

Right
There

Job Pack

Funding Officer

(September 2024)



Job Purpose

Funding Officer

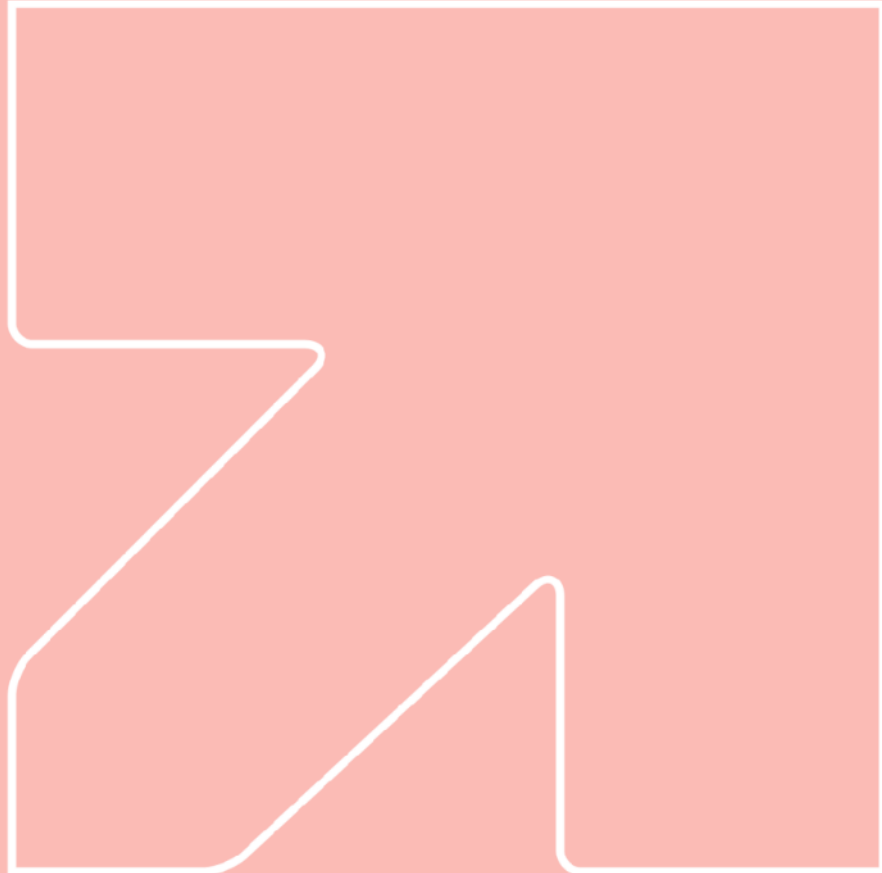


The Funding Officer will be responsible for the scoping, development and submission of grant funding bids, diverse income streams and business opportunities on behalf of Right There.

The tracking of income opportunities and submissions coupled with mapping and prospecting opportunities across the third sector landscape, will ensure that Right There maximises its income potential across all its programmes and the organisation itself.

Responsibility for creating, building and maintaining a bid library and database to support the knowledge management for funding applications is required.

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About Right There

We are Right There, a charity that provides tailored support for people, at home, and in the community. We are here for people who are living with the effects of homelessness, poverty, addiction, or family breakdowns.

Rooted in the hearts of local communities across Scotland, we support people on their journey to creating a safe, supportive place to call home. We help individuals and families affected by homelessness and improve mental health and wellbeing through mentoring and counselling.

We want to challenge stereotypes - it doesn't matter what the situation is - we're not here to judge, only to help. Our approach is about creating trusting relationships and nurturing people's strengths, and our 200 dedicated staff, mentors and volunteers play a crucial role in this.

We are here to offer the right support at the right time, including breaking down financial barriers; accessing the private rental market; linking up with local health, employment and training services to help people make connections within the community; and helping people feel happier, safer, and more confident to take steps to improve their own lives. Every person's story is unique, and everyone's route home is different, so we tailor our response to the individual.

Our community roots as a charity go back 200 years. We believe our work is more important than ever and we are looking to grow our support (no matter how big or small), so we can prevent more people becoming homeless and being separated from the people they love.



Our key areas of focus



For People

Providing counselling, mentoring and tailored family support for those at risk of social inequalities.



At Home

From emergency accommodation to housing support – we provide safe and supportive places to call home.



