

Role: Grants Fundraiser

Pay rate: £23 per hour

Commissioned hours: up to 6 hours per week over 6 months. The role is offered on a self employed freelance basis for six months, with an opportunity to renew the agreement thereafter.

Accountable to: The Centre Manager

About The Mill

We have a shared vision at The Mill of a resilient, thriving community, and our mission is to provide a welcoming, positive and inclusive space at the heart of Walthamstow. We work as part of the whole community to make things happen.

We are a hub for local people to come together, get to know their neighbours, and grow their ideas for groups and activities that benefit our community.

About the role

As Grants Fundraiser, you will be building on the successful track record of The Mill to secure significant grants up to four and five figures to enable the continuation and development of our work at The Mill. You will produce high quality, tailored applications and explore potential new sources of grant funding from lottery, trusts and foundations and local and national government sources.

The Grants Fundraiser will work with the Financial Sustainability group to ensure the long term financial sustainability of The Mill. Funding bids will include unrestricted funding, project and activity funding and capital funding for building repairs and refurbishment. The role includes prospect research, pipeline management and reporting.

You will have demonstrable success in grants fundraising in the voluntary sector, having created project plans and budgets and written successful funding bids. You will have knowledge and understanding of a range of funders, excellent communication and interpersonal skills, a high quality of writing, financial understanding and the ability to manage a varied workload against deadlines. You'll be a self-starter with plenty of initiative and comfortable working with trustees, staff and volunteers as well as independently.

Principal areas of responsibility

Grants fundraising

- Prospect research - identify relevant potential sources of grant income for The Mill focusing on core funding, our strategy and capital funding
- Work with staff and trustees to identify priorities and gather required information to support funding bids
- Pipeline development - maintain a pipeline and database to keep track of potential funders and bids
- Bid writing -
 - prepare and write grant applications on behalf of The Mill
 - continue applications already drafted, preparing for submission on opening of funding, liaising with staff team, trustees and external funding officers as required.
- Budgeting - create balanced and realistic budgets for funding bids in consultation with staff and trustees
- Record keeping - maintain records and details of funding secured
- Financial forecasting - contribute to organisational budget setting and financial forecasting
- Reporting - coordinate reporting and reporting deadlines for successful bids

Other

- Attend meetings as required, including regular meetings that will require occasional attendance in person: staff team meetings - monthly, financial sustainability group - quarterly, strategic development group - quarterly, trustee meetings - quarterly.
- Contribute to other potential fundraising channels such as corporate fundraising, special events, community fundraising and sponsorship.
- Follow safe systems of work and adhere to the Mill's health and safety and safeguarding policies and procedures

Personal Specification

Education/Qualifications

- Essential - Educated to a high standard of written and spoken English
- Desirable - qualification or training in fundraising

Knowledge and Experience (Essential)

- Trust fundraising experience, with a proven record of success for a charity, CIC or community group
- An understanding of the challenges and opportunities of working in a small volunteer-led community organisation
- Proven experience of researching, developing and writing grant bids and applications

Knowledge of The Mill and local area (**Desirable**)

Skills and Abilities (Essential)

- Excellent written and verbal communication skills
- Ability to organise and prioritise work and put together complex bids and proposals
- A proven record of good financial and budgeting skills
- Able to contribute to evaluation, monitoring and impact measurement
- Excellent project management, organisational and administrative skills
- Ability to juggle competing priorities and work to tight deadlines
- Reliable and able to work without supervision and on own initiative
- Ability to work well in a team and to collaborate with colleagues and volunteers
- Good IT skills including Word, Excel, Google Suite (Mail, Drive & Calendar)

Personal Qualities and Circumstances

- Able to work effectively in a volunteer led environment with The Mill's diverse staff, volunteers and users, showing commitment to promoting diversity, equality and inclusion
- Able to adhere to The Mill's vision, constitution and policies
- Flexibility and willingness to attend meetings in person and outside of regular hours

The successful candidate will be expected to use their own equipment and can work from home or from The Mill, when desk space is available, and in order to meet with colleagues and others. Times of work can be flexible but there is a requirement to attend meetings at The Mill on occasion, including in the evening.

Two references will be requested. References taken up on successful interview, before an offer is confirmed.

To apply: Please send an up to date CV and a covering letter specifically addressing all the points on the person specification. Candidates will not be shortlisted if they just submit a CV or if they have not addressed the items on the person specification criteria. Submit your CV and covering letter by email to: people@themillE17.org

Closing date for applications : Wednesday 30 October 2024 @ 6pm

Interviews will be held on : Monday 11 November 2024