

Job Title	Grants and Impact Officer	Salary Grading	Ministry Support	Status	Permanent
Reports to	Development and Relationship Manager	Occupational Requirement	Active Christian Faith	Work pattern	Full Time
Job purpose	To enable the mission of Jesus Christ through (a) writing persuasive funding applications and maintaining excellent relationships with trusts and foundations (~24 hrs pw), and (b) enabling inHope's impact to be measured, evidenced and articulated (~16 hrs pw), enabling the Fundraising and Communications Team to meet its income targets.				
Key Responsibilities		Experiences and Qualifications		Job Dimension	
<p>Grants</p> <ul style="list-style-type: none"> Research, create and maintain a long-term strategy and yearly plan of grant applications to achieve fundraising targets. Write & submit high quality and compelling bid applications in an efficient and timely manner. Submit timely reports to funders, working alongside inHope colleagues to ensure grant monitoring and evaluation requirements are met. Build long-term relationships with Trust and Foundations. Manage and maintain the tracking process and filing system of grant applications, ensuring Trust contact records are kept up to date in the donor database. <p>Impact</p> <ul style="list-style-type: none"> Create and maintain a Theory of Change articulating charity-wide vision, mission, outcomes and outputs. Develop an annual plan to monitor, collate and evaluate the impact of inHope service delivery, working with colleagues to ensure grant requirements are met. Develop and implement GDPR compliant systems which allow data to be collected, stored and used to efficiently and effectively demonstrate inHope's impact. Capture stories from clients, staff and volunteers that articulate the impact of inHope's work. Work alongside colleagues within the FR and Comms team to produce inHope's annual Impact Report. <p>General Duties</p> <ul style="list-style-type: none"> Support the wider work of the Fundraising and Communications team, including supporting other tasks & duties during periods of colleague absence/annual leave. To support other inHope activities as appropriate. Christian pastoral care for inHope colleagues. 		<p>Person Statement</p> <p>A motivated individual with a passion for fundraising and writing. You have a sense of God's call to use your skills and experience in a Christian ministry. This is a role which largely focuses on the written element of communication; as a result you need to have excellent writing and editing skills.</p> <p>Key Skills, Experiences and Qualities</p> <ul style="list-style-type: none"> Has completed secondary education, with Maths and English at GCSE Grade C, or equivalent. You will need to have experience in bid writing and possess a track record of successful grant submissions. Good persuasive, compelling writing style, which expresses outcomes whilst engaging emotions. Ability to create and understand simple budgets. Strong skills in data management, analysis and storage. A good knowledge of quantitative methods, analysis and statistics. Able to produce statistical analysis of organisational management information. Good understanding of Theory of Change, outcomes and outputs, and able to utilise a compelling writing style to express inHope's impact. Highly competent in using Windows based IT software, the internet and web based databases. Ability to prioritise own workload effectively to achieve deadlines and to meet income targets. Able to manage expectations and priorities from different stakeholders. Experience of, and effective in, working in a team environment, including volunteers. Positive, optimistic and resourceful when dealing with obstacles and change. 		<p>Team</p> <p>The Fundraising and Communications team serves inHope by communicating the vision, mission, outcomes and outputs to existing and potential supporters and funding sources, developing existing relationships and establishing new ones.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> Line managed by the Development and Relationship Manager with regular review meetings to communicate on progress against planned tasks and objectives. To be an effective member of the Fundraising and Communications team. The relationship with the Impact Officer is particularly key. Liaison with the service managers to keep up-to-date with their project to aid bid preparation, service data monitoring, impact analysis and reporting. Liaison with finance team to ensure application budgets and financial reports are accurate. Maintain and build on current relationships with trusts & foundations and cultivate new ones. To foster good working relationships with all donors and supporters. Member of the wider staff team, attending staff meetings and prayer times in keeping with the agreed work pattern. To build good and supportive working relationships with the whole inHope staff team. To work alongside volunteers; supporting them with tasks that augment the work of inHope as necessary. 	