**Job Title: Grants and Trusts Manager**

**Salary:** £36,218 – £41,605

**Location: Hybrid working**

**Reports to:** Deputy CEO

**Contract:** Permanent

**Hours:** Full-Time (35 hours) – Part-Time and flexible hours will also be considered

**The Charity**

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic and progressive children and young people’s charity based in Bolton. Established in 1889, our mission statement is “to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most”.

Open 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We employ around 100 people and have the support and commitment of 100 volunteers. Over the last few years we have seen the demand for our services increase significantly and we’ve set ourselves a target to help more young people than ever. We have recently re-opened our main center in the heart of Bolton following a major £2.6m refurbishment. It’s an exciting time to join BLGC!

**Our Vision and Mission**

**Vision**

Every young person in Bolton has the opportunity to be the best they can be.

**Mission**

We will provide great places to go, positive things to do, and people that care.

**Our Key Principles**

* Keep things simple.
* Always do the right thing.
* Offer excellent customer service.
* Provide an environment for people to be the best they can be.
* Be exceptional in the moments that matter.

**Our Values**

**Driven** **Caring**

We don’t give up and we do whatever it takes. Genuine people who care make the difference.

**Empowering Excellence**

We enable people to be the best they can be. We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

**Fun**

If you enjoy what you do, you do it better! Work is

serious and we do it with a smile on our face.

**About the role**

The Grants and Trusts Manager will have overall responsibility for the submission of written applications to a range of charitable funding sources including statutory, lottery funders, and charitable trusts and foundations, to maximise funding potential for projects in our Youth Club and our Targeted Youth Service at BLGC, in line with the Business Plan, Fundraising Strategy, Departmental Operating Plans and financial targets/KPIs. In addition, you will ensure that funders are stewarded well and that all post award requirements are met.

**Main Responsibilities**

* Secure funds to agreed annual targets within Fundraising strategy plan by writing and submitting sufficient number of compelling and high-quality funding applications on a timely basis.
* Cultivate and maintain effective personal relationships with a wide range of prospective and existing funders through telephone, email, and face to face contact.
* Deliver presentations to, and convene meetings, with funding bodies where required.
* Use a variety of online and printed tools to research into potential funders and ensure effective horizon scanning and pipeline development takes place.
* Understand the needs of BLGC and in particular the children and young people which we service, and communicate them in a clear, consistent way to appropriate funders.
* Maintain knowledge of relevant local, regional, and national statistical information and use effectively in funding applications.
* Ensure that supporting documents including detailed income and expenditure budgets, work plans, job descriptions, and case studies are produced to a high standard.
* Acknowledge funding awards in a timely and consistent manner.
* Communicate with Managers to ensure delivery of the project as required by the funders and arrange regular post award monitoring meetings.
* Liaise with Managers and other staff to identify and retrieve data necessary for the preparation of monitoring and evaluation reports including financial information.
* Draft and submit all monitoring and evaluation reports to existing project funders within given timescales.
* Be pro-active in supplying unsolicited reports and information to funders.
* Contribute to the development and maintenance of effective computer-based systems for recording funder details and monitoring information.
* Provide regular reports to line manager regarding team performance.

**About us**

BLGC were the first youth organisation to be awarded ‘Youth organisation of the year’ by UK Youth and we are the proud recipient of the Queens Award, amongst other prestigious awards. Our charity has a strong reputation locally, regionally, and nationally. We are ambitious and aspirational and are growing.

All staff have free access to our high-quality gym during the day. You will also be enrolled into our pension plan and have access to free holiday club child-care. We offer flexible working, provide refreshments, and fruit on site and have a wellbeing offer for you to access at times when you may need it. We have a fantastic track record for professional development and training opportunities, we are committed to developing our team. Come and join us in a fun working environment, where no two days are the same!

**Fancy joining the team?**

To apply please download our application form from the vacancies section on our website [www.blgc.co.uk](http://www.blgc.co.uk) or email recruitment@blgc.co.uk.

In addition, please provide the following information:

* Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
* Any reasonable adjustments we can make to assist you in your application for the selection process.
* In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS

Please note that CVs will not be considered.

**PERSON SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Essential**✓ | **Desirable**✓ | **Method of assessment**✓ |
| **Qualifications** |  |
|  | Educated to Degree Level or equivalent, or substantial experience | ✓ |  | A |
|  | Certificate in Fundraising Practice/Management (Institute of Fundraising) |  | ✓ | A |
| **Experience** |  |
|  | Demonstrable track record of securing significant income through the submission of compelling and persuasive funding applications | ✓ |  | A/I |
|  | Previous success of engaging and managing professional relationships at all levels including Trustees, Grant Officers and Departmental Officials | ✓ |  | A/I |
|  | Demonstrable track record of submitting high quality progress reports to a range of funders | ✓ |  | A/I |
|  | Fundraising with a background in a medium sized charity | ✓ |  | A/I |
|  | Contracts and Tender writing  |  | ✓ | A/I |
|  | Securing contracts from Local Authority, NHS and Education sectors |  | ✓ | A/I |
|  | Policy writing and updating  |  | ✓ | A/I |
| **Knowledge and Skills** |  |
|  | Ability to verbally articulate the impact of the work BLGC delivers on young people, through telephone contact with funders and at site visits | ✓ |  | A/I |
|  | Confidence in working alone and using own initiative | ✓ |  | A/I |
|  | High level of proficiency in the use of Microsoft Office | ✓ |  | A/I |
|  | Ability to deliver effective presentations | ✓ |  | A/I |
|  | Awareness of effective research tools to source potential grant funders and commissioners  | ✓ |  | A/I |
|  | Knowledge of procurement frameworks and processes |  | ✓ | A/I |
|  | Ability to create and maintain budgets for funding applications | ✓ |  | A/I |
|  | Project Development | ✓ |  | A/I |
|  | Proficient in the use of CRM databases such as Salesforce or others |  | ✓ | A/I |
|  | Ensuring interactions with stakeholders are always polite and positive | ✓ |  | A/I |
|  | Using clear and appropriate communication, both written and oral | ✓ |  | A/I |
|  | Prioritising your workload to ensure deadlines are met | ✓ |  | A/I |
|  | Management skills | ✓ |  | A/I |
|  | Understanding of the Fundraising Regulator’s Code of Fundraising Practice for the UK | ✓ |  | A/I |
|  | Appreciation of social development issues relevant to young people |  | ✓ | A/I |
|  | Member of the Institute of Fundraising |  | ✓ | A/I |
| **Personal Attributes** |  |
|  | Driven and motivated by achieving targets | ✓ |  | I |
|  | Team Player | ✓ |  | I |
|  | Prepared for occasional travel | ✓ |  | I |
|  | Prepared to work unsocial hours as required e.g. evenings / weekends | ✓ |  | I |
|  | Driving Licence |  | ✓ | I |

**Method of Assessment Key:**

A Application Form

I Interview