# Funding Advisor Job Description

**Role Profile**  Specialist Band I

**Service/Team** \_ Community Initiatives Team

**Reports to** \_ Community Initiatives Manager

**Responsible for** \_ n/a

**Number of posts** \_ 1

**Post number** \_

**Career Grade** \_ BCP Band I

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by supporting the community and voluntary sector to apply for grant funding in order to provide specialist services that support our communities.**

**Job Overview**

To support the community and voluntary sector within Bournemouth, Christchurch and Poole with identifying funding opportunities that support them to deliver their specialist services. This includes promoting funding opportunities and helping to write funding bids.

## Key Responsibilities

* Undertake fundraising research, using authoritative knowledge of relevant work practices, processes and procedures (including legal and regulatory requirements and the risks of non-compliance)
* provide relevant complex and specialist advice on, a range of funding information and support to local voluntary and community groups
* Research and develop digital fundraising opportunities e.g. crowdfunding, social media using evidence based and outcome focussed decisions
* Monitoring the success of funding advice and applications
* Work in partnership with other areas to identify, recommend, and develop improvements to the efficiency and continuity of funding opportunities in Bournemouth Christchurch and Poole.
* Developing social value tools to measure the impact of grant funding
* Develop and maintain a database to monitor fundraising activity.
* Write funding reports to detail trends and opportunities
* Organise and attend promotional and open days to raise the profile of funding opportunities.
* Analyse and interpret data and the results of surveys and consultation exercises, to inform service delivery, Council services, policy and practice.
* Distribute communications and marketing materials to promote greater awareness of funding and grant.
* To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

## Specific Qualifications and Experience

* Educated to Degree level or equivalent experience.
* Substantial and evidence-based experience of continuous professional development and understanding of working in the grant funding sector and writing funding bids/applications.
* Experience in community engagement and community based work
* Experience of co-ordinating projects and events
* Comprehensive knowledge of the community and third sector local organisations
* Detailed knowledge of grant and funding opportunities
* Knowledge of community group governance and best practice
* Ability to plan and manage own workload
* Ability to influence, persuade, and engage with people, using empathy.

## Personal Qualities & Attributes

* Excellent inter-personal skills and communication skills (face-to-face, written, telephone)
* Highly developed ICT skills
* Have excellent organisational and time management skills
* To be able to demonstrate an excellent understanding of, and commitment to:
	+ Community and voluntary sector
	+ quality standards for the provision of information and advice
	+ health and safety
	+ equality and diversity
	+ effective partnership working
	+ the provision of excellent customer care
* To have proven knowledge and understanding of funding opportunities
* To understand the principles of project management
* Able to demonstrate a positive response to change and to being open to new ideas and ways of working
* A positive outlook, resilience, motivation and reliability
* Ability to work both independently and as part of a team

## Job Requirements

* Flexible approach to working hours, with potential for occasional evenings and weekends
* Must be able to travel, using public or other forms of transport, where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.