

## **VOLUNTEER FUNDRAISER – (WITH A FOCUS ON TRUSTS & GRANTS)**

### **1.0 Overview**

#### *1.1 Purpose of the role*

To support the fundraising activity of Concrete Rose Collective CIC with a particular focus on identifying, applying for and accessing trust and grant funding opportunities.

#### *1.2 Main responsibilities*

The main responsibilities associated with this role are to:

- Input into the fundraising strategy of Concrete Rose.
- Identify trust and grant fundings that may be applicable to the work of Concrete Rose.
- In liaison with the Operations Lead, write and submit funding applications.
- Collate quantitative and qualitative data as and when is required to augment fundraising applications
- Manage successful funding applications including liaise directly with funders and providing written reports as and when necessary.
- Raise the profile of Concrete Rose within funding circles.
- Where possible broker longer-term partnerships with funders.

### **2.0 Person specification**

#### *2.1 Qualifications*

There are no formal qualifications required for this role.

#### *2.2 Knowledge and experience*

- A track record of building partnership with others
- Experience of working within a team environment
- Some basic knowledge of trust and grant application and reporting procedures
- Ideally previous experience of applying for, and receiving, funding for voluntary and/or charitable organisations
- A knowledge of funding reporting procedures including providing qualitative and quantitative feedback

#### *2.3 Skills and abilities*

- Strong written and verbal communication skills
- The ability to work independently and under one's own initiative
- The ability to meet deadlines
- An ability to empathise with young people facing significant challenges including care leavers and homeless young people
- The ability to act as a role model for Concrete Rose
- Strong inter-personal skills

### **3.0 Terms and conditions**

#### *3.1 Reporting and support procedures*

This role reports to the Operations Lead who also provides e-mail, phone and virtual support as and when is necessary.

#### *3.2 Location*

It is expected that the successful applicant will work from home.

#### *3.3 Hours*

Hours for this role are flexible but it is likely to encompass 7-8 hours per week.

#### *3.4 Pay*

This is a voluntary position and as such there is no direct financial remittance for the hours worker. Nevertheless, training is offered without cost and travel expenses will be reimbursed.

#### *3.5 Training*

The successful candidate will receive an induction into the policies and procedures of Concrete Rose. Volunteers are also able to access other training provided by the organisation for free (as and when space allows). The applicant will also be subject to a DBS and reference checks.

### **4.0 Contact details**

For more information on this role and/or to receive an application form please contact:  
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