**VACANCY**

**Grant Fundraising Officer – Diocese of Plymouth**

**Location: St. Boniface House, Ashburton, Devon TQ13 7JL**

**Salary: £30,000 per annum plus car allowance, mobile phone allowance and contributory pension scheme**

An exciting and challenging vacancy has arisen for the post of Grant Fundraising Officer, Diocese of Plymouth. This role will be to secure external funding that aligns with Diocesan strategic objectives. Working closely with colleagues the post holder will work to:

* Identify and cultivate potential funding
* Produce successful bids and applications
* Manage and monitor grants awarded
* Manager partner relationships and maximise a portfolio of donors including several large multi-year funders, seeking to extend their support wherever possible
* Write reports, evaluate impact and share learning across the organisation

The post holder’s main responsibilities will be to secure external funding, stakeholder management and deliver and evaluate funded projects.

The successful applicant will demonstrate the following:

* Experience of securing restricted funding from trusts, statutory or commercial sources
* Experience of successful grant applications from large grant bodies such as the National Lottery
* Experience of producing powerful land compelling fundraising proposals and reports
* Experience of working with partners across charitable, private or public sectors
* Experience of contributing to fundraising strategies in line with organisational plans

A results-driven, motivated team player the post holder will be an innovative thinker, able to spot opportunities and develop concepts to create successful bids.

The post holder will be based at the Curia offices in Ashburton, near Newton Abbot, but should be willing to travel across the Diocese to liaise with parishes. There will also be the need to undertake occasional out of hours work.

A job description/person specification for this role and application form can be obtained by either calling Jan Holton on 01364 645383 or by emailing [recruitment@prcdtr.org.uk](mailto:recruitment@prcdtr.org.uk). Applications should be made by submitting a completed application form and covering letter.

Closing date for applications: Monday 9 December 2019

Interviews to be held: Monday 16 December 2019