In The Community

We equip people to live independently and build stronger community connections.



Our Vision

A world where everyone has an equal chance to create a safe and supportive place to call home.

Our Mission

We meet people where they are in life with no judgement; walking alongside those who need support, and preventing them becoming homeless or separated from the people they love.

Roles & Responsibilities

- Responsible for scoping, preparing, writing and submitting funding proposals and grants whilst supporting the development of new approaches towards programme delivery
- Responsible for the monitoring of contracts and grants including active mapping and tracking of income streams and effective resubmission process
- Supporting the development of funding/income 'pipeline' portfolio, providing regular review of diverse income opportunities across 3rd sector landscape and managing the bid library
- Development & review of Right There Bid Library – creating good practice response examples linked to programmes
- Coordinating the completion of grant applications and reports in line with contractual compliance and liaising with relationship managers to ensure timely submission
- Facilitation of scoping & risk presentation process, contributing to an increased level of bid opportunities where relevant and appropriate to Right There's mission and vision
- Supporting the tender submission process where required

Roles & Responsibilities

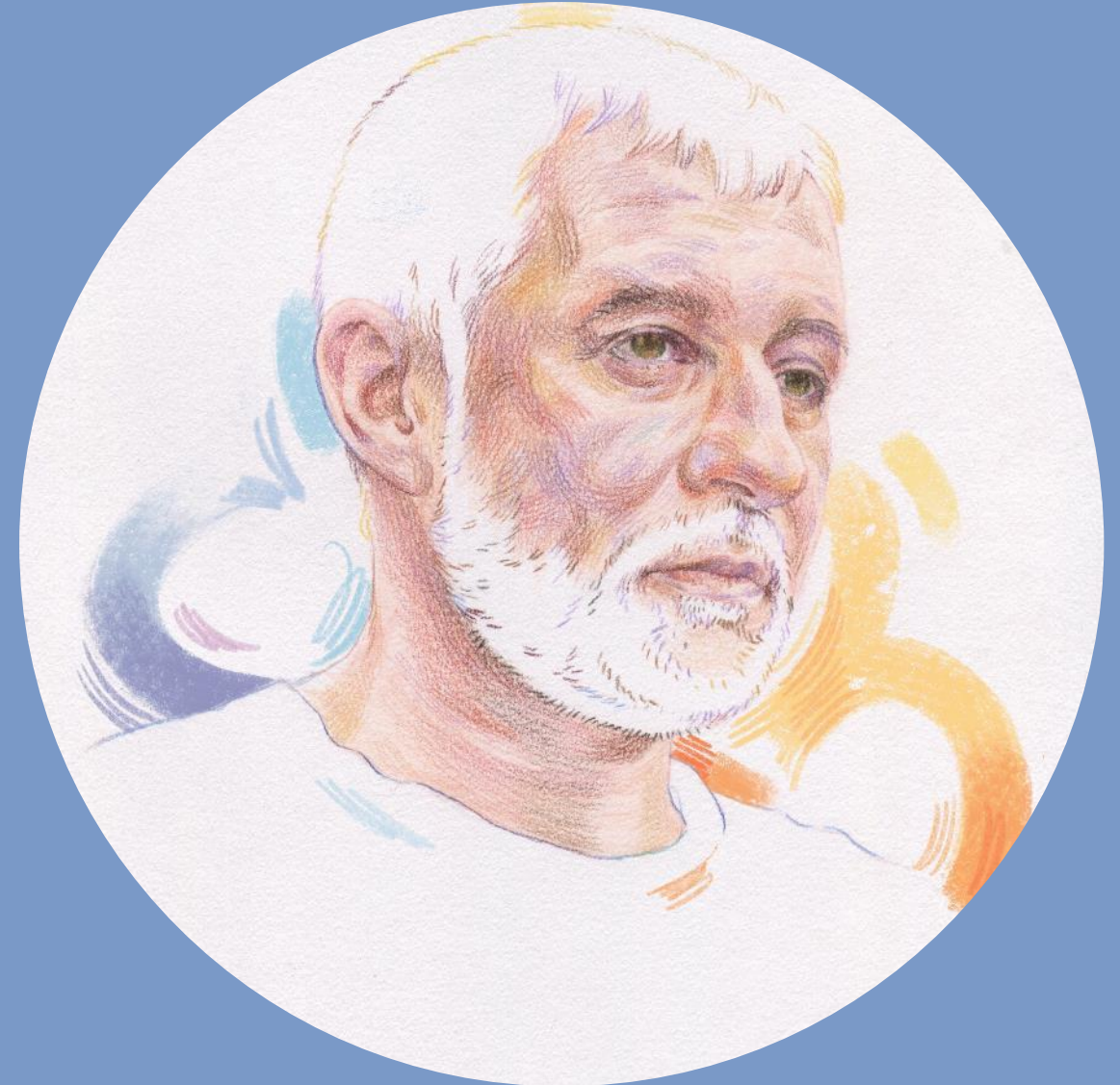
- Maintain up to date knowledge of current trends and developments across the sector, contributing to a live knowledge bank that benefits the organisation
- Work with the communications team to promote Right There services through agreed media outlets
- Actively contribute to the development of the organisation and of individual programmes, through supporting operational staff, managers and support services where appropriate
- Responsible for contributing to monitoring reports and KPI data when required
- Support communication with fundraising initiatives and bids linked to programme development

