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**Grants and Development Coordinator**

**Job Description**

**Salary:** £ 21,756 – £25,900 Band B

**Leave:** 33 days (inclusive of bank holidays)

**We offer:** Flexible working; workplace pension

**Responsible to:** Grants and Development Lead

**Aims and Objectives of the role**

We are Caring in Bristol. We are a local charity, with a mission to solve homelessness in our city. From prevention to emergency support, we work together with our community to create innovative projects that support people, of all ages, at risk of or currently experiencing homelessness. From producing free citywide resources that empower our city to act, to investing in youth support, helping influence change from the very start, we’re committed to creating a city empowered to solve homelessness.

**We are looking for dynamic individuals with a passion for growing our charity business model and the sustainability of our vital work in the city. As an individual, you will be determined to make a difference in Bristol and enjoy being part of a team who wants to make its mark.**

We are committed to increasing diversity of staff within Caring in Bristol and within the Charity Sector as a whole. We especially welcome applications from people with lived experience of homelessness. Black, Asian and ethnic minority candidates are particularly encouraged to apply for this role. We welcome applications from everyone who meets the requirements of the Person Specification. We encourage applications from all gender identities and sexual orientations; we are committed to equal opportunity, equal treatment and respect for every individual. If you have special access requirements, please do let us know.

As the Grants and Development Coordinator, the main tasks of the role are to:

* Build positive relationships with new businesses, potential donors and community networks. A keen networker, you will manage ongoing business partnerships and relationships and help devise new promotional materials and creative opportunities for business engagement within our work;
* Assist with the day-to-day management and development of grants fundraising and corporate partnership development for the charity, working closely with the Grants & Development Lead, and assist with writing and producing high quality and effective grants applications and grants reporting;
* You will be eager to find new funding opportunities for the charity and proactively help research new grant opportunities and trust funding; have an excellent eye for detail, for spotting new opportunities and managing multiple and conflicting deadlines;
* Work closely with the Grants and Development Lead and the Fundraising and Comms Lead, you will assist in finding creative ways to fund new work and support the development and sustainability of existing projects through new grant funding;
* Develop and update grant management tools to keep track of achievements, deadlines, reporting and any bottlenecks in project implementation.

This new role will report to the Grants and Development Lead.

**Other information about the role**

In line with our collaborative working model at Caring in Bristol, the role will also have regular operational involvement as part of the team managing our 365 Shelter for people sleeping rough and our annual Caring at Christmas project. You will be part of the operational management team for our 365 Shelter, taking responsibility for some ongoing management tasks within the project. You will also be part of the operational team delivering our annual Caring at Christmas project.

The role will be spilt approximately between 3 full days on grants work and 2 days operational project support, however we are flexible in our approach to how this work is managed.

**Our commitment to you**

We offer, and value, flexible working. As a charity we are proud to be committed to mental health awareness and to actively supporting the wellbeing of the team.

**Key responsibilities:**

(1) Assist with the day-to-day management and development of our grants funding work, ensuring our overall grants funding targets are met;

(2) Assist in the day-to-day management and development of our business and community networks across the city, ensuring our overall business and community funding targets are met;

(3) Be part of the operational management team of our 365 Shelter;

(4) Be part of the operational management team of our annual Caring at Christmas Project; and

(5) Support the development of new and existing projects work.

**Grants Funding Work:**

1. To assist in the research of appropriate new grants and trust funders;
2. To assist with writing and producing new grant applications, in collaboration with the Grants and Development Lead and wider team;
3. To act as a relationship manager with key identified individuals from grants giving bodies, trusts and philanthropy;
4. To produce high quality and accurate grants reporting;
5. To assist with the delivery of new fundraising work and events that build our profile and extend our supporter base;
6. To ensure our grants database and team area is updated in a timely fashion, accurate, and remains fully GDPR compliant;
7. To assist the Grants and Development Lead in establishing timely and accurate grants data to inform decision making and target setting.

**Business and Community Development Work:**

1. To build and develop new corporate and community partnerships and fundraising opportunities, to actively expand our network;
2. To assist the ‘Get to Know’ work stream by developing and innovating new partnerships, and developing an efficient work flow around relationship management;
3. To develop new ideas for corporate and community involvement, and develop materials and resources to support this work;
4. To assist colleagues in establishing timely and accurate corporate and community involvement data to inform decision making and target setting.

**365 Shelter:**

1. To assist with the day-to-day operations management of the 365 Shelter, ensuring that the Shelter is adequately staffed with volunteers and remains open every night of the year;
2. To assist with the recruitment, training and retention of appropriate volunteers;
3. To assist with the development of new processes and procedures that enhance the efficiency, effectiveness and safety of the shelter;
4. To minimise locum use and operate the shelter within budget;
5. To assist with the management of partner organisations and groups directly connected with the operation of the shelter;
6. To produce effective marketing materials and a variety of new creative and engaging content around the work of the shelter;
7. To develop and maintain the volunteer database, ensuring data is accurate and GDPR compliant;
8. To be part of an on call rota for our 365 Shelter.

**Caring at Christmas:**

1. As a core member of the management, team, to work with colleagues to support the development, delivery and management of the project;
2. To oversee and deliver on specific tasks, as allocated by the management team;

**Other Responsibilities**

1. Promote the aims and objectives of the Charity and present a positive image of it through good public relations, communications with visitors, young people, guests, people who use our services and the local community.
2. To follow organisational policies and procedures and observe the Code of Conduct;
3. To actively participate in and attend supervisions, annual appraisal processes and identified training;
4. To actively support our general fundraising, social media and marketing.
5. To be part of an on call rota for our 365 Shelter.