support for the organisation’s activities. To promote the reputation and knowledge about the school to a range of audiences, developing a greater support network for the school.</p> <p><b><u>Main Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. To provide high quality advice and guidance on external funding opportunities</li> <li>2. To secure appropriate sponsorship for equipment, projects and/or events</li> <li>3. To support and initiate funding advice through appropriately processed funding bids, working with local community organisations, partner agencies and school staff</li> <li>4. To keep up to date research regarding funding policy and initiatives to identify opportunities to secure funding</li> <li>5. To produce approved school marketing literature for use when seeking funding and sponsorship</li> <li>6. To produce reports as agreed for the Governors detailing the implementation of the Grants Strategy, grants applications in progress and funding opportunities</li> <li>7. To attend meetings, as required in relation to the duties of the post, of the school, and meetings with external organisations</li> <li>8. Ensure that project monitoring and reporting mechanisms are implemented effectively and accurately. Appropriately managing the monitoring processes of all successful awards</li> <li>9. To represent Business and Public Engagement at events and meetings, both internal and external to the school</li> <li>10. To generate income into revenue to sustain the post</li> <li>11. To work within the School’s policies and procedures and undertake any other reasonable duties as determined by the Headteacher.</li> </ol>	

### **Knowledge, Skill and Experience Required:**

- The ability to undertake research, to collate, analyse, evaluate information and to develop initiatives, strategies and policies
- Able to set up quality management systems to demonstrate the effectiveness of initiatives
- Able to work under pressure
- Understanding of working in a school context
- Excellent presentation skills including public speaking
- Ability to prepare and manage both capital and revenue budgets
- Developed IT skills utilising a range of packages
- Ability to build and develop effective working relationships with internal and external organisations
- Excellent written and oral communication skills, with the ability to influence / present to, persuade and advise others on technical concepts, regulations and procedures
- Excellent interpersonal skills, with the ability to motivate individuals
- Effective organisational skills, including prioritising, so that deadlines and tasks are delivered on time, accurately and with attention to detail
- Full understanding and application of GDPR processes.

### **Creativity and Innovation:**

- The postholder will be responsible for managing the school's grants process
- Flexibility will be a key attribute of the postholder who will need to understand and deal with a wide range of people and their particular funding or grant requests. They may be involved in the public eye in speaking on the school's behalf and will need excellent interpersonal skills and be able to communicate at all levels
- The postholder will be required to prepare and submit detailed funding bids to funding organisations which are complex and will require a methodical and accurate approach
- The postholder should have a confident and friendly personality – ability to work effectively with all groups and individuals from a wide range of backgrounds
- The postholder will provide a creative and innovative approach to problem solving and addressing the needs of both business, education and community.

### **Decision Making:**

- Develop and recommend to Governors the schools Grants/Funding strategy
- The post involves giving sound advice to the school on how to package projects and prepare funding applications. It therefore requires the ability to communicate sound advice, clearly and appropriately
- Represent the school on external funding matters e.g. at funders meetings, partnership meetings etc
- Submit funding applications/bids on behalf of the school to secure income
- Prepare and recommend whole school marketing literature.

**Contacts and Relationships:**

All students, staff, parents and volunteers in school. The school community.  
Community groups  
External organisations and professionals [seeking sponsorship/grants/funding]  
Partner primary / secondary schools and other partners eg Social Care / Health  
Business/charitable trusts/media/funding organisations – mainly managerial staff to negotiate on sponsorship/equipment/grants/funding issues and maintain links daily  
The post holder must build and maintain regional links to enable an effective sustainable service to be given  
Issues may arise when partners are unable to support programmes at the last minute and the post holder will need to be able to deal with new and complex problems which may arise from this.

**Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours away from their designated base)**

Sole responsibility for a laptop and mobile phone. Meetings / planned time away from school approved through school booking process.

**WORK ENVIRONMENT**

**Work Demands:**

The postholder will be subject to many deadlines based around the preparation of bids. These deadlines are set by external bodies and are non-negotiable. The postholder will also have internal school deadlines e.g. prepare reports for Governors which can be subject to last minute change.

**Physical Demands:**

Work requires normal physical effort.

**Working Conditions:**

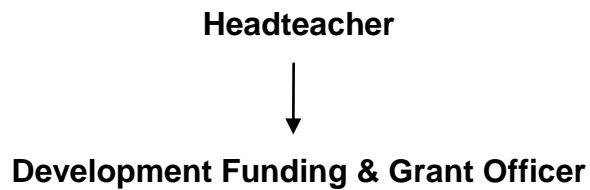
The post-holder is based in school. At times interruptions maybe experienced. The post holder will be part of our school community and therefore will interact with students at times.

**Work Context:**

As the post is based within school, there is the possibility of harm from pupils.

**Position in Organisation:**

Indicate how many staff the post is directly accountable for: None



***Note:***

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description .....January 2019.....

Date copy sent to Post holder .....