



## Job Description

Job Title:	Grants Specialist
Grade:	5
Reporting To:	Grants Lead
Contract Type:	Permanent
Location:	Hybrid – London office 2–3 days per week, remainder remote
Salary:	£33,000 - £38,000 per annum FTE, dependent on experience,
Working Hours:	37.5 hours (Full-Time)

### Position in the organisation

This role sits within the Fundraising and Development Team and within that the Specialist Grants Team. The role reports to the Grants Lead and works closely with all income generation roles.

### Team Purpose

The Fundraising and Development Team is responsible for income generation within certain fundraising streams to support Justice and Care's work globally. We focus on raising income from philanthropists, corporates, trusts and foundations, individuals and community fundraisers.

We identify and cultivate strategic partnerships and fundraising opportunities to secure long-term and sustainable funding, build two-way partnerships and create ambassadors of Justice and Care.

We help accelerate our reach and impact by raising awareness of the issue of modern slavery and how J&C is responding, giving opportunities for partners to invest in our work and be part of the solution.

The Grants team identifies opportunities for funding from Trusts, Foundations and Statutory sources, writes the applications and manages the donors and reporting.

### Role Purpose

The Grants Specialist researches and identifies potential 5 and 6 figure funding sources, collaborates with the wider team to build strong relationships and crafts high-quality

compelling proposals and budgets in response to the specified criteria of identified grant makers.

The Grants Specialist also manages a portfolio of existing grants and funders through excellent stewardship and timely reporting. The focus is on building sustainable multiyear commitments from funders, for long-term funding, with excellent relationships stewarded at multiple levels.

The role will also support other income streams - especially corporate partnerships - where structured grant-making processes are in place, working collaboratively to develop applications, demonstrate impact, and ensure high-quality reporting and evaluation.

## **Key Stakeholder Relationships**

### **Internal relationships**

- You will work closely with others in the organisation, particularly the Finance Team, Programme Funding Team, as well as the Development, Operations, Policy, and Impact Teams.

### **External relationships**

- Existing funders and potential grant makers

## **Main responsibilities**

Your key responsibilities include, but are not necessarily limited to:

### **Grant management of existing grants**

- Relationship management of a portfolio of both restricted and unrestricted grants with oversight and support from the Grants Lead.
- Ensure that all grants in your portfolio comply with signed grant agreements, and that funders receive reports in a timely fashion
- Ensure funders are kept up to date and inspired about our work.

### **New Income Generation**

- Identify prospective 5 to 6 figure funding opportunities with trusts and foundations, ensuring you have a strong pipeline for both now and the future.
- Write high quality written proposals, tailored specifically to criteria as outlined by Trusts, Foundations and statutory grant makers to secure new multi-year grants for the charity. Ensure that the application contain accurate and sustainable budgets and achievable for the operations team.
- Meet annual income targets, communicating opportunities, pipeline and risks to the Grants Lead.
- Maintain knowledge of and adherence to ethical fundraising standards.
- Monitor the grant funding landscape and identify trends, gaps and opportunities and share insights with the wider team.

- Work collaboratively with the corporate fundraising stream to support income from businesses, corporate foundations and structured giving programmes, contributing to applications, impact and programme reporting, evaluation, and prospect research.
- Work alongside the team to identify possible strategic new relationships within our networks who have influential links with potential grant makers.

### CRM and reporting

- Keeping Salesforce updated with records, contact, confidence levels and forecasted donations.
- Report internally on portfolio of relationships and prospects.
- Design new reports and analyse these to provide insights into existing funding and opportunities to enable prioritisation of funding approaches and design of a targeted approach to new funding.

### Other

- Undertake other tasks as necessary to contribute to the Development Team and wider organisational objectives.
- Become involved with special projects and training for growth and development. These can be cross-functional and are to be agreed with the Manager.

### Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of writing high quality applications and a proven track record of securing grants.</li> <li>• Experience of understanding and creating project budgets.</li> <li>• Experience in identifying prospective opportunities and creating a pipeline of new opportunities.</li> <li>• Experience of building relationships with potential and existing funders.</li> <li>• Proven experience in Grant management.</li> <li>• Experience of using a fundraising CRM</li> </ul>	<ul style="list-style-type: none"> <li>• A proven track record of securing five and six figure donations</li> <li>• Experience of initiation, development and/or implementation of strategic processes</li> <li>• Experience of using Salesforce</li> <li>• An understanding of the Modern Slavery</li> <li>• A detailed understanding of the front-line work within charities combatting Modern Slavery</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent writing skills</li> <li>• Exceptional communication, networking, influencing, negotiating and persuading skills</li> <li>• Able to build and sustain effective working relationships,</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability in prioritising complex and wide-ranging opportunities</li> <li>• Strategic thinking, and able to implement successful fundraising strategies</li> <li>• Project management skills</li> </ul>

	<p>both internally and with donors at all levels</p> <ul style="list-style-type: none"> <li>• Creative and innovative approach</li> <li>• Collaborative approach to working cross-organisationally and embedding effective ways of working to deliver shared objectives</li> <li>• Ability to work in a fast-changing external environment with the ability to quickly respond to new developments and adapt plans accordingly</li> </ul>	<ul style="list-style-type: none"> <li>• Matching funding opportunities with existing operational requirements</li> <li>• Able to think outside of the box to identify funding opportunities that might not normally be considered</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Target and outcome driven</li> <li>• Passionate to do whatever you can to combat modern day slavery</li> <li>• Adaptable – with a desire to learn and pioneer</li> <li>• Love working as part of a team</li> <li>• A self-starter</li> <li>• Listening skills</li> </ul>	
<p><b>Other Comments</b></p>	<ul style="list-style-type: none"> <li>• Availability to work evenings and occasionally weekends to attend donor events</li> <li>• Occasional travel across the UK</li> <li>• This role is subject to an Enhanced DBS (Disclosure and Barring Service) Check</li> <li>• Justice &amp; Care is a member of the Misconduct Disclosure Scheme, and this role will follow relevant safeguarding and disclosure procedures.</li> </ul>	