

Job title:	Funding and Partnerships Officer
Starting Salary:	£24,000 gross per annum
Location:	Edinburgh/remote working
Contract type:	Permanent (full-time)
Hours:	37.5 per week
Responsible to:	Funding and Partnerships Manager

Organisation overview

Venture Trust is a personal development charity supporting people, aged 16 years and over who are struggling with many and complex circumstances to overcome these barriers and realise their potential. Our strengths lie in the trust and relationships we forge, our developmental approach and in harnessing the transformational benefit of being outdoors and amongst nature. Working in communities, in greenspaces and journeying through some of Scotland's most wild places, we actively support people by focusing on individual's strengths, equipping them with essential life-skills and building confidence. We want everyone to succeed and to continue to do so throughout their lives.

Our vision is everyone, irrespective of their past, can achieve their potential for a healthy, happy and fulfilling life.

Our values underpin everything we do:

- **Courage** - we remain brave when things are tough
- **Care** - we will attend to people and place
- **Curiosity** - we are thoughtful
- **Collaboration** - we work together for greater impact

Job Overview

The Funding and Partnerships Officer will work within the Funding & Partnerships Team as part of Venture Trust's External Affairs Directorate, comprising: Funding & Partnerships, Performance & Impact, and Communications & Marketing. The Funding & Partnerships Team are responsible for the development, management, and administration of funding within Venture Trust, with a focus on building and maintaining strong relationships both internally and externally to create and manage a portfolio of funding opportunities.

The Funding and Partnerships Officer will manage and develop existing funding relationships and secure new funding sources from a range of source including major grants and commissioned services. These may include lottery, Scottish Government, local authorities, other public sector sources, and trusts and foundations. Account management, partnership building, grant administration and management, and proposal and bid writing are key elements of this role.

Main responsibilities

General:

- Manage a pipeline of funding opportunities of which you will be key account manager.
 - Raise five- to six-figure sums by preparing an agreed range of funding applications in line with Venture Trust's strategic aims and targets.
 - Create compelling asks – consistent voice/narrative which represents Venture Trust's work with participants in line with values.
 - Take a relationship management approach both internally and externally to provide great communications and customer service to all stakeholders.
 - Prepare reports to funders within agreed timeframe.
 - Develop and employ appropriate engagement strategies to support income generation.
 - Work collaboratively with colleagues across the Funding and Partnerships team to support work on other accounts as required.
 - Undertake continuous research and 'horizon scanning' to identify income opportunities.
 - Work alongside Operational colleagues to identify and develop partner relationships to support joint-funding bids.
 - Assist in the preparation of budgets within funding bids, working alongside the finance team and other Venture Trust teams to ensure accurate costings.
- Attend meetings, conferences and events pertinent to income generation opportunities.

Internal:

- Support department heads and managers to develop or refine service offers to align with agreed funding development opportunities.
- Work with the Programme, Performance, and Impact team to manage contracts, understand and use relevant impact data to make a case for support, and evidence impact for funders.
- Work with colleagues across Operations and Communications and Marketing to manage contracts and appropriately represent participant voices and stories externally.
- Work with the Communications and Marketing team deliver on communications requirements for contracts, and to promote partnerships and funded projects.
- Use Venture Trust's database (eTapestry) to manage the funding pipeline and record relationship activity, ensuring all records are accurately inputted and kept up to date.

Other:

- Work within the policies and procedures of Venture Trust and undertake any other reasonable duties, commensurate with the job title, as determined by the Line Manager.
- Undertake professional development as and when required.

Person specification

Skills and experience

Essential:

- Educated to degree-level or equivalent work experience.
- Excellent interpersonal skills and experience in building positive, meaningful working relationships, both internally and externally.
- Proven ability in account management.
- Excellent written and verbal communication skills with good copy writing and proof-reading ability – thorough with an eye for detail.
- Experience of creative proposal writing combined with the ability to demonstrate clear outcomes and impact.
- Competent with financial information – preparing, manipulating and presenting budgets.
- Strong organisational skills with good record keeping, alongside the ability to manage and prioritise a varied workload, working under pressure to tight deadlines.
- Excellent IT skills with strong working knowledge of MS Office programmes and confidence navigating and adapting to new/different online systems.

Desirable:

- Experience working in fundraising and/or non-profit contract administration, including the preparation of funding applications and complex bids.
- Proven track record in raising five- to six-figure sums from any of the following sources: statutory, lottery, trust, foundation other major funding agencies.
- Experience in project management.
- Working knowledge of charitable financial accounts.
- Working knowledge of CRM systems/ experience of working with fundraising databases.
- Knowledge of youth work, social exclusion, mental health, employability or the criminal justice system in Scotland.

Personal qualities:

- Commitment to Venture Trust's mission and values - desire to make a difference.
- Great networker and relationship builder.
- A people person, able to work collaboratively across a diverse staff and participant group.
- Flexible, and willing to work in a fast-paced and constantly changing funding environment.
- Able to work on own initiative and to contribute ideas.
- Willingness to travel periodically to Venture Trust field offices (Edinburgh, Glasgow, Stirling).

Venture Trust is a living wage employer and committed to promoting equality and diversity