



Job Description

Job Title: Grants Officer

Responsible to: Facilities Manager

Salary: £15 per hour / £5,850 per annum

Duration of post: Initial 2 year fixed term contract. Renewal will be contingent upon meeting income generation targets through successful grant applications.

Hours: Part time, 7.5 hours per week (Part hybrid with 1-day present at Drybridge House per month)

Annual leave entitlement: 22 days plus 8 days' bank holiday allowance (pro-rata)

Targets: A minimum of £15,000 of additional grant income generated in year 1 and £25,000 of new grant income in year 2.

Job Purpose:

Bridges is a place where we build bridges between people and connect individuals with local activities, services and projects. Bridges enables the people of Monmouthshire to live happy, healthy and fulfilled lives, maximising their potential and building positive connections with each other and other organisations. This role will work with the Management Team to help to secure the future of our operation and, in particular, our continued presence at Drybridge House. It is expected that the successful individual will identify and apply for new grants and develop relationships with key stakeholders including Welsh Government.

Main Duties

1. Keeping a watching brief on funding available to the third sector, both locally and nationally. In the first instance, the priority should be for grants related to the sustainability of our operation at Drybridge House.
2. Having selected grants to be applied for, tailor applications to meet specific grant criteria, preparing draft applications for submission, in consultation with relevant colleagues and ensuring deadlines are met.
3. Developing relationships with existing networks and key partners e.g. Monmouthshire County Council (MCC), Monmouth Town Council, GAVO etc. and to explore new avenues for funding and collaboration.
4. Ensuring that adequate records are kept of project applications, funding, progress and outcomes in order that any required reports are completed in a timely fashion.
5. Prepare detailed reports for funders, outlining the impact of the grant and the charity's work.
6. Providing a monthly report of activities to the Facilities Manager. The individual will also submit a quarterly report to the Trustees.

Other Duties:

1. To act as an ambassador for Bridges raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To attend meetings and training as required.
3. Take all reasonable measures to follow all Health and Safety policies, procedures, and appropriate legislation as applicable, including personal accountability for the safety of self and others at all times.
4. In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Manager in addition to those shown above.

Skills Required:

(Evidenced by qualifications, application and previous experience)

A demonstrated history of securing successful funding applications is highly desirable and will be a significant asset for this role.

1. Research and Analytical Skills: Ability to identify funding opportunities, assess impact, and analyse relevant data.
2. Organisational and Project Management: Capable of managing multiple applications, deadlines, and reporting requirements.
3. Effective written, verbal, and presentational communication skills, with a high degree of accuracy and attention to detail.
4. IT Proficiency: Use databases and standard office applications effectively.
5. Knowledge of the third sector, with an understanding of the grant-funding environment.
6. High standards of reliability, honesty and integrity.
7. Understanding of local social and community issues.

Other Requirements:

- A right to work check will be required prior to starting within the role.

The Application Process:

To apply for this position, please complete the '**Application Form for All Roles**' available on the Bridges Centre website. **We strongly encourage applicants to provide specific examples of their funding achievements, detailing the scope, amounts secured, and the impact these funds had.**

Please send your completed application by email to amy.mcdougall@bridgescentre.org.uk or by post to:
Amy McDougall (HR Officer)
Bridges Centre, Drybridge House, Wonastow Road, Monmouth, NP25 5AS

The deadline for submitting applications (by post or email) is 5pm on Tuesday 8th October 2024.

If you have not been contacted for an interview by Friday, 11th October 2024, please assume that you have unfortunately not been shortlisted for interview.

Please be aware that we do not provide feedback to candidates who are not shortlisted for an interview.