

COLEBROOK HOUSING SOCIETY

JOB DESCRIPTION

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| <u>JOB TITLE:</u> | Funding & Research Development Worker (Part-time) |
| <u>SALARY:</u> | £19,000 (pro rata) |
| <u>PROBATIONARY PERIOD:</u> | 3 months |
| <u>CONTRACT PERIOD:</u> | 1 year fixed term contract |
| <u>BASE:</u> | HQ Building, 237 Union Street, Plymouth, PL1 3HQ |
| <u>REPORTS TO:</u> | Initially LINK Senior Manager and Colebrook Chief Executive via Funding Group |
| <u>NOTICE PERIOD:</u> | Minimum of six weeks |
| <u>HOURS:</u> | 22.5 hours per week, but some flexibility may be required in pre-agreed circumstances. |

OVERALL AIMS OF POST:

To work with Colebrook's funding strategy and business plan and pursue new funding streams re unmet needs or to foster new partnerships across the city of Plymouth.

RESEARCH:

- Research existing sources of information about available funding and map out key funders locally and nationally, including their priorities/timescales.
- Update and maintain a funding resource for the organisation including sample job descriptions, bids and funding guidance, sample workplans.
- To research and collate evidence relating to new funding bids using local information and resources (i.e. statistics, local authority strategies).
- To work with Colebrook services and partners to source information to support new bids e.g. user engagement and involvement, researching local leads as necessary.

ADMINISTRATION:

- Prepare the first draft of all funding applications, working with the Senior Management Team to develop into a finished application.
- Prepare job descriptions and person specifications for any new posts relating to fundraising opportunities.
- Prepare and collate any supporting information, co-ordinating references and support for bids.
- Create project budgets for new bids, with guidance from Senior Management Team, including direct and indirect costs based on a full costs recovery model where possible.
- Communicate funding progress to the Management Team at regular intervals.

DEVELOPMENT:

- Work with the Senior Management Team to develop ideas for new funding opportunities and to inform the priorities of the post.
- To actively identify any other small pots of funding available as relevant to Colebrook services and regularly check online resources, newsletters, journals re funding sources.

GENERAL:

- To comply with all aspects of the policies and procedures of Colebrook Housing Society and in accordance with current legislation and good practice.
- To comply with the specific operational requirements of the post and undertake any other reasonable duty required by the Senior Management Team.
- To ensure all duties are performed in a manner consistent with the LINK and Colebrook Housing Society's Health and Safety policies and procedures.
- Uphold and promote Colebrook's Equality and Diversity Policy and ensure effective implementation in all aspects of service delivery and employment.
- Ensure that the requirements of the Data Protection Act are complied with when carrying out the specific duties of the post.
- Participate fully in monthly supervision session and annual performance appraisals; together with in-house/external training as required.
- Ensure that appropriate measures to safeguard the Health and Safety of everyone are in place and inform the Senior Management Team of any hazards or potential hazards.
- To participate in relevant meetings and quarterly Colebrook staff meetings

Signed -----
(Post Holder)

Date -----

Signed -----
(Line Manager)

Date -----

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DRAFT PERSON SPECIFICATION – FUNDING AND RESEARCH DEVELOPMENT WORKER

PLEASE NOTE: Each application will be assessed against the criteria that are essential for this post and it is on this basis that applicants will be shortlisted for interview. It is therefore vital that these criteria are clearly demonstrated both on your application and at an interview.

| FACTOR | ESSENTIAL | DESIRABLE |
|------------------------------------|---|---|
| QUALIFICATIONS AND TRAINING | <ul style="list-style-type: none"> • Be prepared to undertake training as appropriate | <ul style="list-style-type: none"> • Had some experience of training others or group work |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of writing/involvement in preparing funding bids. • Experience of working in a community or voluntary training organisation or group. • Experience of preparing jobs descriptions and person specifications. | <ul style="list-style-type: none"> • A successful track record in writing funding bids, securing new funding. • Experience of ‘funder finder’. |
| KNOWLEDGE & SKILLS | <ul style="list-style-type: none"> • Knowledge of project budgets, including awareness of direct and indirect costs. • Knowledge of where to access/source local information (i.e. demographics). • Awareness of where to look for funding, including some knowledge of local/national funders. • Monitor and manage own stress levels and access appropriate support as needed • Able to organise, prioritise and initiate own work and work to deadlines • Ability to communicate creatively to sell a project to potential funders. • Good IT and administration skills • Good organisational abilities. | <ul style="list-style-type: none"> • Good administrative and basic IT skills e.g. financial returns, monitoring returns as required • Knowledge of full cost recovery model of budget planning. • Knowledge of the community and voluntary sector in Plymouth including existing community involvement work. |

| FACTOR | ESSENTIAL | DESIRABLE |
|---------------------------|---|--|
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Positive outlook • Sense of humour • Honesty and integrity • Good interpersonal skills • Willingness to undertake further training and develop personal and professional skills | <ul style="list-style-type: none"> • Good self awareness and commitment to own personal and professional development showing willingness to respond openly and positively to challenges from others |

Signed ----- Date -----
 (Post Holder)

Signed ----- Date -----
 (Line Manager)