

JOB DESCRIPTION

Job title: Statutory Funding Officer
Directorate: Corporate Strategy
Grade: 4

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Head of Marketing and Income Generation
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

- Working with the team, develop a statutory fundraising pipeline, including a long-term timetable of grant applications.
- Working with Strategy Leads, develop project ideas into timely and viable funding propositions, with all necessary and associated documentation.
- Match internal projects with external funding opportunities, delivering targeted, six figure, funding applications.

KEY ACCOUNTABILITIES:

- Contribute to a new business, high activity fundraising approach, delivering against a series of activity KPIs.
- Research and identify appropriate funding opportunities, building up a list of prospects and driving forward applications that fit with the organisational strategy.
- Signpost and advise our partners on funding bids for those projects that help deliver our Partnership Management Plan
- Build strong relationships with colleagues working collaboratively to develop high quality applications alongside the necessary business case, research and any other required information.
- Lead on the writing and submission of applications to statutory funders, including research of prospects priorities and procedures.
- Co-ordinate activity across the organisation to maximise effort and increase the potential of funding opportunities.
- Work with colleagues in the Income Generation Team to reduce the risk of funding short falls.
- Ensure projects submitted fall in line with the organisational strategy, protocols and procedures and provide reports on grants received.
- Develop, enhance and maintain excellent relationships with funding organisations.
- Other duties as requested by the SDNPA in line with the grading of the post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organization operates including, but not limited to:

- Authority Purposes and Duty

- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role