

<b>Job Title:</b>	Funding and Network officer	<b>Reporting to:</b>	Senior Director
<b>Organisation:</b>	Pembrokeshire Weightlifting (known as Strength Academy Wales)	<b>Key Interface:</b>	Local Third Sector organisations, community groups, charities, local services. Local and National funding organisations. Membership and directors of Pembrokeshire Weightlifting.
<b>Salary:</b>	£13,104.00  (£27,300.00 pro-rata)	<b>Working Hours:</b>	18 Hours per week
<b>Company Web Link:</b>	<a href="https://www.strengthacademy.wales">https://www.strengthacademy.wales</a>		

## Job Description

### Job Summary

The successful candidate will research and raise funds for the activities of Pembrokeshire Weightlifting (known as Strength Academy Wales). Responsible for securing income from a range of sources inclusive of:-

Volunteering Wales, WCVA – up to £20k.

Community Facilities Programme, Welsh Government up to £250k.

Awards for all Wales, National Lottery – up to £10k.

People and Places Community Fund, National Lottery – Large Grant.

Enhancing Pembrokeshire, Pembrokeshire County Council – tbc.

Other submissions to relevant funding bodies.

The post holder will network with local third sector organisations promoting and encouraging groups, charities and services to become involved in the organisations health, wellness and social prescribing activities.

### Role and Responsibilities

#### 1. Sourcing funding opportunities

- Research and identify suitable sources of funding.
- Create an annual plan, mapping funding opportunities, key criteria areas, and funding timelines.
- Examine the background of each potential income source to determine their grant making criteria, interests, funding timetables and other requirements. Ensure a close fit between funding sought and the Strength Academy Wales strategy, services and organisational priorities.
- Liaise with external stakeholders, regarding potential funding opportunities.
- Identify projects within Strength Academy Wales which would be attractive to different funding sources.
- With the support of the Senior Director plan carefully to ensure sufficient time to complete the highest quality applications.
- With support from the Senior Director gather information for both the narrative and financial elements of applications/bids.
- Meet with funding providers to discuss applications.

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- Complete application forms and draft comprehensive, well-structured and logical funding proposals/bids that present a convincing case for support.
- Ensure all necessary documentation is forwarded to the funding body as requested.
- Submit applications in advance of deadlines.
- Liaise with the Senior Director to agree forms of monitoring and evaluation.

## 2. Networking

- Maintain a thorough understanding of Strength Academy Wales objectives, strategy and activities in order to communicate about them effectively.
- Attend relevant Pembrokeshire Association of Voluntary Services meetings and forums such as the Community Connector Speed Network and Funding Fair.
- Promote, liaise with and meet local groups and organisations who may wish to be involved in Strength Academy Wales activities.
- Build positive relationships with local groups and organisations, and with funding organisations.
- Gather evidence and record the demand for Strength Academy Wales services and activities from Third Sector organisations and the local community to support funding applications.

## 3. Reporting

- Effectively gather the necessary activity, statistical and financial information to include in reports.
- Write comprehensive, well-structured and accurate reports that clearly show the outcomes that have been achieved as a result of the funding support and ensuring all reporting deadlines are met.

## 4. General

- Lead processes to gain the following accreditations – National Living Wage Employer and Investing in Volunteers.
- Play an active role enhancing the organisations social media profile, especially in terms of promoting potential funder posts and applications
- Maintain and manage effective electronic and paper-based records and filing systems in support of all grant and fundraising duties.

### Support we can offer you:

- Support and supervision meetings.
- Narrative templates from previously successful applications to aid future submissions.
- A clear steer to the already researched and potential funding opportunities which match the activities of the organisation.
- Example methods of data collection to demonstrate demand for future activities, as a form of evidence to support funding applications.
- Access to current data supporting health and wellbeing activities at the organisation, to support future funding applications.

### Qualifications

Educated to degree level or equivalent experience.

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### Experience

Proven track record of successful applications to statutory bodies and trusts.

Proven confident communicator with a diverse range of people.

Proven ability to write compelling cases of support and successful funding applications.

Sound understanding of monitoring, evaluating and reporting requirements.

Good financial understanding and the ability to analyse and present financial and other data

Fully computer literate with excellent PC skills including word processing and spreadsheets

### Skills, Abilities and Attributes

Excellent interpersonal, networking and relationship building skills.

Co-operative approach to work with other agencies, maintaining strong, positive partnership working.

Ability to prioritise demanding workloads and work under pressure to meet strict deadlines.

Ability to work independently and use own initiative.

### **PEMBROKESHIRE WEIGHTLIFTING IS AN EQUAL OPPORTUNITIES EMPLOYER**

Pembrokeshire Weightlifting is a recognised equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief and gender.

The successful candidate will be expected to adhere to the Pembrokeshire Weightlifting Code of Conduct and adopt the organisations values surrounding safeguarding and equality. The successful candidate may be required to travel as part of this role.

As Pembrokeshire Weightlifting develops and evolves, so may the duties and roles of the Academy funding and networking officer. Such changes will be discussed with staff prior to implementation.

***\*\*\*The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements commensurate with the post and grade of which the job holder may be required to perform from time to time.\*\*\****

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