



Job Information Pack

Grant Funding Enabler

Home-based, part-time

Closing date: **25th October 2024**



INTRODUCTION

About the job:

The Yorkshire North & East Methodist District is seeking to appoint a capable and experienced individual to work in priority areas across the District.

Working arrangement:

The role is a part-time post, and hours will need to be worked flexibly in response to the requirements of grant applications. This may, from time to time, include elements of evening working.

Faith:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

Next steps:

Informal enquiries and questions about the vacancy are actively encouraged. Please address these by email to the **Rev Ruth Gilson-Webb** at development@yorkshirenethodist.org. *Please note that applications sent directly to this email address will not be accepted.*

To make an application please complete an application form and return by email before Midday on 25th October 2024 to hr@yorkshirenethodist.org.

Anticipated timeline:

A flexible start date is available, which will be discussed at interview stage.

| | |
|---------------------------|-------------------------------|
| 1. Closing date: | 25 th October 2024 |
| 2. Interview date: | 8 th November 2024 |

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.
2. Interviews will be held in-person at the Yorkshire North & East District Office, 28 The Green, Acomb, York, YO26 5LR.



JOB DESCRIPTION

Job title: Grant Funding Enabler.
Employed by: The Yorkshire North & East Methodist District.
Location: Home-based with occasional expensed travel to attend meetings.

Responsible to: The Grant Funding Enabler is accountable to the Managing Trustees of the Yorkshire North & East Methodist District through an appointed Line Manager who, in this instance, is Rev Ruth Gilson-Webb, Assistant Chair.

Key relationships:
(Internal)

- District Leadership Team
- Superintendent Ministers
- Circuit Leadership Teams
- District Net Zero Board

Key relationships:
(External)

- Grant Making Bodies
- Other professional fundraisers

Purpose and objectives:

- To access and secure grant funding to aid and support the development of the District vision for Flourishing Missional Communities.

Main responsibilities:

- To find, select and secure relevant and appropriate grants.
- To develop an efficient and effective grant application writing function.
- To collate and assimilate information to write grant application 'stories' that are engaging with evocative narratives and which capture assessors' imaginations.
- To lead on the administration of the grant application process, including proactive and positive communication with funding bodies and their representatives.
- To be accessible to offer regular, ongoing and consistent cooperation to a diverse range of stakeholders, some of whom will need and benefit from encouragement and guidance.
- Develop relationships with external professional fundraisers who may be recommended to specific local church projects where additional and targeted fundraising capacity is needed.

Other requirements:

- Develop and maintain a good understanding of the culture and values of the Yorkshire North & East Methodist District, always acting in its best interests.
- Any other duties within the level of responsibility of the postholder that support the existing and developing mission of the Yorkshire North & East Methodist District.

Summary of terms and conditions of employment:

| | |
|-------------------------|---|
| Contract type | Part time permanent. |
| Working hours | 9 hours per week. <i>There is the potential and scope to increase these core hours of working by mutual agreement in the future.</i> |
| Rate of pay | £15 - £17 per hour, DOE (£7020-£7956 actual salary). |
| Location | Home-based with occasional expensed travel to attend meetings. |
| Required working | A flexible working pattern is a requirement for this role, to include, for meeting attendance, occasional evening working. |
| Annual leave | 33-days per annum, inclusive of public holidays for full time employees. Leave for this post is calculated to be 59.4 hours per annum. |

| | |
|----------------------------|---|
| Pension | There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions. |
| Probationary period | Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months. |
| DBS disclosure | Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS). |
| Training | <p>There will on occasion be the need for training to be completed, relevant to the role and the requirements of the Methodist Church.</p> <p>All training will be undertaken during contracted hours or recorded as time off in lieu (TOIL).</p> |



PERSON SPECIFICATION

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| | Essential | Desirable | Method |
|---|-----------|-----------|---------|
| Education and Training | | | |
| Good understanding and use of written and spoken English | Yes | | A, I, |
| Relevant Experience | | | |
| Recent and successful grant application writing experience as a grant writer, proposal writer, grant manager, development associate, grant reviewer | Yes | | A, I |
| Recent experience of researching, writing and submitting compelling, effective and targeted applications in a range of style to meet requirements, including application forms, presentations, emails and letters | Yes | | A, I |
| Recent experience of working in the church or VCS sectors | | Yes | A, I |
| Special Knowledge, Abilities and Skills | | | |
| Good knowledge of trusts, foundations, lottery fundraising and the VCS sector | Yes | | A, I |
| Computer literate, ideally with experience of Microsoft Office/365 | Yes | | A, I |
| Qualities or Aptitudes | | | |
| Good inter-personal skills with an approachable and sensitive style | Yes | | A, I |
| Able to relate effectively to a diverse range of stakeholders, establishing and maintaining trusted internal and external working relationships | Yes | | A, I |
| Able to identify and maintain appropriate professional boundaries | Yes | | A, I |
| Able to work under pressure and meet deadlines reliably and with consistency | Yes | | A, I |
| Able and willing to work independently or, when needed, as part of a small team | Yes | | A, I |
| Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences | Yes | | A, I |
| Any Other Requirements | | | |
| As required, report on grant funding activity to the District Leadership Team, both verbally and by written report. | Yes | | A, I, P |
| Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life | Yes | | A, I |
| Well-developed and robust personal Christian faith | | Yes | A, I |
| Comfortable working within, representing and be supportive of the Christian faith, and be committed and sympathetic to the aims of the Methodist Church | Yes | | A, I |
| A satisfactory enhanced disclosure from the Disclosure and Barring Service | Yes | | DBS |

Evidence: **A** – Application form; **I** – Interview; **Q** – Proof of qualification



IMPORTANT NOTES

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about the way that we recruit, do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer and subsequent appointment will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive.

One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. You commit to work within and promote these at all times should a conditional offer of employment be made. They include but are not exhaustive to Health & Safety, Data Protection, GDPR, Governance, Safeguarding, Performance, EDI and a number of personnel and financial policies.