

Job Description

Job Title:	Grants Fundraiser
Duration:	Permanent
Hours:	37 hours per week
Reports to:	Strategic Lead for Funding
Base:	Stanlaw Abbey Business Centre, CH65 9BF
Salary Grade:	NJC Scales 26-28
Starting Salary:	£30,451

Chapter is a registered charity based in Cheshire and is dedicated to improving the lives of people experiencing mental ill-health. Chapter promotes the mental health and wellbeing of individuals, communities and workplaces through the provision of education and training services that adopt preventative and/or therapeutic approaches.

We take a tailored approach to help all of our clients regain their confidence, access training and workshops, develop skills in community projects and move towards fulfilling their life goals. We also deliver a range of mental health training to external organisations.

This year will be our 30th anniversary, which brings with it some exciting new opportunities extending the reach of what we do. Reporting to the Strategic Lead for Funding who has over 20 years' experience of fundraising, you'll join our highly motivated team who are all focused on providing professional and forward-thinking support to improve mental health and wellbeing. The role requires a passion for working with those who face mental health challenges.

We have a strong commitment to promote equality and equal opportunities. We encourage applications from people of all backgrounds and welcome applications from people with lived experience of mental ill-health.

A satisfactory disclosure from the Disclosure and Barring service is required for this role.

Key Responsibilities

- Develop and write compelling funding applications to Charitable Trusts, Statutory funds and other grant making organisations in a timely manner and to agreed financial targets
- Knowledge and appreciation of the challenges faced by those living with mental ill-health and the ability to express this issue in a fluent and emotive way to potential funders
- To forward plan appropriate and timely funding applications in response to the fundraising strategy and strategic business plan
- To ensure all fundraising activities are current and meet fundraising legislation and best practice
- To research appropriate funding sources and keep abreast of new and emerging funding opportunities
- Provide stewardship and account management of key funder relationships
- Support the Strategic Lead for Funding in the development and implementation of fundraising strategy and plans
- To use finance skills to ensure that grants are spent appropriately and report on this accordingly
- To attend events, as necessary, as a representative of Chapter
- To undertake administration duties associated with submitting applications, thanking donors, completing end of grant reports and regular donor communications
- To act as a friendly and approachable main contact and to help supporters of Chapter undertaking fundraising activities for us
- To work as part of a fundraising team, supporting other fundraising activities as and when required.
- Promote Chapter's services to local communities and other agencies as appropriate
- Keep up to date with relevant local and national policy, news, reports, guidance and campaigns
- To ensure quality standards are adhered to and met and that audits are passed
- To work in accordance with all policies and procedures of Chapter, in particular health and safety, information governance and safeguarding
- To undergo regular supervision and an annual appraisal in line with Chapter's HR policies and procedures
- To commit to own personal training development and attend minimum training and development activities as required
- To ensure that all activities embody Chapter's values

Person Specification

Standard	E/D	Assessed
Qualifications and Education		
Educated to degree level or equivalent experience	D	AF
Qualified Mental Health First Aider	D	AF
Experience and Knowledge		
Substantial and demonstrable in-depth knowledge with minimum of 3 years' experience of grant and trust fundraising	E	AF, I
Awareness and understanding of trends, legislation and best practice guidance in relation to grant fundraising	E	AF, I
Knowledge of the resources available for identifying potential funders	E	AF, I
High standard of written English with the ability to produce concise and persuasive prose	E	AF, I
Ability to manage a budget including budget setting, forecasting and analysis with regular reporting against target	E	AF, I
Ability to travel to occasional external meetings either by car or on public transport	E	AF, I
Lived experience of mental ill-health	D	AF, I
Competencies		
Excellent interpersonal, verbal and written communication skills	E	AF, I
Excellent organisational and presentational skills	E	I
Ability to work as part of a team, and work autonomously while using own initiative	E	I
Excellent IT skills with the ability to use Outlook, Word, Power Point, databases and spreadsheets proficiently	E	AF
Personal Attributes / Qualities		
Reliable and punctual individual	E	AF, I
Strong commitment and motivation to improving the lives of people experiencing mental ill-health	E	AF, I
Compassionate and considerate to others	E	AF, I
Other		
Ability to travel with use of own car	E	I
Ability to work from home when required	E	AF
Knowledge of equal opportunities and disability discrimination legislation	E	AF
Knowledge of Chapter and some of the activities it undertakes	E	I
Able to work occasional evenings and weekends	E	I

E = Essential, D = Desirable, AF = Application, I - Interview