

Funding Officer Job Pack



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Registered charity England 1163942

Hello and thank you for your interest in applying to join the team at Active8. As a charity, we have been supporting young people with physical disabilities across Cornwall for over 30 years and are proud to be continuing to strive for a better world for people with disabilities to live in. The power of our work cannot be underestimated.

We are currently facing our biggest challenge to date with the long term impact of the pandemic. There has never been a time when our youth work and advocacy opportunities have been so important and we are looking for a driven, passionate team player to help us with our work.

I hope that the job information pack answers any questions you might have but if there is anything else you would like to know then please do get in touch.

Regards,



John Sweeting

Active8 CEO

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A bit about Active8

Active8 was created in 1990 on the request of a young man with a physical disability. He asked his social worker to arrange for him to meet with other like minded young people who faced similar challenges to him.

A residential programme was started, giving young people with physical disabilities an opportunity to meet up and try a range of exciting, challenging activities. Activities include surfing, sailing, abseiling, disability sports, arts and crafts and music events. Through this programme, young people discover that they can achieve what they never thought possible, and this filters into their everyday lives, where they become more independent and autonomous.

It became evident that once the programme finished, many young people still needed support to continue their journey to full autonomy. Employment, independent living, use of public transport, continued access to friendship and new opportunities were still areas that young people needed support with. In the past, the group have helped organise trips to the ParaAthletics in London, cookery classes at Rick Steins, theatre trips, visits to Tattoo exhibitions and ComicCons, weekend trips to Butlins and various fundraising activities. The group also carries out various advocacy work including supporting organisations to become more accessible and raising disability awareness through attending conferences and running workshops.

With your help we can ensure that as many young people as possible get the help they need.



Ben attended the Paralympics in London in 2012 with Active8. He returned determined to be an athlete. He swapped courses from IT to Sport and despite having no racing chairs, facilities or coaches in Cornwall at the time, he decided to take up wheelchair racing. He became the 800m and 1500m European champion in his category of wheelchair racing, has now completed a degree in Disability Sport and has moved to Japan where he now lives with his wife.

What it is like working for Active8



We are a charity that supports the wellbeing and aspirations of young people and consequently the wellbeing of our staff is first and foremost. We welcome flexible working and trust our staff to manage their own time.

No matter what your role is within Active8 we encourage staff to get involved with the youth work delivery and join the activities to see what the hard work behind the scenes is for.

Full time employees are entitled to 28 days annual leave and TOIL for any additional work they do.

The role

Location:

The role will be based out of the Victoria office for at least one day a fortnight with the option of home working for the rest of the time

Reports to:

The CEO of Active8

Salary:

£22-28k pro rata

Hours:

Initially 21 hours a week. There is potential for additional hours working on our projects for the right candidate

Location:

Hybrid / Based in our Victoria office

Deadline for applications:

5th April 2024

Interview date:

week commencing 15th April

This is an exciting chance to really make a substantial difference to the young people we support at Active8. It is part of plan to increase the fundraising capacity of the charity with a significant amount of untapped potential so it is an exciting time to join.

Ideally we are looking for a candidate with experience in writing compelling funding applications and managing relationships with funders.

However willingness to learn, passion for the cause and transferrable skills count for a lot and training will be provided if you do not have direct experience but you are creative, good at story telling, enjoy building relationships and have an eye for detail.

An average week might involve researching and writing grant applications or meeting funders. It might be working with our project coordinators to write evaluations and report to funders, it could be having a 121 with a member to create a case study or attending networking events to raise awareness of Active8 and build funders knowledge.

As you would expect when working for a small charity no two days are the same and we all 'muck in' doing things outside of any job description - which will make working at Active8 so varied and enjoyable.

Job Description



We are seeking an experienced and highly motivated funding officer who has exceptional attention to detail, excellent prospecting skills, and a track record of securing funding from Grants, Trusts, and Foundations.

Preferably the successful candidate will be able to demonstrate previous success in raising funds, have experience of working to and achieving financial targets within deadline and budgets, experience of managing relationships at varying levels and the ability to write persuasive and compelling applications.

The post holder will be required to manage the day-to-day fundraising for the charity, identifying appropriate funding opportunities, submitting applications, reports and evaluations to funders about spend. The candidate may also be asked to support our users to find individual grants.

We can't emphasise enough how much we value transferable skills and passion so please do not be put off from applying if you are applying from a different sector/role.

Key responsibilities

- To research and identify funding opportunities.
- To develop a comprehensive income generation plan with five distinctive areas: community fundraising, grants and trusts, corporate fundraising, individual/legacy giving and challenge events.
- To secure sufficient funds, using the mix of fundraising approaches to ensure the charity can achieve its aims and objectives. This will include supporting all aspects of community events, promoting online giving, writing bids and proposals, maximising Gift Aid, liaising with local businesses etc.
- To write clear and compelling bid proposals and reports, liaising with the programme staff to ensure that the work is represented accurately.
- To be responsible for all aspects of donor relationships: initial contact, presenting proposals, registering funds received, thanking donors and donor reporting.
- To ensure the supporter database is up to date at all times.
- To provide appropriate and timely responses to all fundraising enquiries and donations.
- To be aware of and adhere to Active8's ethos and philosophy, policies and procedures, applicable rules, regulations, legislation (Health and Safety, Data Protection, Safeguarding, Disability Discrimination Act).
- To maintain confidentiality of information acquired while undertaking duties for Active8.

Person Specification

We are open to anyone coming from a variety of roles/sectors with plenty of transferable skills and experience.

Ideally we are looking for someone who can demonstrate the following / evidence the equivalent of.

Active8 values diversity and is committed to equality of opportunity and welcomes applications from all sections of the community.

Desirable experience in

- Proven track record of meeting fundraising targets through diverse fundraising approaches
- Experience of organising small and large scale fundraising events
- Experience in writing successful grant proposals for Trusts and for statutory bodies
- Experience in writing reports for a wide range of audiences
- Experience in developing a fundraising plan for an organisation

Desirable skills, knowledge and abilities

- Sound understanding of funding opportunities available to small charities
- Computer skills including donor database use
- Understanding of how Gift Aid works
- Outstanding relationship building and communication skills (oral and written)
- Ability to prioritise workload
- Ability to meet deadlines and targets
- Highly organised
- Able to work independently
- Understanding of how a small charity works
- “Can do” attitude
- Understanding of safeguarding of young people

Personal Attributes

- Highly self-motivated, a pro-active and flexible approach
- Ability to work independently and on initiative
- The ability to work well with other colleagues, seeing the bigger picture and supporting peers and colleagues regardless of their role in the charity
- Ability to see the person first and take account of needs created by people’s impairment