



## **Bridges Project Funding Manager**

### **Job Description**

#### **Job Purpose:**

Working with Trustees and Management teams to develop and deliver a funding strategy to shape the future of the Wellbeing projects. To play a key role in managing the project funding and to source new funding opportunities to ensure sustainability and development of our project based initiatives.

**Salary:** £30,000 (pro rata)

**Hours:** 4 days per week (30 hours) - flexible, to include some home working options

**Annual Leave entitlement:** 22 days, plus bank and public holidays

**Start Date:** ASAP - To be confirmed

**Reporting to:** Bridges Business Director

**This post is being offered on a 1 year fixed term basis and may be extended subject to funding.**

#### **Main Duties**

##### **1. Strategy**

- Working with the Trustees, Chair of Wellbeing Committee and Management Teams to develop the future strategy for the Wellbeing initiatives
- To formulate a short term strategy plan to ensure the sustainability of current grant funded activities.
- Recognise and identify potential for strategic and creative partnerships to further develop the Well Being services for the longer term.
- Review and analyse a range of information including accounts, budgets, plans and reports to assess risk to the project programmes and take appropriate action to mitigate and manage this.
- Identify community wellbeing development opportunities.
- Represent Bridges by regular liaison with MCC, funding bodies, Aneurin Bevan Health Board, GAVO etc to develop existing and future strategic partnerships.

## **2. Funding**

- Work with the Trustees and Management Teams to identify funding needs and opportunities.
- To proactively research funding opportunities to develop the Bridges Well Being programme.
- Prepare and submit high quality and compelling grant applications to potential funding partners in support of our wellbeing objectives.
- Respond to and manage emerging community fundraising opportunities as they arise.
- Develop a pipeline of funding opportunities
- Identify networking and funding opportunities to secure existing services
- Carry out quality assurance and review assessments of funding proposals.

## **3. Finance**

- Understand the funding requirements for each project
- Analyse income and expenditure for each project and in conjunction with Treasurer, create income budgets to include forecasting and contingency planning.
- Ensure appropriate controls and monitoring is applied to project expenditure.
- Carry out cost benefit analyse of expenditure to ensure project sustainability.
- Liaise with finance officer for day to day expenditure.
- Provide regular financial reports to the Finance Committee.

## **4. Staffing**

- Assist the Business Director in day to day line management of team leaders appointed for specific projects.
- Working with Business Director/HR Advisor/Chair of personnel committee to resolve significant staffing issues.
- Actively engage with team leaders to ensure effective project monitoring, funding outcome reporting and achieving strategic objectives.
- Working with team leaders to produce regular and consistent management reporting to funders and stakeholder bodies in compliance with terms of grant.

## **Skills and Experience**

### **Essential**

- Experience of strategic planning and being able to think outside the box.
- A demonstrable track record in securing grants from various sources.
- Good understanding of developments in the social care and wellbeing field and the role of the voluntary sector within it.
- Experience of partnership working to achieve innovative outcomes.
- Understanding of financial management and controlling budgets.
- Computer literacy in dealing with standard MS Office packages.

## **Desirable**

- Experience of project management.
- Understanding and knowledge of grant management and administration, including restricted and unrestricted funds.
- Staff management experience.

## **Personal skills**

- To be focused and driven to achieve objectives within tight deadlines.
- Ability to work in a self managed way and be part of a team.
- To be flexible to meet the demands of the role.
- Excellent organisational, written and verbal communication skills, to include presentation experience and report writing.
- Strong inter- personal skills, an excellent networker with ability to build and maintain strong working relationships.
- Highly professional approach to all tasks

## **The Application Process**

If you would like to apply for this post, please complete the application form on Bridges Centre's website.

Please send your completed application by email to [beth.baker@bridgescentre.org.uk](mailto:beth.baker@bridgescentre.org.uk) or by post to:

Beth Baker  
Bridges Community Centre  
Drybridge House  
Wonastow Road  
Monmouth  
NP25 5AS

The closing date for **all** applications (by post or email) is 5pm on 26<sup>th</sup> October 2020.

If you have not been called for interview by Friday 30<sup>th</sup> October 2020, please assume that you have unfortunately not been short listed. It is not our policy to provide feedback to candidates who have not been shortlisted for interview.