



JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Post title: Trusts and Grants Lead

Reports to: Head of Development

Responsible for: No direct reports

Organisational Expectations:

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment.

Our aim is to provide a high-quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

Outline of Post:

The Trusts and Grants Lead will lead on the Inspire North group's trusts and grants activity. You will help to develop and deliver upon our development ambitions, diversifying income and achieving financial targets. Working closely with the Head of Development and colleagues across the organisation, you will develop a strong prospect pipeline, steward our grant funders and deliver growth from this income stream. This includes managing our Development Champions scheme, set up to support our service teams to access small grants.

The role will also work closely with the Head of Development and Development Researcher to respond to national policy changes and help the organisation to deliver best practice and innovations in the sector by securing appropriate funding.

Main Tasks:

1.	Identify and lead on end-to-end proposal development (including writing and budgeting proposals) to secure grants funding from Trusts, Foundations, Lottery and Statutory organisations.
2.	Manage the Development Champions Scheme and support operational colleagues to apply for small, local grants – ensuring best practice and

	organisational procedures are upheld.
3.	Devise and deliver upon strategies to develop, extend, and strengthen relationships with current and new grant funders, providing effective communications and ensuring regular updates on our work and achievements.
4.	Undertake rigorous identification of prospective grant funders and detailed research into strong leads (through desktop research and face to face/virtual networking).
5.	Work with the Head of Development, Development Researcher and operational colleagues to scope out new projects and innovations, suitable for grants funding.
6.	Regularly attend grant and funder workshops and events (virtual and face to face) to meet potential and future funders, develop relationships and keep abreast of latest sector trends.
7.	Regularly analyse funding structures and sources of key competitors and other similar organisations.
8.	Maintain accurate records and funder case notes, effectively using Inspire North's systems.
9.	Work with the Head of Development to track income monthly and produce regular progress and learning reports on grants activity.
10.	Achieve personal financial targets related to new funding and contribute towards team performance and financial targets.
11.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
12.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
13.	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.

14.	Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.
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PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column, but any gaps could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships, including through virtual means (e.g. LinkedIn), whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A, I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge and Skills	Essential	Desirable	Identified by:
A self-starter who can work autonomously and make decisions	✓		A, I
Able to take responsibility for own work, consistently achieving and delivering to high standards on-time, despite tight timescales and conflicting priorities	✓		A, I
Ability to work in collaboration with colleagues, partners and other stakeholders and work effectively within a team	✓		A, I
Outstanding writing skills, able to adapt to various audiences	✓		A, I, E

Outstanding interpersonal and verbal communication skills	✓		A, I
Excellent numeracy and analytical skills	✓		A, I, E
Excellent organisational skills, able to maintain accurate records, evidence and administrative/monitoring systems	✓		A, I
Strong IT skills, including a good working knowledge and use of Microsoft Applications and digital communication tools (e.g. Microsoft Teams and Skype for Business).	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Language skills e.g. Urdu, BSL, etc.		✓	A
Experience	Essential	Desirable	
Proven experience in effectively managing funder or client relationships with positive outcomes	✓		A, I
An excellent track record in writing funding applications for Trusts, Foundations, Statutory and/or Lottery funders	✓		A, I, E
Experience of homelessness, domestic abuse or mental health either as a person who has used services, a carer, worker or volunteer		✓	A, I
Experience of account management in the not-for-profit, public or private sectors		✓	A, I