

Dundee FC Community Trust - Enterprise Officer



Due to recent growth of Dundee FC Community Trust an opportunity has arisen for an Enterprise Officer. Working in partnership with the Community Manager, you will aid the Trust in generating new income and expand on existing income streams to enable the charity to grow. Your main tasks will be to secure funding as instructed by the manager's strategic plan and grow and strengthen relationships in the community with partners.

Dundee FC in the Community is a growing charity that provides opportunities and support for individuals and families in the city of Dundee and beyond. The charity has three main pillars, Criminal Justice, Education and Football. We work in partnership with many organisations, including Dundee FC, Dundee City Council, Scottish Government, SPFL (Scottish Premier Football League) Trust, SFA (Scottish Football Association) and NHS (National Health Service).

Job Description

Job Title:	Enterprise Officer
Responsible to:	Community Manager
Responsible for:	Developing and securing new income streams, fundraising activities and opportunities.
Job Purpose:	To support the development of The Charity and secure and implement funding. Deliver fundraising events to secure a regular stream of income.
Time (hours):	37.5 hours per week
Salary Scale:	£23,000 per annum
Disclosure:	Full Disclosure Scotland (PVG) required
Contract:	Subject to two references and successful PVG. Initial 3-month probation period. Funded until September 1, 2022. If funding and targets achieved, contract would be extended.
Location:	Community Offices, Dens Park Stadium, Dundee, and home working.

Duties and Responsibilities

- Undertake regular research to identify potential funding streams, priorities, and opportunities based around the strategic plan guided by The Manager, funding criteria/deadlines and fundraising events
- Support the Manager in the preparation of high-quality bids and taking responsibility for compiling funding bids in support of bespoke work initiatives
- Maintain and manage effective electronic and paper-based records and filing systems, in support of all fundraising duties
- Manage the post-decision administration process for all Trust funding applications on the Trust's database
- Support the development of outcome monitoring, and impact analysis, across The Trust's fundraising and service delivery functions.
- Work closely with Project Teams and Volunteers to obtain, and write up case studies, as well as record and monitor results against agreed outcomes.
- Meet and maintain positive relationship with funders and partners
- Maintain regular communication with Trust Manager and Trust staff.

Requirements and Qualifications

- The Enterprise Officer will be motivated by a passion to deliver change, and transform lives for individuals in our community on behalf of Dundee FC Community Trust.
- This role requires an individual who can balance strong attention to detail and analytical skills with an engaging, consultative and relationship focused approach to working with people.
- It is essential that the individual has previous experience of the role or similar and desirable to hold University Degrees in Community Education or similar.

Knowledge, Skills and Abilities

- Comprehensive knowledge of effective grant research and grant writing
- Comprehensive knowledge of grant and other external funding sources
- Knowledge of effective project management techniques
- Knowledge of post-award compliance best practices
- Skill in writing grant documents, including report requirements
- Skill in operating computer and various supporting software packages
- Ability to read and comprehend documents and guidelines
- Ability to facilitate meetings
- Ability to work both independently and as part of a team
- Ability to manage and prioritise projects effectively, and to meet Trust and proposal deadlines
- Ability to communicate, orally, and written effectively

Benefits

- The Trust offers an excellent benefits package and a salary.
- The benefits include discounts for community programmes for you and your family.
- You will receive regular support and supervision with the Trust Manager
- Training for your own personal development.

Interviews to be held on Wednesday 15 September 2021 – at Dens Park Stadium or via Zoom.

For more information about this role, please email Community Manager Greg Fenton;
manager@dfccommunitytrust.org.uk