

Job Description



Job Title:	Grant Development Lead
Location:	Groundwork Offices, Wrexham
Responsible to:	Head of Community Programmes & Partnerships
Number of hours per week:	Full Time – 37.5 hrs per week
Salary:	£28,000 per annum

Purpose of the job

Collaborate with the senior management and project management teams to develop high quality, innovative funding proposals and grant applications, that are well-written, persuasive and compelling to funders to secure grant funding. Research appropriate grants and funding for both project work and longer-term growth and maintain an up to date and accurate bid register detailing bids under development as well as upcoming opportunities.

Summary of Main Responsibilities

- Develop high quality, innovative funding proposals and grant applications, that are well-written persuasive and compelling to funders to secure grant funding in line with the organisational priorities and business plans.
- Support staff in the creation and writing of grant funding applications as necessary.
- Be aware of and look for funded opportunities for the group by way of grants, bids, contracts and tenders or service development, ensuring that all opportunities are disseminated to managers and are followed up and acted upon.
- Maintain an active and comprehensive bid register detailing the status of all business opportunities from across the business, developing this further to include tenders and frameworks.
- Oversee the accurate recording of monthly grant funded performance measures for submission back to funders and GWUK on a quarterly basis.
- Lead the development of the organisations reputation through actively seeking and submitting applications to awards that can showcase the organisation as a whole, as well as its activities, staff and volunteers.
- Ensure effective management of the application process and the submission of all bids and awards so as to meet the necessary deadlines.
- Support the marketing team with writing content for press releases and the GWNW and GWUK websites following successful funding applications.

- Ensure compliance with the organisation's Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.
- Any other reasonable duties as may be requested by your line manager.

This list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • GCSE/NVQ Level 2 or equivalent qualifications including Maths and English Grade C or above and experience in a similar role. • Experienced in successful bid writing and/or business development. • Excellent IT, numeracy and literacy skills. • Understanding of health & safety and its application in work practices. 	<ul style="list-style-type: none"> • Experience of monitoring and evaluating projects and programmes. • Experience of writing press releases.
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Ability to motivate others. • Ability to explain and train others in own work task and duties. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Ability to work on own initiative and lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to meet set deadlines. • Excellent organisational skills. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills with the ability to succinctly and accurately articulate all pertinent information, both written and verbal. • Ability to work with individuals at a variety of levels, internally and externally and in a range of organisations. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh. • Ability to build partnerships and demonstrate good networking skills.

	<ul style="list-style-type: none"> • Ability to represent the organisation professionally to internal and external contacts to promote the work of Groundwork North Wales. 	
Resources	<ul style="list-style-type: none"> • Ability to keep accurate records. • Understanding of full cost recovery. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. • Ability to maintain confidentiality as required. 	
Other	<ul style="list-style-type: none"> • Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising & Needs Driven' in line with Groundwork North Wales' GREEN values. • Full clean driving licence. • Appreciation and understanding of Welsh heritage and culture. 	<ul style="list-style-type: none"> • An understanding of the Welsh Economic Environment