



## South Yorkshire Community Foundation

### Barnsley Funding Development Worker - SYFAB

#### Job Description

**Location:**

The worker is based in Barnsley and is subject to SYCF's staffing terms and conditions, including its remote working policy. The job is likely to involve travel within the Barnsley area and sometimes beyond. SYCF supports staff to find green ways of travelling.

**Responsible to:**

Head of SYFAB at SYCF

**Key Relationships:**

SYFAB Team, Chief Executive, Staff in the Philanthropy Team, Staff in the Grants Team, Finance Manager, Business Support Manager, volunteers and interns, community groups, Trustees, external partners and stakeholders e.g. local and national funders, Local Authority staff and staff at Barnsley CVS.

**Purpose:**

To effectively deliver funding information, advice, and guidance service to voluntary and community groups in Barnsley. All SYCF workers are expected to be administratively self-servicing as far as is appropriate.

**Main Duties:**

Liaising with the Head of SYFAB and other team members as appropriate, the post will carry out the following duties:

**Triage:**

Assess the needs and priority status of groups contacting the service, and decide appropriate intervention.

**Advice:**

1. Hold funding workshops online or face to face
2. Provide early intervention advice on project planning
3. Provide post-search advice on selecting funders and modifying project
4. Direct groups to appropriate funders
5. Direct groups to online and printed guidance around writing bids

6. Support groups in preparing grant applications

**Information:**

1. Thoroughly research funding information
2. Contribute to the dissemination of information via:
  - ★ Funding News Online
  - ★ Directly to members
  - ★ Events
  - ★ Internal communication systems
  - ★ Press releases
3. Complete pre-research for meeting groups
4. Complete bespoke funding searches

**Training:**

1. Develop and deliver workshops online and face to face
2. Contribute to the provision of accredited and non-accredited training

**Liaison:**

1. Establish working relationships with the other VCSE support providers in Barnsley
2. Be clear about roles of each provider, and processes for referrals
3. Liaise with BMBC Area Council staff to arrange workshops and provide contacts for groups
4. Liaise with other agencies and groups to promote the service

**Effective Operation of SYFAB:**

1. Communicate effectively with colleagues, including the use of ICT
2. Contribute to the planning and review cycle
3. Accurately record and monitor own work, using databases and spreadsheets, as appropriate
4. Complete monitoring and evaluation reports, as appropriate
5. Contribute to SYFAB and SYCF's income generation targets
6. Adhere to SYCF's core standards of behaviour with colleagues, members, partners and the wider community
7. Organise and facilitate steering groups and other meetings, as appropriate
8. Attend staff meetings and team days
9. Attend Board meetings, when invited
10. Develop and maintain appropriate partner and member relationships
11. Represent SYCF at external events, meetings and workshops, as appropriate
12. Contribute to the development of written materials, including funding bids, training packages etc
13. Commit to the cycle of supervision and appraisal, including CPD

**Team communications and reporting:**

- No team member works in a vacuum and it is essential that you communicate your needs to other team members and liaise with them where information needs to be shared

- There are regular reporting needs ad hoc, monthly, quarterly and annually and it is your responsibility to provide timely and accurate information to team members where required
- We all work within the framework of our values

**Office Maintenance:**

- Always using DIGITS and other internal systems as agreed, keeping them up to date and accurate
- Take a fair share of office administration tasks such as opening the post, answering the 'phone etc
- Take a fair share of the tidying and cleaning the office
- Keep desks tidy and organised and make sure someone else knows how to find their way around your work in case of absence

**Our Mission Statement:**

What our Foundation is here to do for you:

- Deliver effective, efficient and targeted grant-making into communities that need it most, through a whole variety of funds from donors, trusts and other sources, striving for excellence in our delivery
- Work with businesses, philanthropists, trusts, the public sector and the third sector and other bodies to help them achieve their charitable aims and, particularly as money gets tighter, to make the most of every single charitable penny they invest in our communities.
- Provide detailed intelligence on the state of our communities and how our grant making is improving lives and improving aspirations and opportunities for all ages and sectors.
- Provide community leadership through empowering communities and being impactful in all that we do

**Values:**

SYCF expects all individuals involved in SYCF that is our staff and volunteers, to:

- Be transparent, respectful, caring, accurate and honest in our relationship and communication with each other

- Always be aware of the Foundation's commitment to equal opportunities, diversity and inclusion, and non-discrimination. Working to support each other
- Proactively expect everyone to take personal responsibility for their actions and behaviour
- Explain clearly any administrative fees, investment policies and the Foundation's grant making policy
- Be aware that no one member works in a vacuum and it is essential that team members communicate their needs to other team members and liaise with them where information needs to be shared
- Not to harass, abuse or intimidate any other employee or participant because of a protected characteristic they have
- To feel sufficiently confident to inform management if they suspect discrimination is taking place
- To take responsibility to provide timely and accurate information to team members when required
- Positively embrace and drive change, taking responsibility to deliver
- Commit to providing an excellent standard of service to all our stakeholders

### **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 demanding workload and of working under pressure on occasions.

PTLLS qualification or commitment to working towards:

### **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, including good general writing skills
- ★ Good information management and research skills, including the ability to analyse and interpret detailed information
- ★ The ability to judge when to refer organisations to colleagues or other opportunities
- ★ Good IT skills, including experience of all major Windows applications
- ★ An understanding of and commitment to an equal opportunities approach and its implementation
- ★ 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 using online information and communication tools, e.g. online forms, blogs, RSS feeds
- ★ Experience of writing and proof reading for publications, e.g. newsletters, press releases
- ★ Technical IT skills, e.g. the ability to do basic trouble shooting with software programmes
- ★ Experience of developing projects in the community and voluntary sectors
- ★ Experience of planning, delivering and evaluating training

### **Salary and Conditions**

The salary for the post is £17,920 for 28 hours per week plus 7% pension

contribution after successful completion of 3-month probationary period. This is a single salary point, which is not connected to the NJC pay scale.

The post is 28 hours, normally within office hours but occasional evening and weekend work is necessary. Fewer working hours may be considered by the Board at the request of the post-holder. Time off in lieu is allowed for any evening or weekend work; there is no provision for paid overtime. Annual leave entitlement is 25 days pro rata, plus 8 Bank Holidays. Travel and subsistence expenses are paid monthly in arrears. The pay date is the 28<sup>th</sup> of the month.