



Job Description

Job Title:	Grants Officer
Salary:	£24,000 pro rata
Location:	Hope for Children UK, Hemel Hempstead
Hours:	Up to 40 hours per week (<i>part-time will be considered</i>)
Contract Type:	9 Month Fixed Term (<i>possibility of extension/moving to permanent post</i>)
Reports To:	Trusts & Grants Manager

The Charity

Hope for Children is an international charity that passionately believes every child has the right to a happy, healthy and positive childhood. Yet, almost half of the world's children are vulnerable and living in poverty. We are changing this fact by making a safe and fulfilling childhood a reality for more of the world's children. We are improving their access to education and healthcare, empowering their families to support themselves whilst developing their confidence and self-esteem. Most importantly we are giving children the foundations for a better future.

Job Summary

We are looking for an ambitious, experienced and enthusiastic candidate to join our Fundraising Team to apply for and manage a range of trusts, foundations and institutional grants to support the delivery of our international projects. You will need to be great with words and numbers, bringing our projects to life on paper, and have a keen eye for detail. You will be passionate about international development and child rights and be committed to helping the Grants Team to develop a robust, sustainable and diverse grants-based funding stream for our charity to excel and increase our impact across the world.

Key Responsibilities

Hope for Children relies on a small but effective and dedicated Fundraising and Programmes Team to raise the necessary funds for its work across the world. The main responsibilities of this post are to:

- Develop a deep understanding of Hope for Children's work and international partners and work closely with all team members to identify areas where funding is required.
- Identify suitable trusts and foundations through extensive research in relation to the charity's goals and core values.
- Write and submit high-quality proposals that meet the donor's requirements using strong cases for support.
- Work closely with Programmes Team to develop new and existing project designs and log frames to maximise funding opportunities from trusts and other funding bodies.
- Work closely with Programmes Team and partners to ensure that projects deliver the outcomes and outputs for which funding was granted.
- Build a strong working relationship with the prospective trust and foundations to increase success of grant applications through networking and meetings.
- Conduct excellent account management, meeting existing donors as required, developing long-term positive relationships.



Because every
child deserves
a childhood

 6 Progression Centre, Mark Road, Hemel Hempstead, Herts, HP2 7DW, UK

 +44 (0)1442 234561

 hope@hope4c.org

 www.hope-for-children.org

 Charity Reg. No. 1161729 (previously 1041258)



- Submit timely reports to trusts and other donors to meet their monitoring and evaluation requirements.
- Maintain an up to date knowledge of the funding climate, international development trends and sources of available funding for the different areas of Hope for Children's work.
- Maintain detailed donor records on Raiser's Edge and reconcile financial information on a monthly basis.
- Assist Programmes Team with delivery of on-site/remote evaluations and capacity building training for local partners and Hope for Children staff to meet donor reporting requirements.
- Assist with developing funding proposals for Major Donors & Corporate Partnerships that compliment trusts & grants fundraising strategy.

General Responsibilities

- Comply with all organisational policies and procedures.
- Respond to staff queries with timely and accurate information.
- Perform office administration to support the team members and other fundraising streams.
- To contribute effectively to team meetings, discussions and decision making; and attend training as required.
- To represent all aspects of Hope for Children's work appropriately and professionally, to external and internal contacts.
- Attend conferences, workshops and other events beneficial to generating funding through trusts, foundations and institutions.
- Work closely with all departments to help develop and implement the fundraising strategy.
- Carry out any other task that maybe within the scope of the post to ensure the effective delivery and development of the charity.

Child Safeguarding

- To read and personally comply with all aspects of Hope for Children's Child Safeguarding Policy and to attend group or individual trainings, inductions on the same.
- To promptly report any child safeguarding issue that you become aware of during your work at Hope for Children as per Hope's Child Safeguarding Policy.

Person Specification

We are seeking someone to join our small team who has...

Essential Criteria

- Proven experience and a recent track record of success in securing grants from trusts, foundations and institutions – preferably in an international aid/development context.
- A good knowledge and understanding of the voluntary sector funding environment and available income streams.
- Strong communication and interpersonal skills with the ability to clearly convey concepts and inspire others to contribute financially procedures.
- Excellent written communication and proof-reading skills.
- Financially literate with the ability to produce and understand budgets.
- Well organised with a high level of attention to detail.

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- Excellent time management skills with the ability to prioritise own workload, deal with conflicting demands and work under pressure to meet tight deadlines with very little direct supervision.
- The ability to work to a schedule of deliverables where requirements can change.
- Strong analytical, problem solving skills and methodical research skills with the ability to think creatively and strategically.
- Excellent IT skills including MS Word, Excel, Outlook and Powerpoint.
- A willingness to work flexibly and proactively and respond to the emerging needs of the charity and our supporters.
- The ability to work effectively as part of a team and build strong supportive working relationships.
- A creative, enthusiastic and motivated 'can-do' approach.
- Sensitivity to the complexities of cross-cultural communication and able to sustain good working relationships at a distance as well as in person.
- An empathy with the aim, objectives and activities of Hope for Children.

Desirable Criteria

- To have worked for an international development or child rights-based charity.
- To have enjoyed success in applying for funding to a range of organisations including large institutional funders such as Comic Relief, Big Lottery Fund and DFID.
- Experience of designing new international development projects.
- Experience of using Raiser's Edge database.
- The ability to undertake international travel to develop and monitor projects.
- Full driver's license and access to a car.

Application Process

To apply for this position please email the following information to hope@hope4c.org. Please include 'Application for Grants Officer' in the subject field of the email.

Information required:

- Up-to-date CV
- Supporting statement (up to 2 pages of A4) entitled '*What makes me perfect for this job*', that explains how you meet the job description and person specification
- Completed equal opportunities form (attached)

The closing date for receipt of all applications is **Monday 10th June 2019 at 4pm.** Interviews will take place on **Tuesday 25th June 2019** in Hemel Hempstead, Hertfordshire.

Please note that Hope for Children's recruitment and selection policies and procedures reflect our commitment to the safety of children. This appointment is subject to commitment to our Child Safeguarding Policy, the receipt of 3 satisfactory references and a criminal record check.

Thank you for your interest in working with Hope for Children.
We look forward to receiving your application.

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Equal Opportunities Monitoring

Hope for Children are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process. All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file. Thank you for your assistance.

About the Vacancy

Job applied for:

Closing date for applications:

Where did you hear about this job opportunity?

.....

About You

What is your age?

- 16 – 24 25 – 34 35 – 44 45 – 54
 55 – 64 Over 65 Prefer not to say

What is your gender?

If you are undergoing gender reassignment, please use the gender identity you intend to acquire

- Male Female Prefer not to say

How would you describe your ethnic origin?

Ethnic origin is not about nationality, place of birth or citizenship. It is about broad ethnic groups.

Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

- Bangladeshi Chinese Indian
 Pakistani Any other Asian background

Black, Black British, Black English, Black Scottish, Black Welsh

- African background Caribbean Any other black

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Mixed heritage

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other mixed background

White

- British
- English
- Irish
- Scottish background
- Welsh
- Any other white
- Any other ethnic background
- Prefer not to say

How would you describe your religion or belief?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion/belief
- None
- Prefer not to say

How would you describe your sexuality?

- Bisexual
- Gay Man
- Gay Woman/Lesbian
- Heterosexual/Straight
- Other
- Prefer not to say

Disability

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Does this definition apply to you?

- Yes
- No
- Prefer not to say

If yes, please provide brief details:



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