

*RSG strives to be a diverse and inclusive employer and a place where we can ALL be ourselves. We welcome applications from all sections of the community and encourage applications from the refugee and BAME community and those with lived experience.*

### **Grants and Trusts Officer**

Salary: £22,183 pa (+ 6% pension contribution) pro rata.

This is a fixed-term appointment for 2 years in the first instance. Continuation is subject to funding.

Refugee Support Group (RSG) has provided advice and support for refugees and asylum seekers for over 26 years. In addition to our support advice and drop-in services, which are Reading based, RSG is proud to work across Berkshire with three local authorities, Reading West Berkshire, and Wokingham to support Syrian and Afghan families accommodated under the Governments resettlement programme.

Refugee Support Group has gone through an exciting period of growth and expansion, and we have an exciting new job opportunity to join our fundraising team.

As Grants Officer your main responsibility will be writing grant applications for charitable trusts and statutory sources. In addition, you will work with the team to support other areas of fundraising including individual giving and school/community fundraising.

You will have

- Proven track record of personally securing funding from charitable trusts of more than £10,000
- Ability and experience of researching suitable charitable trusts and philanthropic donors to support new and existing projects.
- Excellent writing skills, able to create compelling grant applications and persuasive fundraising communications including case studies and funder reporting and stewardship
- An understanding and compassion for refugees and asylum seekers and the challenges they face in the UK
- A commitment to Refugee Support Groups values.

## Terms and Conditions:

Full time 3 days/22.5 hours per week, 2-year fixed-term contract (continued subject to funding).

- Salary JNC 2021 Scale 5 SP 12 - 17 Starting point 12 £22,183 + 6% pension (pro rata) contribution. Progression subject to annual appraisal.
- Holidays: 25 days per year (plus additional day per year worked to a max of 30 days) plus bank holidays (pro rata)
- Christmas leave allowance.
- Bike to Work scheme.
- Counselling support on request.
- Flexible working.

## To apply:

Download an application pack from [www.rrsg.org.uk/jobs](http://www.rrsg.org.uk/jobs)

You can request an application pack from:

RSG, 1st Floor RISC, 35-39 London Street, Reading, RG1 4PS

Telephone: 0118 950 5356

Email: [admin@rrsg.org.uk](mailto:admin@rrsg.org.uk)

## Key dates: Please make a note of the Interview Date.

Closing Date for Applying	Wednesday 23rd February 2022
Shortlisting	Thursday 24th February 2022
Interview	Thursday 3 <sup>rd</sup> March 2022

## Job Description

<b>Job Title</b>	Grants Officer
<b>Reporting Responsibilities</b>	CEO
<b>Main Tasks and Accountabilities</b>	<ul style="list-style-type: none"><li>• Developing and writing compelling funding application and expressions of interest to Trusts, Foundations, Statutory funders and other grant making organisations in a timely manner and to agreed financial targets.</li><li>• Research new fundraising opportunities, maintain and manage our grants application timetable in line with our fundraising strategy and business plan, and stewardship and account management of key funder relationships.</li><li>• Lead the grant reporting process working with the frontline staff to ensure evidence and data gathering processes are in place.</li><li>• Support the Fundraising Manager in the development of strategy and plans</li><li>• To contribute to the further development of optimal CRM usage (Beacon) for planning and reporting work with the Fundraising Manager.</li><li>• To work with colleagues internally to develop interesting and compelling funding propositions and supporting case studies, and contribute to other areas of fundraising.</li><li>• Update website and social media with programme updates</li></ul>

### **Person Specification:**

All experience may be paid or voluntary, full or part-time, in the UK or overseas. RRSB values different and creative ways of managing people.

### **Qualifications and Experience**

<b>Essential</b>	<b>Desirable</b>
Right to live & work in England	
Fluent written & spoken English	
Experience of fundraising from trusts and foundations	Relevant fundraising qualification or experience equivalent to a degree qualification
Ability to proactively plan and manage a varied and busy workload	
Ability to work as part of a team and share learnings with others.	Understanding of the needs, experience and hopes of refugees and asylum-seekers, the issues they face in integration, and a good general knowledge of the statutory and voluntary provision that can provide assistance.
Demonstrable experience of using a variety of software packages, such as Microsoft Word, Outlook, Excel,	
Experience and understanding of cultural diversity and the ability to work with people from a range of different cultures	

### **Skills and Qualities**

<b>Essential</b>	<b>Desirable</b>
Excellent interpersonal, time-management, communication and IT skills	
Resourcefulness, problem-solving skills and good attention to detail	
A caring and sensitive manner	
Ability to relate to people from diverse backgrounds in non-judgmental way	