

Decibels - Grants Fundraiser (Part-time)

This document summarises the purpose of the job and its key tasks. It may be varied from time to time at the discretion of the Board of Trustee-Directors in consultation with the post holder.

Reports to: Managing Director, Decibels

Location: Reading, Berkshire

About Decibels

Decibels is a Reading-based organisation that promote arts-based education and training of deaf & disabled children and young people to develop their creativity and unlock their abilities, principally through the use of technology.

Key Deliverables

Charitable Trusts & Foundations Grants Fundraising

- To secure core and project funds through targeted proposals to charitable trusts & corporate foundations.
- To build and develop relationships with existing and new funders to secure long-term and increased support.
- To attend meetings to discuss and assess applications with funders.

Administration and Reporting

- To timetable progress reporting to foundations and to prepare progress reports on grant applications.
- To ensure all information and reports are filed accurately and details are kept in accordance with the charity's policies and procedures.

Team working

- Attend regular update meetings to discuss workload with line manager.
- To help develop targets and develop strategies to meet charity funding targets.
- To maintain a sensitive and professional approach towards colleagues and service users, mindful of confidentiality and anti discriminatory practices.

These are the required core activities. However, some flexibility is required in this small organisation and all employees are required to perform other duties to ensure the efficient running of the charity.

Candidate Profile

Requirements	Essential	Desirable
Excellent writing skills and attention to detail	*	
Excellent research and analytical skills to extract written and financial data in order to develop and produce proposals and reports	*	
Excellent communication and interpersonal skills	*	
Ability to prepare and co-ordinate work to strict deadlines and under pressure	*	
Ability to work both independently and as part of a team, to be proactive, self motivated and determined	*	
Previous experience within a charity, community or corporate fundraising environment. A proven track record of securing funding from a variety of sources, including charitable trusts and foundations, individuals, community activities and events, and the private and statutory sectors		*
Experience in approaching and working with Trusts, and companies of all sizes		*

Employment Details

Responsibility:	See above
Job Title:	Grants Fundraiser
Hours of work:	16 hours per week (Part-time)
Based at:	University of Reading, Reading, Berkshire
Remuneration:	Dependant on experience
Probationary Period:	Six months
Notice Period:	2 calendar months for employer and employee, following a satisfactory probationary period. During probation, notice will be one week either side.
Holiday Details:	30 days holiday per annum plus bank and public holidays (pro rata).
Expenses:	All approved out of pocket expenses incurred in undertaking official business will be met.
Training:	Training will be provided where needed.



Enabling disabled people to develop their creativity and unlock their talents through the use of innovative technologies

Email: ken.carter25@gmail.com

Website: www.decibels.org.uk