

Job Description – Trust & Grant Applications Officer

Reports To	Diocesan Financial Administrator
Organisation	Clifton Diocese of the Catholic Church
Date	August 2018

Purpose of Job

This is a key role that supports fundraising within the Diocese through working with parishes to identify fundraising opportunities and assisting with the development and preparation of funding bid applications to a variety of funding bodies.

The role is full-time and is based within the Finance team which is part of the Curia (administrative office) of the Diocese.

The role is based at Alexander House, Bristol but will require a significant amount of travel to parishes throughout the Diocese, therefore a full clean driving licence is essential for this role.

Key Accountabilities

Fundraising Support

- Work closely with parishes to identify fundraising needs
- Advise on suitable fundraising methods for projects
- Grow the capacity and skills of parishes to fundraise through a community development approach, working with key people within the parish to build skills and capacity to enable them to complete applications for funding
- Provide fundraising training and workshops for parishes to develop skills further
- Develop and maintain a database of funders for parishes to refer to
- Assist with the administration of funding claims

Trusts and Grant-Making Bodies

- Build relationships with funders, preparing and submitting applications for funding
- Manage and lead the identification of, and approaches to, trusts and foundations in order to gain support for the work of the Diocese
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts, foundations or grant making bodies
- Research and identify potential trusts using databases, internet, printed and online resources
- Write timely and effective funding applications, maintaining a high success rate

- Build effective relationships with key personnel from trusts and other funding bodies to maintain and increase giving

General Fundraising

- Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals etc.
- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development
- Maintain organised hard and soft files of all fundraising information/parish files
- Participate in the day to day work of the organisation – such as reporting, attending meetings as required, and taking a flexible approach to general administrative and support tasks
- To maintain an awareness of national developments in regard to fundraising in particular to regulations and compliance
- To keep abreast of relevant issues and key changes in fundraising and management, attending conferences and seminars as appropriate

Knowledge, Skills and Experience

- Experience in Trusts, Grants or Corporate fundraising
- Proven record of successful applications for funding from Trusts and/or other Grant-making bodies
- Demonstrable ability to develop relationships with partners, Trusts and other Grant-making bodies
- Experience of researching Trust and Grant funding opportunities
- Knowledge of charity legislation, data protection and other best practice requirements as they relate to fundraising
- Excellent written skills with the ability to produce concise and creative bids
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet)
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- Excellent communication and presentation skills required to build relationships with potential funders
- Able to communicate clearly and persuasively with a wide range of people at all levels and with sensitivity when required

Key Contacts

Internal

- The Bishop of Clifton
- Trustees generally and specifically chairs of sub-committees
- Priests and Deacons
- Heads of Departments
- Parish volunteers
- Peer groups across other dioceses

External

- Trusts & Foundations
- Regulatory bodies

Qualifications

Educated to degree level or have significant experience in Trust, Grant or Corporate fundraising.

Evidence of continuous personal and professional development .

Car owner with current valid driving licence.

PERSON SPECIFICATION

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church.

A candidate should:

- Be a person of the highest honesty and integrity
- Have the credibility and authority to present to Trustees and other professionals.
- Have experience of working in multidisciplinary teams.
- Have the ability to build and maintain relationships
- Be a good communicator and influencer