

## **Funding and Group Development Officer (Ealing)**

### **Job Description**

<b>Job Title:</b>	<b>Funding and Group Development Officer (Ealing)</b>
<b>Pay Scale:</b>	£26,706 - £30,741 incl. OLV allowance (Band 29 - 34) Subject to qualifications and experience.
<b>Hours:</b>	35 hours per week
<b>Line Managed by:</b>	Fundraising and Projects Manager

### **Job Purpose:**

- To promote excellence in organisational development by working directly with voluntary and community organisations and social enterprises (VCSE) in Ealing supporting them individually and collectively to become more efficient and effective.
- To promote and support good safeguarding children practice amongst local community and voluntary sector groups; to ensure a strong representation of the local community and voluntary sector and contribute to the work of the Ealing Safeguarding Children Board and the Ealing Children and Young People's Board.

### **Main Duties and Responsibilities**

#### **Support and Advice**

- To facilitate and support the development of consortiums in the voluntary and community sector
- To provide 1:1 support to small community organisations
- To assist VCSE to develop projects based on identified needs
- To provide a frontline service in Ealing to local VCSE organisation giving fundraising advice and support in drafting funding bids
- To provide advice on group development, capacity building, model policies and charity registration
- To arrange and support fundraising workshops with major regional and national funders
- Together with other ECVS colleagues to maintain and update a bank of model policy documents that Ealing VCSE can adapt and use
- To signpost VCSE groups to other specialist support services as appropriate
- To work with ECVS colleagues to develop collaboration and consortia between Ealing VCSE organisations and with other partners
- To keep abreast of new national and local funding programmes

- To collate monitoring information on funding and group development services as part of wider ECVS monitoring reports.

### **Development and Delivery of Training**

- To support the Fundraising and Projects Manager to develop an annual training and development plan based on identified needs, including a mix of in-house support and buying in additional expertise as and when required and where budget allows
- To design and deliver training to VCSE organisations
- To maintain a keen understanding of training needs, developments and best practice in relation to the VCSE organisations.
- To identify and assess the current and future training needs of voluntary and community organisations and social enterprises

### **Safeguarding Support and Advice**

- Providing advice, information and guidance to all organisations about safeguarding policy and procedures
- Working in partnership with Ealing Safeguarding Board, Children and Young People's Board, LBE Young People's Services
- Ensure organisations have appropriate and up to date policies and procedures
- Providing and keeping organisations informed of safeguarding issues such as CSE, FGM, Prevent, Internet safety, Gangs and Youth Violence
- Organise and run a training programme on safeguarding policy and procedures for the voluntary sector.

### **Monitoring and Evaluation**

- To maintain appropriate records, statistics and performance data in order to ensure that training and the progress of work towards project targets is monitored and that training outcomes are met and evaluated
- To assist in implementing systems of data collection as part of monitoring and tools for evaluating services being delivered.

### **Communications**

- To assist with regular e-news, bulletins and social media communications to VCSE groups and public sector partners to keep them informed about new funding opportunities
- To maintain and update the funding and group development sections on the ECVS website
- To take part in appropriate local forums, meeting and events to promote funding and group development services.

### **Other Duties**

- To maintain full and up to date client files, including case studies, as well as routinely maintaining records on the ECVS Salesforce database (with training if needed)

- To undertake other related duties as agreed with the Fundraising and Projects Manager
- To provide Funding and Group Development support in Hillingdon and Hounslow when required
- To support the Fundraising and Projects Manager with external funding bids.

### **Corporate Responsibilities**

- To ensure Equal Opportunities and all other Ealing CVS organisational policies and procedures are actively implemented and adhered to in all areas of work
- To maintain confidentiality at all times and comply with General Data Protection Regulations and guidelines
- To ensure all volunteers working with you are given appropriate induction and to provide support for all volunteers working on ECVS funding and group development services
- To take part as needed in wider ECVS team meetings and activities.

### **Management and Support**

- The post holder will be line managed by the Fundraising and Projects Manager. The post holder will participate in regular supervisions with their Line Manager.

### **Location**

The role will be at the Ealing office and you will be required when needed to travel to the Hounslow and Hillingdon offices.

### **Terms and Conditions**

The post holder will be employed for **35** hours per week. The post is offered at a salary of **£26,706 - £30,741** subject to qualifications and experience.

Full time employees are entitled to take 28 days paid leave [5.6 weeks] annually inclusive of 3 of the public holidays. You will be entitled to take any additional public holidays with full pay.

An employee who works part time is entitled to pro-rata paid leave for public holidays.

Provisions relating to public holidays for staff are contained within the Leave, TOIL and Flexible Working Policy. The Annual Leave year runs from 1st April to 31st March for all employees.

A flexible hours' scheme will operate (subject to the demands of the service) and the post holder will be expected to attend occasional evening and weekend meetings. Time off in lieu will be offered for any additional hours worked.

### **Person Specification**

#### **Essential**

- Experience of writing or supporting successful funding bids
- Experience of working in partnership with the statutory sector (e.g. local authorities) and VCSE organisations
- Experience of providing group development and funding advice to VCSE organisations
- Awareness of the particular support needs of small VCSE groups
- Experience of working with diverse communities
- Good casework and project management skills

- Experience of maintenance of monitoring data and production of monitoring reports
- Excellent verbal and written communication skills
- Knowledge and understanding of safeguarding frameworks and the child protection system in England
- Knowledge and understanding of issues relating to child sexual exploitation
- Experience of work (paid or voluntary) in the children and families sector (voluntary or statutory)
- Good IT skills including using databases and Microsoft Office packages Word, Excel, Power Point and Outlook (if needed training can be provided)
- Ability to manage workloads and competing demands.

#### **DESIRABLE**

- Awareness of web content editing systems (if needed training can be provided)
- Experience of producing content for communications (e.g. e-news, website, social media)
- Awareness of Mail chimp, Eventbrite, Salesforce (if needed training can be provided)
- Understanding of the voluntary and community sector and its relationship with local statutory bodies
- Knowledge and understanding of the issues affecting children, young people and families in London
- Experiences of working in partnership with agencies and professionals in the voluntary and statutory sectors
- Experience of working with diverse stakeholders, lay and professionals, including speakers of other languages
- Experience of training and/or facilitating community events
- Excellent verbal and written communication skills
- Strong interpersonal and relationship building skills
- Ability to coordinate activities across a number of projects and manage competing demands
- Ability to work independently and with limited supervision
- Ability to conduct desk-based research
- Able to attend occasional evening and weekend meetings and willing to travel to various community venues.