**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | Funding & Communications Coordinator |
| **Location:** | Groundwork Offices, Wrexham |
| **Responsible to:** | Head of Business Development and Communications |
| **Number of hours per week:** | Full Time – 37.5 hrs per week |
| **Salary:** | £28,500 per annum  |
| **Purpose of the job** |
| Directed by the Head of Business Development and Communications, this role will contribute to building upon the Groundwork North Wales group’s strong track record of developing high quality, innovative funding applications that are well-written, persuasive and compelling to secure grant funding. Research appropriate grants and funding for both project work and longer-term growth in line with the organisation’s strategy and maintain an up to date and accurate bid register detailing bids under development, upcoming opportunities and applications submitted. Support with identifying tendering opportunities and preparing responses. Support with the production of written materials for external communications.  |
| **Summary of Main Responsibilities** |
| * Directed by the Head of Business Development and Communications, work with managers to produce well-written, high quality, innovative funding applications that are persuasive and compelling, to secure grant funding in line with the organisational priorities and business plans, with a focus on applications of sub-£50k.
* Ensure effective management of the application process, taking responsibility and ownership for assigned applications to meet the necessary deadlines.
* Work on own initiative to gather the required information and supporting documents for applications, liaising with others across the organisation as needed.
* Be aware of and proactively seek appropriate grant-funding and tendering opportunities for the group, ensuring that all opportunities are recorded, summarised for, and disseminated to managers, and followed up and acted upon.
* Support tender response process through completion of routine information and supporting narrative where appropriate and supporting with submission as directed.
* Maintain an active and comprehensive bid register detailing the status of all funding and business development opportunities across the organisation.
* Ensure that copies of all submitted bids, costings and relevant supporting documentation are saved on file.
* Support with writing internal business development reports.
* Support with maintaining good relationships with funders through timely and appropriate communication.
* Contribute to business development meetings and support with preparing information materials beforehand.
* Support with gathering evidence of need for funding applications and evidence of impact achieved by funded projects.
* Attend relevant funder information sessions and networking events.
* Support the development of the organisation’s reputation through actively seeking and drafting applications for awards that can showcase the organisation as a whole, as well as its activities, staff and volunteers.
* Support with drafting content for press releases and the GWNW and GWUK websites following successful funding applications.
* Support with noting funder acknowledgement requirements upon award of grants, and ensuring correct funder acknowledgement is used on promotional materials for funded projects.
* Support with gathering stories and content for the organisation’s annual impact report.
* Contribute to maintaining an up-to-date library of statistics, internal and external reports, case studies, survey results and published evidence materials to support the need for our areas of work across the Group.
* Ensure compliance with the organisation’s Health & Safety Policy and other established policies and procedures.
* 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** | * GCSE/NVQ Level 2 or equivalent qualifications including Maths and English Grade C or above.
* Experienced in successful grant fundraising in the charitable sector.
* Knowledge of major funders in the environmental, heritage and/or community sectors.
* Excellent numeracy, literacy and IT skills, particularly in the use of Word and Excel.
* Understanding of health & safety and its application in work practices.
 | * Knowledge of trusts and foundations fundraising.
* Awareness of the charitable funding landscape in Wales.
* Experience of monitoring and evaluating projects and programmes.
* Experience of writing press releases.
 |
| **People**  | * Commitment to equality and diversity.
* Ability to motivate others.
* Ability to explain and train others in own work task and duties.
 |  |
| **Judgement & Initiative** | * 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.
* Committed to seeing a task through to completion.
* Excellent organisational skills.
 |  |
| **Communication** | * Excellent written and verbal communication skills with the ability to succinctly and accurately articulate all pertinent information, both written and verbal.
* Ability to write engaging text for a variety of audiences, with strong attention to detail, grammar and accuracy.
* Ability to work with individuals at a variety of levels, internally and externally and in a range or organisations.
* Ability to represent the organisation professionally to internal and external contacts to promote the work of Groundwork North Wales group.
 | * Ability to communicate through the medium of Welsh.
* Ability to build partnerships and demonstrate good networking skills.
 |
| **Resources** | * Ability to keep accurate records.
* Understanding of full cost recovery.
 |  |
| **Confidentiality** | * Understanding of the importance of confidentiality.
* Ability to maintain confidentiality as required.
 |  |
| **Other** | * Ability to demonstrate the qualities required to fulfil the GWNW group’s values and behaviours.
* Full clean driving licence.
* Interest in and affinity for the environment/sustainability/ heritage.
* Appreciation and understanding of Welsh heritage and culture.
 | * An understanding of the Welsh economic environment
 |