South Yorkshire's Community Foundation

JOB DESCRIPTION

Sheffield Funding Development Worker - SYFAB
Part-time role, fixed term contract for 18 months: 20 hours per week

Salary: Grade 4, £25,000 - £36,000 per year depending on experience, paid pro rata for part time roles.

The role is for up to 20 hours per week, delivered flexible between Monday and Friday.

Location
The worker is based in Sheffield and is subject to SYCF's staffing terms and conditions. The job is likely to involve travel within the Sheffield area and sometimes beyond.

Responsible to
CEO

Key Relationships:
CEO, South Yorkshire Funding Advice Bureau (SYFAB) Team, Grants and Partnerships Manager and other Grants Officers. Other relationships include Deputy CEO and Head of Partnerships and Programmes, Finance Manager, and the Comms and Marketing Manager. Key external relationships include community and voluntary sector groups.

Purpose
To effectively deliver a funding information, advice and guidance service to voluntary and community groups in Sheffield.

Main Duties
The post will carry out the following duties:

Triage
Assess the needs and priority status of groups contacting the service and decide appropriate support or referral to others.

Advice
- Hold funding workshops online or face to face (1-2-1 or small groups)
- Provide early intervention advice on funding approaches
- Provide advice on selecting funders and modifying projects to be more fundable
- Direct groups to appropriate funders (local, regional and national)
- Direct groups to online and printed guidance around writing bids
- Support groups in preparing grant applications

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Information Generation & Sharing

- Research funding information staying update with funding opportunities and funding priorities
- Contribute to the sharing of information via: Funding News Online; Events; Internal Communications; Press releases and marketing activities
- Complete pre-research activities for meeting groups
- Complete bespoke funding searches as required

Relationships

- Establish and maintain positive working relationships with the other VCSE support providers in Sheffield
- Maintain positive working relationships with Sheffield City Council as grant holder for the work
- Encourage advocacy from other agencies and groups to promote the service

Effective Operation of SYFAB

- Communicate effectively with colleagues across SYFAB and SYCF
- Contribute to planning and development work
- Accurately record and monitor own work, using databases and spreadsheets to record activity
- Complete monitoring and evaluation reports, as appropriate
- Contribute to SYFAB and SYCF's income generation targets
- Adhere to SYCF's core standards of behaviour with colleagues, members, partners and the wider community
- Attend staff meetings and team days
- Develop and maintain appropriate partner and member relationships
- Represent SYCF at external events, meetings and workshops, as appropriate
- Contribute to the development of written materials to support the sharing of funding advice
- Commit to the cycle of supervision and appraisal

Person Specification Abilities, skills, and experience

This post will suit someone who is happy to work both independently and as part of a team, without close day-to-day supervision, capable of managing a varying workload and of working under pressure on occasions.

Essential knowledge, skills and experience

- The ability to understand, analyse and respond appropriately to the information, advice and guidance needs of a wide range of organisations
- Experience of working in or with a wide range of voluntary and community groups
- Up to date knowledge of the funding context
- Direct experience of writing funding proposals and making funding applications to a

range of funders both statutory and non-statutory

- The ability to communicate effectively, assertively and respectfully at a variety of different levels, including with colleagues
- Good verbal and written communication skills
- Good information management and research skills, including the ability to analyse and interpret detailed information
- Good IT skills, including experience of CRM systems and all major Windows and web based applications
- An understanding of and commitment to an equal opportunities approach and its implementation
- Assessing impact of work delivered
- A commitment to sharing skills and developing weaker skill areas
- A flexible working style
- A commitment to team working with colleagues
- The ability to initiate new work and to manage and prioritise a demanding work- load.

Desirable skills and experience

- Experience of working as a Grant Officer (or similar role) is desirable but note essential.
- Experience of developing projects in the community and with voluntary sector organisations
- Experience of planning, delivering and evaluating training
- Experience of using online information and communication tools, e.g. social media, blogs etc
- IT skills, e.g. the ability to do independent, basic trouble shooting, working with CRM systems.

Terms:

- The job will involve travel within Sheffield and sometimes beyond so access to a car and a full, clean driving license would be advantageous.
- Holidays will be pro rata 25 days a year plus bank holidays.
- Flexible working is available where appropriate. Our office is open 8am – 6pm Monday – Friday.
- After three months employment, auto-enrolment into the People's Pension scheme, with employer's contribution of 6% of pensionable pay and employee's contribution of 4% of pensionable pay (you can choose to opt out)
- After twelve months employment, access to the Westfield Health Scheme level 2, covering optical, dental and other health care
- Birthday leave
- Up to 2 days volunteering leave
- Office closure during the week of Christmas