Relationships

- Support the Income Generation Lead to pursue the strategic aims of the organisation
- Act as a role model to Right There staff, volunteers and the people we support
- Develop positive and respectful and compassionate relationships with staff, volunteers and the people we support, focusing on their strengths and aspirations as individuals
- Have a high standard of professional integrity with colleagues and other professionals
- Always establish and uphold clear professional boundaries
- Actively engage with service delivery and programmes to keep up to date on background and context for informing need for funding streams to benefit programmes and activities

Essential skills and experience

- Demonstrable track record tender/grant fundraising
- Experience of bid management from identifying opportunities to successful completion
- Excellent communication skills both verbal and written
- Qualified to degree level, or highly literate with equivalent experience in undertaking a role that involves analysis or research
- Experience of developing funding applications or public tender responses
- Excellent knowledge and understanding of the landscape in which Right There operates
- Understanding of current legislation, policies and strategies relating to housing, social work, social care and family support services
- Experience of report writing and production of management reports
- Flexibility regarding working patterns
- Ability to travel to Right There programmes as and when required
- Ability to research and collate appropriate material to strengthen bids



Personal Attributes

- Solution orientated, self-motivated and results driven
- Open, supportive and visible management style
- Highest standards of professional integrity with colleagues and other professionals
- A pragmatic problem solver with intellectual flexibility and agility to move easily between significant details and the bigger picture
- A strong ethos to succeed and a belief that difficult challenges can be solved
- Cultural sensitivity with an ability to work well with a diverse range of people
- Demonstrable commitment to Right There's mission and values



Values

At the heart of Right There is our values. And we are proud to live these every day; to be the best we can be for those involved in our work.

Respect

We treat everyone the same way – with dignity and respect. You'll find no judgement here.

Integrity

We take great pride in having high standards and transparency about our goals and progress as a charity.

Compassion

We understand the importance of empathy, and the power of a shoulder to lean on.

Aspiration

We believe firmly in the goodness in people; their strengths and what makes them unique.

Reflection

We are always learning to be the best we can be.

Role Details

Contract: Full time, permanent, 35 hours per week.
Salary: SCP 29 – 32 £31,601 – £34,616 per annum
Reporting to: Income Generation Lead

- Working hours are Monday to Friday – worked flexibly between the hours of 8.00am to 6.00pm, with core hours over the period from 10am to 4pm, with one-hour unpaid break.
- Your core place of work will be in 15 Dava Street, Glasgow G51 2JA
- You may be required to work from such other place as the organisation may reasonably require from time to time.
- Annual leave entitlement of 210 hours holiday (equivalent to 6 weeks) pro rata per year in the first year rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays.
- All appointments are subject to a minimum of a 12-week probationary period.
- You will be automatically enrolled into the People's Pension in the month that you will complete 3-months of employment, provided you meet the auto-enrolment criteria.
- It is the nature of the work of Right There that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises.

Our People Benefits



We know how dedicated our people are and we want to help you achieve a good work/life balance – and make it easier to enjoy life's special moments!

That's why we've got a range of enhanced family-friendly and wellbeing benefits to give you some well-deserved perks of being a Right There employee.

