



Job Vacancy

We are searching for a Fundraiser – Trusts & Foundations to provide maternity cover

This is a temporary role for 14-months with the possibility of becoming permanent

We are looking for an experienced grant writer who can hit the ground running to find us suitable grant opportunities to support our work with the local community.

Whilst this is a temporary role to provide maternity cover for 14-months, there is the possibility that the role could become permanent.

As our sole grant writer for much of the time, you'll report directly to the CEO. You will research and identify appropriate grants from Charitable Trusts, Foundations, and other funders, collate all relevant information and write compelling (*and successful*) applications.

You will need to be confident at building relationships as you will work with members of the senior management team and others to understand the needs of the charity, understand budgets and how much funding we require, for what and by when, etc.

You'll need to be very organised, enjoy researching grant funding opportunities, analysing information, and working to deadlines. You will also have excellent written skills to ensure our applications meet the necessary criteria, are persuasive, and backed by evidence and data.

Whilst securing grants can be challenging, the funding that you bring in will make a huge difference to the continued success of the charity.

Location: Flexible, but principally based at the Southville Centre, Bealey Road, Southville, BS3 1QG.

Salary: £28,566.20 per annum; (£17,139.72 per annum pro-rata - for the number of hours worked, £14.61 per hour).

Contract Type: Temporary (maternity cover, *with the possibility of becoming permanent*).

Hours: Part-time (22.5 hours per week, working pattern to be agreed).

Holiday: 31 days annual leave; (18.6 days annual leave pro-rata - inclusive of Bank Holidays), with additional long service annual leave days (capped).

Benefits: Pension scheme, subsidised under-five's childcare, external employee assistance provision and training and development opportunities.

Contact: For further information, or an informal conversation about the role, email: development@bs3community.org.uk, or telephone: 0117 923 1039.

How to Apply: Please see our website at <https://bs3community.org.uk/about/vacancies/> for an application pack.

PLEASE NOTE THAT OVER THE HOLIDAY PERIOD RESPONSES TO EMAILS WILL BE VERY LIMITED SO SHOULD YOU WISH TO APPLY, YOU WILL NEED TO DOWNLOAD AN APPLICATION FROM OUR WEBSITE.

Closing date: Applications close 23:59 on Tuesday 31st December 2024.

Interviews: Monday 13th January 2025.

Proposed start date: w/c 17th February 2025.

Access: We are happy to accommodate any reasonable adjustments to the interview process. If your application is successful, we will ask if you have any access needs or preferences upon invitation to interview. If you have any questions regarding access prior to this, please email hr@bs3community.org.uk.

Who are we... BS3 Community Development is a well-established charity working across two sites at the Southville Centre in Southville, and the Chessel Centre in Bedminster. Our charitable aims are to improve the wellbeing, health, happiness and sense of belonging of the people in the BS3 postcode area, which we do through our community centres (café, nurseries, room hire, Monday Club for older people, various toddler groups, and much more) and community activities (Stroll & Chat group, Community Webs Social Prescribing service, Community Connectors, BS3 Community Food Club & Cupboards, and much more).

We are committed to supporting our staff and helping them to fulfil their ambitions, whether that's with the opportunity to undertake continued professional training, or progress within our teams. We hope to provide and encourage you with space and support to develop you in your career.

EDIB Statement: BS3 Community Development are committed to ensuring Equality of opportunity and access, celebrating Diversity, and promoting Inclusion and Belonging. These concepts are not just crucial in relation to our service users but are important for our employees and the wider community too.

We are actively seeking people with a wide variety of backgrounds and experiences. We know that to successfully fulfil our aims we need a truly diverse workforce that reflects the society we serve.