



Grant and Funding Officer

Job Description

Based at:	Totnes St Johns
Salary:	FTE £29,572- £32,654 (Actual £14,347)
Hours:	18 hours per week - 52 weeks per year
Terms:	Fixed term –12 months
Accountable to:	CEO
Work closely with:	CEO and Executive Leads

Main Purpose:

As a Grant Funding Officer, you will play a crucial role in identifying and securing funding opportunities for the schools within the Academies for Character and Excellence (ACE), to support increased income generation.

You will be responsible for identifying and securing funding opportunities and support school initiatives related to fundraising and grant management, writing compelling grant applications, managing relationships with funders, and ensuring accurate reporting and compliance with grant terms.

The purpose of this post is to make a significant impact on the educational experiences of all of our pupils. ACE take great pride in their learning environments and educational spaces, continually striving to innovate, develop, and enhance these areas. Therefore, seeking both capital and revenue funding will be a crucial aspect of your role.

Main Duties and Responsibilities

- To support the coordination and preparation for major funding projects on behalf of the Trust including identifying appropriate contractual deliverables, negotiating with funding bodies, managing communications channels and portals, liaising with the CEO and communicating with collaborative partners, and preparing and submitting funding claims
- To be responsible for writing persuasive and compelling grant applications and tenders to secure funding and partnerships.
- To monitor and complete all necessary reporting required of any secured funding and grants.
- To manage the generation of funding to support both Trusts through the development of partnerships and fundraising activity.

Key Responsibilities:

- **Funding Research and Identification:**
 - Research and identify relevant funding opportunities from trusts, foundations, government agencies, and other sources.
 - Develop and maintain a pipeline of potential funding sources.
 - Stay informed about funding priorities and deadlines.
- **Grant Application Development:**

- Develop and write high-quality, compelling grant applications that align with school needs and funding priorities.
 - Ensure applications are accurate, complete, and meet all requirements.
 - Collaborate with school staff to gather necessary information and data.
 - Ensure a Trust wide lens when developing applications.
- **Funded Project Management:**
 - Manage the implementation of funded projects, ensuring they are delivered on time and within budget.
 - Monitor project progress and track key performance indicators.
 - Provide regular updates to funders and school stakeholders.
- **Funded Project Reporting:**
 - Prepare and submit timely and accurate reports to funders, demonstrating the impact of funded projects.
 - Maintain accurate records of grant applications, awards, and expenditures.
 - Ensure compliance with all grant terms and conditions.
- **Relationship Management:**
 - Build and maintain strong relationships with funders and other stakeholders.
 - Attend relevant events and conferences to network and stay informed.
 - Provide excellent customer service to grant applicants and recipients.
- **Health and Safety:**
 - As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities
- **Safeguarding:**
 - To be aware of, and follow, the Trust's Child Protection and Safeguarding Policy to ensure that children are safeguarded.
- **Safer recruitment:**
 - The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.
 - The post holder will be required to undertake a DBS Enhanced Disclosure.

Further information about Disclosure & Barring is available from www.homeoffice.gov.uk/dbs

Person Specification

	Essential	Desirable
Qualifications	A relevant degree or equivalent qualification in a related discipline. Relevant, recent training and development.	A-Levels of equivalent
Experience	<ul style="list-style-type: none"> - Experience of working in a Trust fundraising role with demonstrable success. - Relevant and recent experience of working in a fundraising role. - Management of applications ensuring that targets and outcomes are exceeded. - Experience of setting and working to a clear strategy with targets. - Working as part of a team to generate grant income. - Use of systems to manage, monitor and report fundraising activity. - Working to deadlines independently and as part of a team. 	Experience of working in an education setting
Knowledge & Skills	<ul style="list-style-type: none"> - Translate project and core income needs to good quality grant fundraising applications. - Undertake effective prospect research and funder stewardship to increase the potential of grant fundraising applications. - Excellent written and verbal communication skills to engage supporters and encourage donations. - Ability to use data to recognise and implement improvements that lead to increased income. - IT skills at a level that supports report writing, email, internet and database. - Significant knowledge of fundraising developed over at least 3 years' experience. - Role and nature of the grant sector and the fundraising challenges it faces. 	<ul style="list-style-type: none"> • Skills to contribute to the growth strategy. • Experience of using enterprise to attract funding opportunities • Understanding of promoting positive relationships with the wider school community • Understanding of school finance and funding • Understanding of the statutory and regulatory financial framework within which academy trusts operate
Personal Competencies	<ul style="list-style-type: none"> - Access to own car and willingness to travel. - Full UK driving license. - A solutions finder; to adopt a proactive approach and not one to give up at the first barrier but able to think creatively - Resilient; capable of maintaining motivation and focus despite set backs – ability to cope under pressure - Strategic; attention to detail and capable of seeing and communicating the big picture 	