Benefits include:

- Hybrid working – work where is best for you and your role
- Enhanced maternity, paternity, adoption, and shared parental leave
- Employee 24-hour counselling and wellbeing services
- 6 weeks annual leave, rising to 8 after a year (plus you can purchase up to 5 more days)
- Life insurance 4x your salary
- Dedicated training and development plans
- Cycle to work scheme

Read more about our benefits by visiting rightthere.org

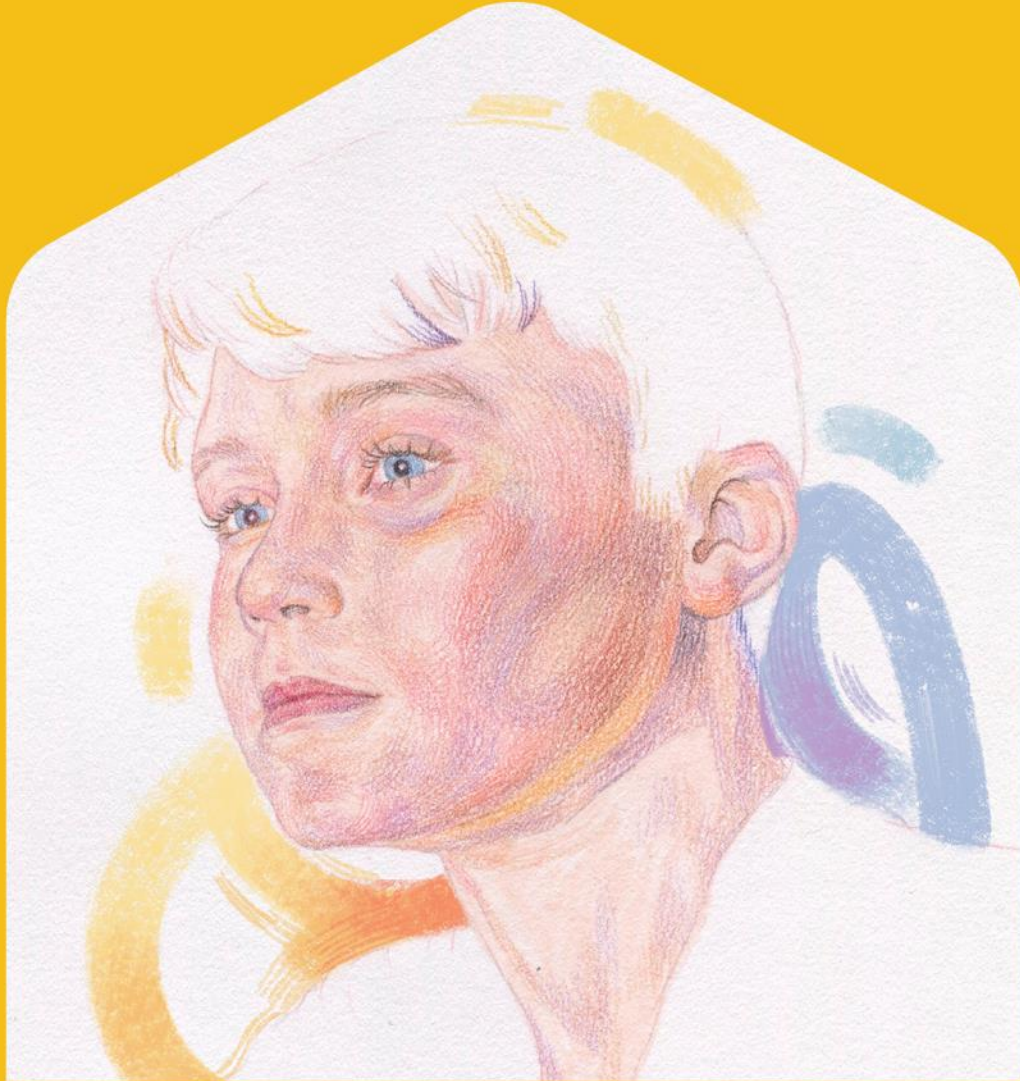
Right There

How to Apply

To apply send your CV and a cover letter outlining why you want to work with us, and how you meet the experience, skills and behaviours expected for this role.

Deadline: 5pm on Wednesday 9th October 2024

Email recruitment@rightthere.org



www.rightthere.org
hello@rightthere.org

Follow us search 'Right There':



Thank you.

**Good luck with your
application.**

**For People.
At Home. In the Community.**