



JOB DESCRIPTION

Funding Officer

£25,000 (pro rata)

Fixed term contract until March 2024 (extension possible subject to funding)

22.5-30 hours per week (flexible working)

Accountable to the Funding Lead

6-month probationary period

25 days annual leave, plus bank holidays pro rata

Home-based (with the requirement to attend occasional meetings across Somerset including at the Spark Somerset office in Hambridge. Flexibility to work in the office more frequently if that is the preference of the successful candidate)

Travel expenses to and from home when working in the community.

About Spark Somerset

We're on a mission to help change lives and build healthy, resilient communities in Somerset.

We do this by supporting and championing voluntary and community organisations and providing a range of services, training and advice.

We want organisations to be sustainable, and meet the needs of the communities they support, and we know how challenging gaining funding can be. The Funding Officer will play a key role in supporting a wide range of organisations and groups across a range of funding issues.

No organisation or query is the same, so this is a really varied role, with the chance to get involved in creative projects including events, newsletter, social media, training and resources development.

You will be supported by the Funding Lead and have flexibility to develop skills and experience in the areas you are most interested in.

Will you help us create a Somerset where anyone can make great things happen for their communities?

Key responsibilities:

- Engage directly with frontline voluntary and community groups and the Voluntary Sector Advice team, giving advice across a wide range of fundraising topics. This includes fundraising strategies, grant application writing, community and donor-based fundraising.
- Support the development of a bank of funding-related information and resources for use by voluntary and community groups.
- Provide strong marketing and communications support to develop our Fundraising Newsletter and other funding related communications for Somerset groups.
- Maintain fundraising folders and trackers to ensure all documentation and records are kept up to date.
- Support the Funding Lead to develop and deliver fundraising training to groups.
- Support reporting to Trustees and statutory partners.
- Support the coordination of our successful 'Fundraiser Network' events across the County, using external speakers and Spark Somerset staff to provide training and networking opportunities to the voluntary sector.

- Develop a bank of 'case studies' which demonstrate the impact of our funding advice work and keep detailed records of work undertaken.
- Promote and publicise the organisation using social media, events and through developing links with stakeholders
- Undertake any other duties that may be reasonably required by the Funding Lead.
- Ensure that the values of the Spark are promoted at all times.
- Promote and adhere to all policies adopted by the Board of Trustees.

Skills and Experience Required

You will bring

- Some practical fundraising experience- this could be any type of fundraising, and as a volunteer or a paid member of staff
- An eye for detail when writing, editing and proofreading
- Creativity and imagination

You should have

- An understanding of a range of different fundraising methods.
- Some knowledge of (or a willingness to learn) about different governance structures within the Voluntary, Community and Social Enterprise (VCSE) sector.
- Ability to explore and use new digital and communication tools.

We will provide

- Flexibility and remote working options
- Open and friendly team environment
- Free Employee Assistance Programme

Diversity and inclusivity

A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints and this drives debate and creativity, which is key to successful campaigning and an ability to engage new audiences. As such, we encourage applications from people who belong to groups which are often marginalised in society.

To apply

To apply, please submit your CV and cover letter explaining how your skills and experience meet the requirements of the role to recruitment@sparksomerset.org.uk.

For an informal chat about the role contact Lorraine Patch at lorraine.patch@sparksomerset.org.uk No agencies please.

Closing Date: 12 noon on Tuesday 6 December 2022

Interview Date: Interviews expected to be held on Friday 9 December 2022