

# **JOB DESCRIPTION**

# **Job title**: Funding and Development Officer

# **Salary:** ProMo Development Officer Scale £24,410 - £29,250

**Location:** ProMo Office and homeworking

**Hours of work**: Full-time (35 hours per week).

Part-time /job share applications are welcome.

**Holidays & Benefits:** 23 days (25 days from Apr 24) per annum, rising to 27 after 2 years and to 30 days on completion of 5 years' service

35 Hours working week

Bank holidays

Hybrid Working

Up to 4 weeks working away from Wales base

(dependent on role)

Pension scheme – 6% employer contribution

Cycle Scheme

**Probationary period:** 6 months

**Length of Contract:** Permanent (subject to funding)

**Responsible to:** Senior Funding and Development Manager

**ProMo-Cymru Vision**

ProMo-Cymru works to ensure young people and communities are informed, engaged, connected and heard.

**How We Work**

ProMo works collaboratively to make links between people and services using creativity and digital technology. Supporting the third and public sectors to imagine, test and create better services.

We work with communities through communications, advocacy, cultural engagement, digital and media production. Our work is informed by over 25 years of delivering digital youth information projects. We share this knowledge through training and consultancy, forming long term partnerships to benefit people and organisations.

ProMo is a registered charity and social enterprise; our profits are invested back into our community projects.

## **MAIN PURPOSE OF THE POST**

We are seeking a Funding and Development Officer with a talent for writing and passion for making a real difference. In this role, you will support and be supported to increase ProMo’s income generation while growing your skills to develop compelling narratives based on the needs of the communities we work with and helping our clients realise their ambitions.   
  
You will play a crucial role in supporting income generation at ProMo by sourcing, coordinating and securing funding from a mix of grants, trusts, foundations and trading activity.  
  
We need someone who can work as part of a team to create innovative projects and compelling proposals across the worlds of youth work, community development, digital and design. Our staff will share their experience and in turn you will help shape the work we deliver into diverse and sustainable income streams.   
  
We emphasise a collaborative approach to funding and business development, you’ll be working across a staff team of 50 delivering dozens of exciting projects and will be supported by the Senior Funding Manager in your own professional development.  
  
Additionally, you'll actively network and seek out opportunities to increase ProMo's visibility securing further and repeat business.

**MAIN DUTIES**

**Funding**

* Support the Senior Funding and Development Manager to actively develop and secure funding opportunities
* Research, coordinate and write funding applications, business plans and reports
* Collaborate with colleagues and partners to co-create bids
* Interpret data and identify trends for reporting and present for use in both communications and funding applications.
* Keep abreast of developments within the grants sector to identify opportunities.

**Business development**

* Support the Senior Funding and Development Manager and senior leaders to devise and implement strategies to market business opportunities to new and existing clients and raise the profile of ProMo-Cymru
* Build, maintain and develop relevant relationships and partnerships
* Keep up to date with relevant policies and agendas
* Develop new business opportunities
* Deliver projects where suitable/when required

**Communication and Engagement**

* Promote ProMo’s products/services
* Liaise with and communicate effectively and professionally with a wide range of individuals, professionals, and disciplines
* Deliver talks and presentations where appropriate and as required

**Learning and Development**

* Undertake relevant education and training appropriate to your role to support your professional development, and to maintain the necessary skills and competencies to meet the requirements of the role
* To take up and engage with arrangements for support, supervision and appraisal
* To work autonomously and as part of a team

**5.** **General**

* Adhere to all company policies and procedures within defined timescales (these include Child protection, Equality and Diversity, Health and Safety, Confidentiality and Data Protection)

**PERSON SPECIFICATION AND EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** | **How Identified/**  **Assessed** |
| Experience | Experience of developing successful funding bids or writing engaging content with a clear audience in mind  Experience of collaborating effectively with colleagues and external partners  Experience of engaging and influencing a  wide range of stakeholders |  | Application form & interview |
| Skills | Expert writer with ability to write persuasively, able to adapt copy to suit different audiences.  Excellent interpersonal and communication skills  Effective decision-making abilities  Excellent time-management, organisational, planning and multi-tasking skills  Excellent ICT skills |  | Application form & interview |
| Knowledge: | Awareness and understanding of relevant legislation, political developments and policies in Wales affecting communities, children, young people and third sector. | Understanding of what a good digital service looks like.  Understanding of the service design process and principles.  Excellent knowledge of funding streams relevant to digital, youth, advocacy, and community projects and regeneration. | Application form & interview |
| Personal Attributes: | Ability to build trust and rapport with a wide range of stakeholders  Ability to work independently and on own initiative, as well as part of a team  Flexible, with ability to work on multiple projects and deadlines simultaneously.    Passionate about improving the lives of young people and communities in Wales  Commitment to working in a non-judgemental, anti-discriminatory way |  | Interview |
| Other requirements: | Committed to working to and upholding ProMo’s values, ethos and culture, including a rights-based approach    Willingness to undertake travel when required    Willingness to work flexible hours as per business need | Driving licence    Welsh speaker | Application form & interview |

The post holder will be expected to undertake other reasonable duties and tasks as required, and which may not be specified within the job description.

This job description is subject to review and change, it’s not intended to be rigid or inflexible. We are an organisation that values and encourages staff development and working to people’s strengths.

.