

Liber8 Lanarkshire: Funding and Communications Officer Job Description

Job Description

This exciting role is new, and we are looking to appoint an enthusiastic, self-motivated, and proactive funding and communications officer who can demonstrate a real passion for income generation and who can make a tangible contribution to increasing the charity's funding position, while helping to raise the charity's profile via communications strategy

We require someone who understands the nature of what we do and can empathise with our client groups. You will work alongside the Lead Officer to develop and implement a Funding and Communications Strategy for the organisation

You

Are you a funding professional with great relationship-building skills? Would you be that person who would like to play a pivotal role to help Liber8 Lanarkshire meet its vision to improve the health and wellbeing of our communities? You should be a strong and confident communicator able to form relationships with ease and possess an ability to network and engage in a persuasive and positive manner. You must be passionate about the work of this incredible charity

What we'd like from you:

It's simple – we're looking for the suitable candidate who 'can'; with that 'can do attitude'. We want the talented, the energetic and the ambitious. We need the inspired and the inspirational – the people who completely embrace our values, offer a great cultural fit and who are determined to make real and lasting change for our communities.

Liber8

Liber8 is grassroots organisation, based in South Lanarkshire providing services across Lanarkshire and beyond. Liber8's core service is counselling and therapeutic interventions for people experiencing a range of mental health issues; our initial work focused on providing a proactive and reactive approach to tackling alcohol; substance use and mental health issues. This expanded into providing a diverse range of targeted community-based services which have included education, prevention, recovery, crisis intervention, mentoring, advocacy, support, counselling, and psychological interventions; all designed to meet the needs of our communities including their physical, mental, emotional health and well-being.

The role

As Funding and Communications Officer, you will be working within a small charity, you will be the first funding employee and will have a wide and interesting remit covering multiple sources of funding, including applications to Grant awarding bodies; Trusts and Foundations; Contract Tenders; Corporate Sponsorship and Individual Giving. You will also be involved in our social media profile; updating regularly and using platforms including our newly commissioned website to raise our profile. The role is a varied one and the post-holder should be willing and able to multi-task, completing a wide range of duties, with conflicting deadlines

An important part of the role will require a natural flair for communications to develop and implement our communications plan, in particular through social media.

About you:

To be successful in the role of Funding and Communications Officer you should have some previous experience of Funding; preferably in grant or trust award applications or corporate / individual giving; this can be via an employed or voluntary position. You should also be ambitious to carve you're your professional skills and be prepared to research and learn about topics relevant to the post; again, with the approach of, 'I don't know' but 'I will find out and learn' approach.

The post is not only suitable for experienced Funding Officers, it might also be suitable for professionals at a career crossroad or someone just starting out in the field but who are hungry to make their mark.

Applicants should be educated to Degree level or hold a relevant professional qualification. Membership of the Institute of Fundraising or another qualification in fundraising are desirable but not essential

You will also bring with you the following skills, experience, and personal attributes:

- Excellent interpersonal skills, including diplomacy, sensitivity, and negotiation skills
- Exceptional written and verbal communication skills including report and creative writing
- Excellent communication skills, flexible, clear & concise and an ability to promote Liber8 in the community
- Experience of writing fundraising communications and reports, editing and proof reading.
- Ability to plan, multi-task, prioritise and manage projects to tight deadlines
- Self-starter, self-motivated, disciplined, and able to work in dependently
- Dynamic and proactive personality, with a 'can do attitude'
- Excellent IT skills inc MS Office
- A flexible and strategic mindset
- Digital media experience
- Excellent presentation skills
- Excellent organisational skills and attention to detail
- Although not essential, experience of working within a health / social care charity would be an advantage.

Key responsibilities:

Funding & Communications duties and responsibilities

- Work alongside the Lead Officer to develop a Funding & Communications Strategy.
- Identify and explore possible income streams, including, grant and award bodies, local contracts and corporate sponsorship; building new relationships and working with the Lead Officer to secure additional funding for the charity.
- Lead on the drafting of grant applications and bid proposals to secure and renew funding and in-kind support

- Develop, write and submit compelling applications to charitable trusts, statutory funds and other grant making organisations in a timely manner
- Identify, research, and recruit new small, medium, and local corporate businesses and sponsorship opportunities
- Organise regular check-ins with the Lead Officer to ensure we are on track with activities, deliverables and on budget
- Completion of all administrative tasks associated with the post, including maintaining records, monitoring processes and regular reporting against funding outcomes and indicators.
- Ensure Liber8's social media presence is regularly updated and utilised to raise the organisations profile
- To draft case studies about Liber8's work for the website, media use and funding applications and reports

General

- To promote a positive image of Liber8, developing team spirit and co-operative working across all teams, internal and externally
- To be self-motivating, able to make decisions at an appropriate level and enthusiastic about working for a charitable organisation
- To provide regular reports specifying activity together with cost and income detail.
- To undertake/attend any training and/or meetings, representing Liber8 as required.
- To undertake any such additional duties that are reasonably commensurate with the level of this post
- Ensure all aspects of the Liber8's Equality and Diversity and Health and Safety and all policies are implemented effectively
- Every employee has a responsibility to ensure that their work complies with the Financial Regulations of the Liber8
- This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in-service requirements. Any changes will be discussed fully with the jobholder.

Circumstances

- The Role reports to Liber8's Lead Officer.
- Normal hours 9am-5pm Mon – Fri but should be prepared to work evenings and weekends if required
- Access to car and current active full UK driving license
- Ability to work irregular hours
- Will undertake a PVG (Disclosure Scotland check)
- This contract is 12 months initially with a strong prospect of the post becoming permanent (depending on impact of the role and available funding).

What we offer

Holiday 23 days plus 9 public holidays.

Company Pension Contribution

Welcoming and pleasant working environment

Competitive Salary