



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*



Previously Bedford & District Cerebral Palsy Society

**JOB TITLE: GRANTS FUNDRAISER**

**PAY RATE: £25-27K (37HRS) PRO-RATA**

**CONTRACTED HOURS: 30 HOURS PER WEEK**

**RESPONSIBLE TO: SERVICES DIRECTOR/TREASURER OF TRUSTEES**

## **THE ORGANISATION:**

### **OUR PURPOSE**

**We believe in something bigger than ourselves - our service users**

Our service users are the heartbeats that guide our purpose and passion. Their resilience, their courage, and their unwavering determination in the face of adversity inspire us daily. We see their challenges as opportunities for growth, their triumphs as shared victories, and their hopes as the guiding light that propels us forward.

We understand that our existence is intertwined with the well-being of our community. Embracing this broader perspective empowers us to contribute meaningfully, fostering a legacy that extends far beyond our individual lives.

We believe in cultivating a community where empathy, compassion, and collective progress prevail—a world that thrives on the strength of our shared humanity.

### **OUR VISION**

**Our vision is bright**

Expanding beyond, our goal is to extend this transformative support to broader communities, amplifying our reach and positively impacting an increasing number of individuals and families in need.

### **OUR MISSION**

**We are committed**

Our mission is to provide unwavering support to families living with disabilities. Sharing our knowledge and understanding to empower each individual we encounter along their unique journey. Through guidance and empathy, we aim to uplift families, fostering strength and resilience as they navigate life's challenges.

## **THE ROLE**

Embrace  
43 Bromham Road  
Bedford  
MK40 2AA

[embrace.ora.uk](http://embrace.ora.uk)  
Unlocking Possibilities. Embracing Life

Registered charity no: 1156447

01234 351759

[info@embrace.ora.uk](mailto:info@embrace.ora.uk)

The year 2024 is Embrace's (formerly BDCPS) 70<sup>th</sup> year as a small charity based in Bedfordshire.

We want to make this year and the future even more impactful and inspirational and are seeking a passionate and aspirational Grants Fundraiser to join our team.

The Grants Fundraiser will work closely and proactively with the trustees and management team to identify and maximise grant fundraising opportunities. They will make applications to identified prospective grant providers to help us maintain current services and develop new services to bridge gaps in provision and fulfil our purpose. They will also fulfil reporting and follow-up requirements after successful applications and subsequent delivery of services.

**The role will include:**

- Developing ideas and opportunities, networking, nurturing and developing relationships with prospective, past and current funders.
- Working closely with the social media lead to promote successes, publicise project and service achievements and help create innovative funding ideas.

The initial proposal is for a 30 hours per week one year contract but by its nature the role will be flexible (and may by agreement involve occasional evenings and weekends). In addition, we would have an expectation for the postholder to work to a target which will be reviewed regularly.

## **SPECIFIC RESPONSIBILITIES:**

### GRANT FUNDRAISING

- Work closely with the management team to understand the organisation and our funding requirements.
- Generate income by researching, gathering information, and designing, writing and submitting applications and appeals for funding.
- Produce accurate, substantiated and compelling content for each bid.
- Manage the information, documentation, activities, resources and communication flow so that bids are delivered successfully on time, to quality standards and budget.
- Undertake regular prospect research to identify potential funding streams and prioritise opportunities based around our organisational needs and the criteria and deadlines of potential funders.

- Ensure that we effectively record and measure the outcomes of our grant applications and their impact on service delivery and share these in internal meetings and progress reviews.
- Establish effective working relationships with funders and review existing and previous funders to assess the potential for further collaboration.
- Research and update our knowledge of the local and national environment with respect to grant provision
- Develop and present short-, medium- and long-term funding strategies to the management team and trustees, following up all successful, unsuccessful and prospective grant applications as needed.
- Put together and present to the team and trustees targeted grant applications/proposals, ensuring all required and relevant information is included.
- Maintain a grant application file with details of provider requirements and relevant budget information.
- Work to agreed budgets ensuring maximum return on investment is achieved.
- Continually reflect on and review the funding process to ensure continued improvement and development.

## **OTHER RESPONSIBILITIES:**

### GENERAL RESPONSIBILITIES

- Promote a culture that is led by the needs of service users, their families and carers in all aspects of Embrace's work
- Liaise and maintain constructive links with statutory, voluntary and community organisations, together with any relevant national organisations
- Maintain confidentiality and ensure your work complies with safeguarding, equal opportunities, health and safety, GDPR and other policies and guidelines provided by Embrace
- Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training, supervision and wellbeing action plans to support development.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility
- Ensure that equal opportunities are promoted in all aspects of the work of the organisation

**Personal Specification / Key Competencies / Knowledge /Experience:**

**Embrace is looking for applicants who can evidence experience in the following areas:**

- Demonstrable experience in grant fundraising and in developing and delivering successful funding bids (essential)
- Demonstrable experience of raising income through various fundraising channels (essential)
- Understanding of the high value of individual, trust and corporate supporters and the basic principles of supporter/donor care (essential)
- Practical experience of using fundraising databases (desirable)

**Skills/Abilities:**

In addition to the above we want applicants to provide examples of how they satisfy the following criteria:

- Self-motivation and ability to use initiative to solve problems (essential)
- Familiarity with Microsoft software including PowerPoint, Excel, and Teams along with the ability to or willingness to train to produce infographics. (essential)
- Ability to plan and deliver against targets (essential)
- Excellent written and verbal communication skills (essential)
- Excellent administrative, organisational and planning skills particularly in time management, including the ability to prioritise, multi-task and work well under pressure (essential)
- Strong interpersonal and teamworking skills (essential)
- Co-operative approach to working with other agencies, to maintain strong, positive partnership working (essential)
- Good financial and strategic understanding and the ability to analyse, manipulate and present financial and outcomes/impact data (essential)

**Other:**

- A genuine desire to support those we serve, demonstrating a passion for the role (essential)
- Commitment to upholding and promoting the vision and values of our organisation (essential)
- A full driving licence and use of own car (desirable)