

Projects Officer: Funding and Impact

Salary: £32,418 per annum/pro rata including OLW

Hours: 21-35 hours per week (flexible)

Contract: Permanent

Location: Greater London. Hybrid contract: a mix of remote work and at our centre in Harrow

Benefits: 28 days annual leave per annum/pro rata plus bank holidays; 6% pension contribution; working from home allowance

Closing Date: Tuesday 4 January 2022

Interview Date: Friday 14 January 2022

Other: An enhanced Disclosure and Barring (DBS) check will be undertaken

Job Description

Are you passionate about helping children and young people in distress get the targeted help and support they need? Do you have some experience at scoping funding bids, drafting monitoring and evaluation reports and using Salesforce or a similar database to run reports and evidence impact in a charity setting? This role is suited to someone with the ability to work flexibly, both as part of a team and on your own initiative.

Duties will include:

- Ensuring relevant funding opportunities are researched and drafted, developing a funding pipeline and working closely with the Centre Director to submit timely bids.
- Generating reports on programme outputs and impact as needed eg. for quarterly reports; partner meetings; annual reports; funding reports and all aspects of monitoring and evaluation.
- Creating and managing a monitoring and reporting timeline and ensuring data is collated and drafted within deadlines.
- Quality assurance: Liaise with the staff team and monitor and report to the Director on issues including regular team inputting on Salesforce and E-CINS; the waitlist and responses; client and group reviews 4-6 weeks; quarterly case studies, customer satisfaction; complaints.

The **wish centre** - Delivery Hub: Cedars Youth and Community Centre - Chicheley Road - Harrow Weald - HA3 6QH

Registered Office: 85 Great Portland Street - First Floor - London - W1W 7LT

Tel: 020 3137 9044 - Email: info@thewishcentre.org.uk - Website: www.thewishcentre.org.uk

- Support the Director in responses to fundraising opportunities and approaches including some relationship stewardship and management of new and existing contacts in the grant making, commissioning and corporate funding area and managing the provision of information for fundraising events.
- Coordinate training requests and work with the Director to plan and book training externally and with partners in Harrow and across London.
- Deputising for the Director when needed at partner project and strategy meetings such as Harrow Council LCPF project; Heads Up Consortium; MASE; Black Lives Matter subgroup; Harrow Domestic and Sexual Violence Forum etc.

General

- At all times, protect the safety and security of the **wish centre** service users, staff, volunteers and buildings, and the confidentiality of records and other information.
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed work plans.
- Ensure the effective implementation of the **wish centre**'s Safeguarding, Health & Safety, Equality and Diversity, and other policies and procedures and uphold its core values.
- Work across teams and undertake such other duties, appropriate to the role, as may reasonably be expected.

By joining our team of committed and friendly colleagues, you will:

- Help us to make a life-changing difference to young people.
 - Thrive in a role with a high degree of responsibility and flexibility.
 - Enjoy working with other like-minded people, who care about doing an excellent job.
 - Have ownership over many aspects of the charity's operations, with tangible results.
 - Develop a range of key skills and knowledge areas.
 - Enhance your skills through professional development opportunities.
 - Benefit from dedicated time and support given to your career and personal development.
- Training on the issues as well as our Salesforce database, Assessment and Review forms, and Safeguarding procedures will be provided.

Variation Clause

The **wish centre** reserves the right, following full and reasonable consultation with the member of staff concerned, to vary, add or alter any of the terms and conditions of employment.

Person Specification

Requirement – Sift Criteria	Essential or Desirable
Degree level or equivalent experience to ensure written skills to present information accurately, appropriately and clearly	Essential
Minimum 2 years relevant experience of researching and developing funding bids in a charity environment	Essential
Experience of generating impact and data on Salesforce, or similar cloud database system, including interrogation and reporting	Essential
Excellent organisational skills, the ability to prioritise and manage timeframes effectively and use initiative to solve issues as they arise	Essential
Experience of creating and managing funding pipelines and preparing monitoring and evaluation reports	Essential
Knowledge of the charity sector, the range of funding opportunities available and experience of working with a diverse community of donors and fundraisers	Essential
Experience of relationship stewardship, managing new/existing contacts in the grant making, commissioning, corporate and community fundraising areas and providing information for fundraising events.	Desirable
Confidence to communicate well with a range of professionals internally and externally, and ability to represent wish centre with integrity.	Desirable
Commitment to children’s and young people’s rights and understanding of the wish centre ’s work and its core values	Desirable