

Comics Youth CIC
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Registered Company
Number: 09549165



MD: Rhiannon Griffiths
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Registered address: Make
CIC, 2 Cleveland Street,
CH41 6ND

Trust and Statutory Fundraising Officer

Type of Contract	2 years
Reports to	Managing Director
Location	Flexible-hybrid mix of homeworking and time in our Make CIC office, CH41 6ND. There is an opportunity to work remotely with accessing our office 1-2 times a month (dependent on experience/location).
Hours	30hrs p/w (Our working week is Tuesday-Saturday)
Rate of Pay	£26,000 (pro rata)

Deadline: 12pm on Friday the 11th of August.

Benefits

- ☐ Generous leave allowance-28 days annual leave for full time members of staff.
- ☐ Organisation-paid staff counselling.
- ☐ Flexible working to support a healthy work/life balance (including time off in lieu and flexitime).
- ☐ Personal staff wellness budget.
- ☐ Relaxed dress code.
- ☐ Focus on EDIB.

We welcome applications from everyone who meets the criteria and strongly encourage individuals to apply who have a disability, impairment or health condition or individuals who identify from a Global majority group, as these groups are currently under-represented at CY.

Background

Comics Youth CIC is an innovative non-profit that delivers comics-based literacy and wellbeing projects for disadvantaged children and young people aged 8-25 within the Liverpool City Region. The overall ethos of the organisation is to break down participation barriers for marginalised groups including looked after children, LGBTQIA youth, global majority youth, care leavers, young carers and young people experiencing complex mental ill health to make, create, and publish comic books about salient community issues.

Our values are at the heart of who we are and everything that we do, inspiring our thinking and guiding our actions. We strive to build a more diverse organisation, where everyone feels empowered to be their best self at work.

About the Role

This role will join CY during an exciting time as we seek to grow and expand our organisation across the UK in Dundee, Manchester, and London. As a Trust and Statutory Fundraising Officer, you will work with our MD to identify and secure five (>£10k) and six figure grants from trusts, foundations, and statutory bodies. We seek a dynamic, experienced Grants and Trusts Officer to maximise income through compelling and persuasive applications and bids to support the delivery of Comics Youth CIC services. The post requires exceptional copy writing skills, attention to detail and creativity. You will have excellent communication skills, with the ability to develop relationships through proposals, presentations and budget management.

Key responsibilities:

- ☐ Secure income predominantly from small to medium size grants, Trusts and statutory funders (eg NHS Commissioning or National Government Grant) against agreed targets. The post is aiming to generate a minimum of £80,000 per annum.
- ☐ Submit high quality applications and commission opportunities, which are tailored in tone, detail/complexity and format for a variety of funders.
- ☐ Work collaboratively with the MD to assist with larger grants, trusts, and statutory bids.
- ☐ Research, prepare and submit bids to funders and commissioners-including planning budgets.
- ☐ Complete funding applications within tight deadlines to a high standard.
- ☐ Actively engage with staff, volunteers, young people and the board to develop case studies and compelling funding narratives for funding and social media purposes.
- ☐ Develop a pipeline of prospects for Grants and Trusts.
- ☐ Proactively promote Comics Youth CIC to potential funders and represent the organisation confidently at external meetings.
- ☐ Maintain accurate and up to date database and digital records, and input into monitoring tools, e.g KPI's.
- ☐ Develop bid development plans to project manage multi-stakeholder applications, and implement internal grant management processes with colleagues across the organisation to ensure tight grant management and reporting.
- ☐ Any other duties as reasonably required by the MD as needed.

Knowledge and skills:

- ☐ Excellent research and analytical skills with the tenacity to seek information about supporters and projects.
- ☐ Ability to secure new income-generating partnerships across voluntary and statutory organisations.

Experience:

- ☐ At least two years' experience in a Grants and Trusts fundraising role.
- ☐ Demonstratable experience of writing successful fundraising bids and proposals.
- ☐ Demonstratable experience managing multiple deadlines and projects/effective time management.

Expectations:

We are committed to becoming actively anti-racist in everything we do. This is a critical priority for CY. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all. Role expectations:

- ☐ To travel to meet funders or attend meetings/conferences when needed and in line with risk assessments, including occasionally working unsocial hours.
- ☐ To attend and contribute to team and departmental meetings, and represent the team on cross-organisational working groups.
- ☐ Keep abreast of internal and external developments and respond accordingly.
- ☐ To attend and contribute to supervision and appraisal process, meetings, training, and other events as required.

Person Specification

- ☐ Proven track record in trust and statutory fundraising, including leading on applications and winning five and six figure grants.
- ☐ Demonstrable experience of researching trusts and contract opportunities, proactively cultivating new relationships with cold prospects, developing targeted proposals for funders, and writing high quality reports with minimal supervision.
- ☐ Excellent communication skills and the ability to understand and translate complex information tailoring content and tone for a variety of audiences – both written and verbal. This includes presentation, negotiation and influencing skills and the ability to deal with people at all levels (internal and external) with tact and diplomacy.
- ☐ Up to date and thorough knowledge of the principles and practice of trust and statutory fundraising, charity legislation, major trust and statutory funders' grant criteria and of the general trust and statutory fundraising landscape.
- ☐ Good numeracy and analytical skills, and proven ability to understand funding and programme budgets, as well as income targets and forecasts.
- ☐ Excellent organisation and time management skills with the ability to manage and take responsibility for own workload, respond quickly and flexibly to last minute bid deadlines or funder requests whilst ensuring high quality work.

- ☐ Experience of using databases to monitor and manage grant applications and donations, or have a clear understanding of the principles behind good contact management.

How to apply

You will need to complete an Equalities Monitoring Form as a part of your application process. To apply please send a CV and covering letter, outlining your suitability for the post to rhannon@comicsyouth.co.uk. Applications that don't include a covering letter, as specified, will be automatically rejected.

- ☐ **Deadline for applications is 12pm on Friday the 11th of August.**