## Role Profile

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| **Job title** | **Grants and Trusts Officer** | **Salary:** | Up to £28k |
| **Reporting to:** | Development Manager | **Holidays:** | 33 days including bank holidays |
| **Location:** | Wirral Youth Zone | **Hours:** | 40 hours per week (including occasional evenings & weekends) |
| **Key Relationships:** | Youth Zone staff, grants & trusts bodies and other relevant organisations | | |

**Job Purpose:**

The Grants & Trusts Officer will be responsible for identifying and submitting written

applications to a range of Trusts, Foundations and other charitable funding sources in

order to maximise future funding potential for projects and services delivered by

The Hive, Wirral Youth Zone.

**Context of the post:**

Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people to describe their Youth Zone. Wirral Youth Zone (named The Hive by local young people), opened in April 2017 and already has over 4500 members. Youth Zones are for young people aged 8 to 19, and up to age 25 if they have additional needs. The Hive is part of the growing OnSide network alongside Bolton, Blackburn, Manchester, Oldham, Carlisle, Wigan and Wolverhampton.

The Hive is open every day after school, at weekends, Bank Holidays and school holidays, and gives young people a high-quality place to go in their leisure time. The state-of-the-art £6 million building provides young people with access to a range of facilities, including a 4G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

The Youth Zone offers young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers, with the aim of helping them to become happy, healthy and successful adults. The Hive Team are dedicated to providing an exceptional experience for young people, and have strong ambitions to be a flagship for high quality youth provision.

**Values and Aspiration**

The young people’s chosen name “The HIVE” represents the aspirations and values that young people feel the Youth Zone should stand for. The Youth Zone is already a ‘hive’ of activity, adventure and fun, where all young people can try new experiences and learn new skills in a safe and inclusive environment. The Hive is a place where young people can reach their full potential, raise their aspirations and achieve their dreams. Please see our video for a glimpse of all that our Youth Zone has to offer: https://www.youtube.com/watch?v=GzcpCG-qkOY

**Job Description**

**Key Tasks:**

* Develop and maintain effective personal relationships with a wide range of funders
* Raise income to agreed targets from existing and prospective Trusts, Foundations,

Lottery, Statutory and European funding streams

* Understand the needs of The Hive and communicate them in a clear,

consistent way to appropriate funders

* Submit high-quality written funding applications on a timely basis for a range of

projects and events

* Submit a high volume of funding applications each month consisting of

small, medium and large funding applications

* Ensure that requests for support and formal applications are made to a high standard, including detailed budgets
* Communicate with project managers to ensure delivery, monitoring and reporting of the project as required by the funders
* Liaise with project managers and staff to identify and retrieve information necessary

for the preparation of monitoring and evaluation reports, including financial

information

* Prepare and deliver, within the given time-scales, all monitoring and evaluation

reports to existing project funders

* Contribute to the development and maintenance of effective computer-based systems for recording funder details and monitoring information

**Core Responsibilities:**

* Adhere to The Hive policies at all times, including Equality & Diversity,

Health & Safety and Safeguarding

* Ensure close working relationships are maintained with appropriate Grants & Trusts organisations related to projects
* Set and review operational plans specific to your area with the Development Manager
* Report on a regular basis to the Development Manager
* To undertake such other duties as requested from time to time as directed by the Development Manager
* Maintain a current understanding of Grants and Trusts and changing priorities and

themes

* Research Grants, Trusts and Foundations and develop a database of potential funders for the work of the organisation

**General:**

* To be alert to issues of safeguarding child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
* To assist with any promotional activities and visits that take place at the Youth Zone
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership

**Special Requirements**

* This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
* A willingness to work occasional unsocial hours during evenings and weekends is required
* The ability and willingness to travel to meetings and events both in the region and beyond

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience** | | |
| Trust Fundraising Experience, preferably working on grants at 5 figures + and multi-year grants | √ |  |
| Experience developing and maintaining relationship with donors – minimum three years direct experience | √ |  |
| Project development experience | √ |  |
| Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines and with various internal stakeholders. | √ |  |
| **Skills, Abilities & Qualifications** | | |
| Ability to prioritise and be self-motivated | √ |  |
| Good time management skills | √ |  |
| GCSE or equivalent in Maths & English | √ |  |
| **Personal Qualities** | | |
| Positive and enthusiastic | √ |  |
| Punctual and reliable | √ |  |
| Commitment to personal and professional development | √ |  |
| A flexible attitude to work and a willingness to perform a variety of duties to ensure an efficient and effective service | √ |  |
| Willing and able to work occasional evenings & weekends | √ |  |

The Hive, Wirral Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups, and in accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check

**If you are interested in being considered for the Grants and Trusts Officer role, then please submit a CV and covering letter on email to Mark Easdown, HR & Admin Manager by midday on Friday 18th August 2017:**

mark.easdown@thehiveyouthzone.org

**Interviews (including a Young People’s Panel interview, formal interview and presentation task) will take place on Wednesday 30th August 2017**

**OnSide Youth Zones Values**

As a Youth Zone community our values provide us with cohesion as a group. We celebrate our differences; however, these values help ensure our actions, behaviour and motivations as colleagues and volunteers reflect our shared vision.

1. **Serving Young People**

* Focus on serving young people
* Continuous improvement in the service we offer
* Building relationships

We are dedicated to the development of young people and shall always strive to provide them with an environment and activities that will best inspire and develop them; that can deliver the ‘wow’ factor and leave a lasting impression.

We shall work to high standards and go the extra mile to build strong, positive relationships with young people. We welcome all young people as they are, and support them to make good decisions, ensuring their changing needs remain at the heart of our services.

1. **Can-Do Approach**

* Getting results
* Motivating others
* Determination

We shall deliver exceptional results through our passion and energy, pushing the bar higher. We will encourage ourselves and others to take on new challenges, whilst offering support and seeking advice at times, with a real pride in what we do.

We must be resilient and determined to achieve our goals. We all understand that sometimes we will not get there but often we will achieve spectacular success.

**3. Teamwork**

* Openness
* Supporting others
* Valuing and respecting others

In our network, every job and volunteer role is important. We value each person and his or her job as much as we value our own. We recognise the efforts of others, whether seen or unseen. We strive to be a team of high quality coaches; sharing our experience and best practice across the network and in turn benefiting from the experience of others.

We should encourage different views to our own, and support colleagues in their decisions irrespective of their outcome. We should be able to challenge colleagues openly, speaking up on controversial issues without fear. Therefore, our relationships will develop with each other based on trust, respect and dignity.

**4. Doing it Right**

* Acting with integrity
* Constant personal improvement
* Developing others

We are passionate about doing it right and are happy to seek specialist help when needed. We will train and be trained.

We encourage learning and development and will achieve ever-increasing personal competence resulting in a culture of constant improvement and professionalism.

**5. Innovation Friendly**

* Innovative environment
* Individual creativity

We want to provide an environment that generates innovative ideas and solutions; we are trailblazers. We wish to encourage employees, volunteers and young people to experiment with process and service provision.

We want an environment where innovation and creativity can flourish. We want a network where there is the freedom for individuals to think differently.