Job Description

# Post: Trusts and Foundations Officer

**Reporting to:** Sparkle Service Manager

**Accountable to:** Designated Sparkle Trustees

**Location:** Serennu Children’s Centre, opportunity to work from home 1 day a week

**Salary:** £15,655 per annum

**Hours:** 22.5 hours per week

**Contract:** Fixed term for 1 year

**Holidays:** 25 days per year pro rata, not including bank holidays

**Pension:** Automatic enrolment pension scheme. Sparkle matches members’ 5% contribution.

**About Sparkle**

Sparkle is the official charity supporting Serennu Children’s Centre, Nevill Hall Children’s Centre and Caerphilly Children’s Centre.

Sparkle’s principles are to ensure that children with a disability or developmental difficulty, and their families, are fully supported to participate in valued childhood experiences and have access to the same range of opportunities, activities, services and facilities as other children.

Several hundred children visit the centres each week. Sparkle has to raise more than £700,000 every year to fund the vital services we deliver, including specialist leisure activities, family activities, and holistic family support services.

**Key responsibilities**

The successful candidate will:

Work closely with Sparkle’s Research and Development Officer and fundraising team to secure restricted and unrestricted charity income through applications to trusts, foundations and other grant-giving organisations.

Draft detailed and compelling grant applications, showing a flare for storytelling and ensuring all applications meet the funder’s requirements, for example relating to word or character counts.

Research grant funders with criteria that relates to Sparkle’s values and services, using creativity and out-of-the-box thinking to identify new funding opportunities.

Keep detailed records of grants opportunities, applications, outcomes, and publicity and reporting requirements, providing updates for other team members and trustees on a regular basis.

Communicate effectively with grant-giving organisations, developing and maintaining excellent relationships with funding officers, including delivering tours of Sparkle sites and inviting funders to visit Sparkle activities and events.

Manage administrative tasks relating to grants, including ensuring grant acceptance letters are signed and returned in a timely manner, grant terms and conditions are adhered to, the finance team is updated on new income and any restrictions, and the communications team are aware of any publicity requirements related to grants.

Ensure grant reporting to completed thoroughly and on time, which may include collating information for progress and end-of-grant reports from various team members, using this information to write detailed reports, and ensuring any photos shared in reports have appropriate consents in place.

Use skills, knowledge and experience to help secure ‘transformational gifts’ from High-Net Worth donors as required.

Support Sparkle and the fundraising team with other income generation tasks as needed.

Manage a busy workload, with the support of Sparkle’s Service Manager and Research and Development Officer, prioritising and scheduling activities to meet deadlines for multiple tasks.

Any other reasonable requests, as required by Sparkle’s Service Manager and/or Sparkle Trustee.

**Special Conditions**

**Working Hours**

The post holder will be required to work flexibly and the post will require some evening and weekend working.

The post holder may be required to regularly travel across Gwent, and on occasions further afield where relevant to the role.

The postholder will have the option to work from home one day per week.

**Disclosure and Barring Service**

This post is subject to an enhanced Disclosure and Barring check with a children barred list check.

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared.

Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

**General Responsibilities**

**Health & Safety**

It is the responsibility of all employees to work to achieve a healthy and safe environment, and to take reasonable care of themselves and others.

**Equality & Diversity**

It is the responsibility of all employees to support Sparkle’s vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

***Sparkle is committed to Safeguarding and Promoting the welfare of children, young people and vulnerable adults***



**Person Specification**

# Post Title: Trusts and Foundations Officer

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| **Requirement** | | **Essential / Desirable** | **How Tested** |
| **Education/ Qualifications/Knowledge** | | | |
| 1.1 | An Undergraduate degree in a relevant subject (including new/soon to be graduates) | E | Application Form |
| 1.2 | A Masters degree in a relevant subject | D | Application Form |
| **Experience** | | | |
| 2.1 | Experience of working in a charity (paid or voluntary) | D | Application Form/ Interview |
| 2.3 | Experience of using written communication skills, for example writing reports, essays, papers, press releases etc. | E | Application Form/ Interview |
| 2.4 | Experience of using verbal communication skills, for example delivering presentations or tours | E | Application Form/ Interview |
| 2.5 | Experience of using research skills to source reliable information | E | Application Form/ Interview |
| 2.6 | Recent experience of administration work | D | Application Form/ Interview |
| 2.7 | Experience of working with volunteers | D | Application Form/ Interview |
| 2.8 | Experience of working with children with disabilities | D | Application Form/ Interview |
| **Aptitudes and Skills** | | | |
| 3.1 | Excellent interpersonal skills and the ability to communicate effectively and persuasively with a broad range of people | E | Application Form/ Interview |
| 3.2 | Ability to establish and maintain excellent working relationships with colleagues and funders | E | Application Form/ Interview |
| 3.3 | Ability to work to strict deadlines | E | Application Form/ Interview |
| 3.4 | Excellent IT skills (including Word, PowerPoint and Excel)  Experience with design packages such as Canva is also desirable | E | Application Form/ Interview |
| 3.5 | Strong attention to detail and proofreading skills | E | Application Form/ Interview |
| 3.6 | Ability to contribute effectively to the team, as well as the ability to work independently | E | Application Form/ Interview |
| 3.7 | Commitment to achieving positive results | E | Application Form/ Interview |
| 3.8 | Excellent written communication skills | E | Application Form/ Interview |
| 3.9 | Ability to convey complex information succinctly and accurately | E | Application Form/ Interview |
| 4.0 | Ability to prioritise, manage a busy workload and meet deadlines | E | Application Form/ Interview |
| 4.1 | Understanding of finance | D | Application Form/ Interview |
| **Personal Attributes** | | | |
| 4.1 | Understand and apply the principles of confidentiality and data protection | E | Application Form/Interview |
| 4.2 | Genuine respect for children, young people and their families | E | Application Form/ Interview |
| 4.3 | Commitment to Sparkle’s values and a working style that reflects these | E | Interview |
| 4.4 | Energy, resilience and patience | E | Interview |
| 4.5 | Good understanding of, and commitment to, embrace the principles of equality in the delivery of services | E | Interview |
| 4.6 | Ability to work extremely flexibly to meet the needs of Sparkle | E | Interview |
| 4.7 | Ability to work from various locations within Gwent | E | Interview |
| 4.8 | Passionate about supporting Sparkle’s children, young people and families e.g. engaging in voluntary support at some Sparkle family events. | E | Interview |