Cleft Lip and Palate Association (CLAPA)
Trust and Grants Fundraiser
Application Process

Reporting to: Senior Trust and Grants Fundraiser
Salary: £24,000 pro rata (14 hours per week)

Benefits:
- 25 days annual leave plus 3 days closure over Christmas (pro rata)
- 5% non-contributory pension on completion of a probationary period of 6 months (backdated to 3 months from start date).
- Option for some flexible working, access to unpaid leave and Time Off in Lieu Policy

Based at: London office in Angel, with option for some home working

Background

The Cleft Lip and Palate Association (CLAPA) is the only charity supporting people with cleft lip and/or palate and their families across the UK.

Its main roles are:
- Providing practical and emotional support to parents, children, young people, and adults with clefts
- Providing information on cleft lip and/or palate through our leaflets, website, and conference
- Providing the user perspective in research and consultation exercises
- Coordinating a UK-wide network of volunteers to provide local support
- Raising awareness of cleft lip and/or palate through campaigns and awareness-raising talks and events

Job Description

The Trust and Grants Fundraiser will work to maximise CLAPA’s income from charitable trusts and foundations, the Lottery, and statutory authorities. The post holder will be expected to meet challenging annual fundraising targets.

As a key member of CLAPA’s growing fundraising team, you will play a crucial role in maximising the income of a small but dynamic charity during an exciting period of transformation. CLAPA’s fundraising team has, over the past two years, grown from 1.5 to 5 members of staff. Having achieved significant success in trust fundraising over the past 18 months, we are seeking a part-time Trust and Grants Fundraiser who can support the Senior Trust and Grants Fundraiser in continuing to maximise our income from this funding stream. You will play a vital role in supporting CLAPA’s aim of securing £1.25 million annual income by 2020.

Reporting to the Senior Trust and Grants Fundraiser, the post holder will both support their work and also work independently on a number of funding applications for project and core funding. As a member of a small charity, you will have the opportunity to advance your skills and knowledge in a role where there is significant scope for independent working and creativity. There will also be potential for working from home, after the completion of an induction and training period.

Key Tasks
• Research funding opportunities and identify core services and projects to fit the criteria of key funders while remaining within the scope of CLAPA’s Strategic Plan and Fundraising Strategy.

• In consultation with colleagues, research and develop high quality funding applications and manage the process from writing to submission of proposal, assessment, grant acceptance, reporting and evaluation.

• Maintain an effective system for monitoring forthcoming deadlines for applications and reporting.

• Manage funder relationships in consultation with the Senior Trust and Grants Fundraiser.

• Present detailed information to potential and existing funders face-to-face and in telephone discussions, with guidance from the Senior Trust and Grants Fundraiser.

• Produce written reports and statistics as and when requested and keep the Senior Trust Fundraiser up-to-date on the progress of all applications, alerting them to any areas of.

• Keep abreast of new fundraising developments and activities through networking internally and in the sector, attending events, reading relevant charity journals and publications, and signing up to relevant on-line alert services.

• Keep up-to-date with all fundraising regulations and legal issues and ensure that activities comply with requirements.

• Keep effective electronic and database records of all applications submitted and all communication with current and potential funders.

• Undertake any other duties as deemed appropriate.

**Person Specification**

**Professional skills, knowledge & experience:**

**Essential**

• Ability to write and design well-constructed letters and applications
• Meticulous attention to detail
• Excellent communication, presentation and influencing skills
• Excellent time management skills with the ability to prioritise conflicting priorities and work under pressure to meet strict deadlines
• Excellent administrative, organisational and research skills and a high level of proficiency in Microsoft Office (including Microsoft Word and Excel) and Outlook
• Ability to use a variety of research methods to identify and apply relevant evidence in funding applications
• Ability to work under own initiative as well as work effectively as part of a small team
• Excellent interpersonal skills with the ability to relate sensitively and assertively to internal and external contacts at all levels
Willingness to undertake training and continuing professional development
Commitment to the principles of equal opportunities and diversity

Desirable
Knowledge or understanding of cleft lip and/or palate
Knowledge and experience of statutory, grants and trust fundraising, including experience of researching and submitting an application to the Big Lottery Fund
Proven track record of generating income against challenging annual targets
Demonstrable success in initiating, developing and managing funder relationships
Understanding of full cost recovery and ability to produce budgets
Experience of using a CRM database or similar
Educated to graduate level or equivalent

Accountability
This post will report directly to the Senior Trust and Grants Fundraiser
This post is based in the London office but there is the option of home working, to be agreed with the Senior Trust and Grants Fundraiser, after the completion of a 4 week induction and training period
The post holder will provide the Senior Trust and Grants Fundraiser with a monthly update of their activities

Application Process

Closing date: 30th May 2016
Interviews: 9th and 10th June 2016

Please post or email a CV and comprehensive covering letter demonstrating how you meet the criteria of the person specification. Applications without a covering letter showing how you meet the criteria of the person specification will not be considered. Please include the job title in your subject heading and state where you saw the role advertised in the body of the email.

Email: info@clapa.com
CLAPA
Green Man Tower
332b Goswell Road
London
EC1V 7LQ

020 7833 4883

As a small charity we are not able to respond to all applications but we will acknowledge receipt of email applications. If you have not received a response by 6th June, please assume that your application has been unsuccessful.

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