

## Funding and Organisational Development Officer Job Description

Hours per Week:	35 hours
Salary:	£32,603 plus 3% pension contribution
Reporting to:	Chief Executive Officer of KVA

### MAIN PURPOSE OF THE POST:

To lead an ambitious, capacity development programme by providing high quality information and advice through one-to-one, group, telephone and email support; developing relevant resources and organising an ongoing training programme including workshops, training sessions, seminars and funding surgeries.

### MAIN DUTIES – Funding

1. Support VCSE organisations in applying for funding, including:
  - identifying/sharing funding opportunities (when appropriate using GRANTfinder)
  - developing their capacity to write successful funding applications (including reviewing them)
  - developing their capacity to bid for contracts
2. Keep up-to-date with new approaches to funding e.g. digital crowdfunding, social impact bonds etc. and disseminate learning throughout the sector
3. Work with KVA colleagues to support the VCSE to recognise partnership and consortium opportunities and support their development when bidding for funding
4. Develop and deliver (or bring expertise as required) a training programme aimed at building and strengthening fundraising skills in the local sector
5. Develop relationships with funders, in order to alert the VCSE to opportunities, to understand funders' priorities and attract funders to the borough
6. Support the KVA CEO in researching and submitting funding applications to sustain and develop the Capacity Building element of KVA's work as appropriate and as part of developing the KVA Funding Strategy

## MAIN DUTIES – Setting up and developing organisations

---

7. Gather evidence about the needs of the local voluntary sector and develop a plan on how to support them to be sustainable, commissioning ready and part of bidding consortia
8. Provide advice and support on the setting up and development of organisations on topics such as governance, appropriate legal structures, finance, organisational development, policy development, income generation, HR etc.
9. Develop a training package (and identify trainers, both internal and external) to cover topics and issues identified through a sector Training Needs Analysis (TNA)
10. Work with the Communications Manager to market the service, ensuring local VCSE organisations are aware of and access the funding, training and organisational development opportunities
11. Work with the Communications Manager to ensure that the KVA website contains relevant and up-to-date toolkits and resources for local organisations to develop policies and procedures and choose legal structures
12. Advise on and support the use of appropriate Quality Frameworks, such as Trusted Charity and others
13. Support organisations to work together, share resources and join up services

## MAIN DUTIES – Outcomes, Monitoring and Evaluation

---

14. Act as an outcomes champion for local VCSE organisations offering support through a variety of channels, e.g.: one-to-one, training, email, bulletin and telephone
15. Work with VCSE groups to support their development of robust monitoring arrangements and systems.
16. Facilitate training and support to the VCSE, in order to measure and embed social value into their work
17. Manage systems for measuring, monitoring and evaluating the effectiveness of the VCSE infrastructure contract KVA holds from Royal Borough of Kingston (RBK), and the integration and cross-referencing to other contracts, as appropriate
18. Co-ordinate the continuous feedback mechanism from users, in order that KVA support is accessible, up-to-date and relevant

## Generic key responsibilities

- Actively promote KVA including seeking new business opportunities
- Contribute to cross-organisation initiatives including bids/funding proposals, quality mark accreditation and other projects
- Work flexibly and supportively with colleagues in pursuit of KVA aims, priorities and outcomes
- Take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications
- Keep up-to-date with Health and Safety requirements
- Ensure commitment to own learning and development and identify, with line manager, where additional training and personal development will enhance delivery

This job description will be subject to regular review and adjustment.

## PERSON SPECIFICATION

### Funding and Organisational Development Officer

(All ESSENTIAL unless shown as DESIRABLE)

Experience	Method
<p>A minimum of 3 years' experience of directly delivering capacity building training or support in the following:</p> <ul style="list-style-type: none"><li>• Identifying the needs of emerging and disadvantaged groups</li><li>• setting up new charities/VCSE organisations</li><li>• business planning</li></ul>	Application/Interview

<ul style="list-style-type: none"> <li>• fundraising and income generation;</li> <li>• project management</li> <li>• finance/budgeting; (DESIRABLE)</li> </ul>	
Experience of setting up steering groups, forums, networks and consortia and encouraging them to jointly apply for funding	Application/ Interview
Demonstrable track record of writing successful funding applications	Application/Interview
Action planning and supporting groups to achieve goals	Application/Interview
Experience of project management, including design, delivery, monitoring and evaluation	Application/Interview
<b>Skills and Abilities</b>	
Skilled trainer, facilitator and communicator able to influence, inspire and motivate through written and interpersonal communications	Application/Interview
Ability to plan, organise and prioritise work to meet tight deadlines and work independently with minimal supervision and deliver work to a high standard	Application/ Interview
Ability to analyse information from a variety of sources, draw conclusions and develop a practical way forward	Application/Interview
Excellent networking skills and the ability to negotiate with, influence and develop	Application/Interview

relationships with a wide range of diverse stakeholders	
<p>Good digital skills and the ability to ensure digital technology is used effectively to develop and deliver services</p> <p>Good Microsoft Office application skills; Office 365 (DESIRABLE), along with other tools that can help productivity and reach</p> <p>Experience of managing a CRM (DESIRABLE)</p>	Application/Interview
Understanding of equal opportunities and diversity and how this relates to best practice in capacity and community development	Application/Interview
<b>Knowledge</b>	
Knowledge and understanding of voluntary and community sector infrastructure/'umbrella' organisations and their support role	Application/Interview
Good understanding of the opportunities and challenges currently facing VCSE sector organisations, the statutory sector, other stakeholders and local communities	Application/Interview
Knowledge of public sector commissioning, grant making trusts, corporate fundraising and other innovative means of income generation	Application/Interview

Knowledge of organisational development issues within the VCSE and of strategic and business planning processes	Application/Interview
Capacity-building and how to engage community organisations and groups to bring about improvement through empowerment and active participation	Application/Interview
Knowledge of monitoring, reviewing and evaluating projects and demonstrating impact	Application/Interview
<b>Qualifications</b>	
The post holder should be educated to degree level or have demonstrable transferrable skills/experience	Application/Interview
A recognised qualification in business development, fundraising or project management (DESIRABLE)	Application

**Additional requirements: Attendance at occasional evening and weekend meetings/events will be required.**