

POST REF ____

POST TITLE Development Funding & Grants Officer – 15 HOURS PER WEEK

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing and delivering objectives including dealing with competing priorities and other challenges • Experience of working in a busy office environment • Experience of Microsoft Office – Excel, Word, Outlook and Powerpoint 	<ul style="list-style-type: none"> • Previous experience of working within a school environment • Previous experience of developing fundraising and marketing materials • Previous experience of grant monitoring and developing budgets • Previous experience of researching, applying for and managing grants 	Application Form / Interview
EDUCATION, TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE or equivalent in English and Mathematics • Excellent IT skills – e-mailing, maintaining databases, Excel spreadsheets. 	<ul style="list-style-type: none"> • A-Level or equivalent qualifications 	Application Form / Interview / Certificates

<p>SKILLS AND KNOWLEDGE</p>	<ul style="list-style-type: none"> • Excellent written communication skills with a passion to research and source information • Strong verbal communication and interpersonal skills • Ability to prepare clear, concise and compelling written proposals and reports • Ability to work as part of a team • Ability to produce accurate work to a high standard • Ability to manage a varied workload and respond to tight deadlines and changing priorities • Excellent planning and organisational skills 		<p>Application Form / Interview / Test</p>
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<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Flexible, adaptable and willing to support others at times when particular organisational priorities take precedence • Ability to work calmly under pressure • Ability to multi-task • Understands and abides by the need for strict confidentiality • Excellent interpersonal skills including being able to negotiate and work effectively with different agencies • Committed and enthusiastic. 	<ul style="list-style-type: none"> • Flexible to working hours 	<p>Application Form / Interview</p>
<p>WORKING ARRANGEMENTS</p>	<ul style="list-style-type: none"> • 15 hours per week • The post holder will be based in a well-lit and ventilated office • Some lone working. 		

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

YES

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

- BASIC DISCLOSURE - convictions not spent
- STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law
- ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people**

IS THE POST POLITICALLY RESTRICTED?

YES NO

Completed by _____

Signature _____

Date _____