

Date:

Dear Applicant,

Thank you for your interest in wanting to apply for the post of **Grants funding and income generation manager** and work with Team Flowhession! You would be joining us at a very exciting time on our journey. The Foundation has established itself as a key delivery partner with many local authorities and the VCFS sector across the GM system. Our offer arches across the delivery of quality community cohesion projects, innovative research, quality training and tailored consultancy. We are extremely passionate about building community cohesion and ensuring our communities are best placed to build, belong, value and aspire!

In line with our strong vision for sustainability, We have set ourselves the ambitious target of self-generating 50% of our income in order to maintain the long-term consistency and quality of our work.

The **Grants funding and income generation manager** role is therefore a result of this ambition. You will be engaging with key decision makers across local authorities', agencies and the third sector to communicate our various quality training and development products for them to attend or have delivered to them. You will have a strong track record and experience of bid and grants application writing. A great communicator with an eye for detail, you will work to ensure that key decision makers within agencies buy-in to our various quality products and services by identifying the training and development needs that they may have. Therefore, strong negotiation skills and experience of developing long-term professional relationships are key qualities we seek in the ideal candidate.

In return for your commitment, we offer competitive, above sector average pay, flexible working conditions and the opportunity to be part of a vibrant, forward thinking and innovative organisation working to positively shape the communities we wish to live in tomorrow.

For Further information or an informal discussion about this role you can email us to arrange a call with our Executive Director.

**If you wish to apply**

**In the first instance send your CV and a covering letter of no more than 3 sides outlining how you meet the job specification and person specification to Julie Warren-Taylor**

Yours faithfully

Julie Warren-Taylor  
Business Manager  
The Flowhession Foundation  
[admin@flowhessionfoundation.org.uk](mailto:admin@flowhessionfoundation.org.uk)  
[www.flowhessionfoundation.org.uk](http://www.flowhessionfoundation.org.uk)

## Job Description

Job Title	<b>Grants funding and income generation manager</b>
Salary / Scale	Band D5 £32,214 pro-rata 30 hours per week actual £25,772 <i>Work laptop and mobile phone provided, flexible home-office working arrangements considered. Free onsite parking and breakfast.</i>
Location	The Flowhession Foundation, All souls, Astley Street, Bolton, BL18EY
Responsible to	CEO
Contract type:	Permanent subject to 6 months successful probationary period
Job Purpose	Working closely with the Chief Executive Officer and leadership team the post holder will develop, manage and deliver a diverse rolling plan for income generation. This includes successful bid, tender and grant application submissions, promoting our own training and CPD packages to the statutory and third sector.

### DUTIES AND RESPONSIBILITIES:

#### Fundraising plan.

1. Develop and agree a Fundraising Plan with measurable targets and outcomes to ensure the delivery of the income required to support the charity's Business Plan, In particular this will be generating income from successful grant, bid, tendering applications as well as our own training and CPD offer to the statutory and third sector. Collaborate with the CEO, business manager and assurance manager to set, agree and achieve targets pursuant to your Fundraising plan.
2. Chair a monthly funding and fundraising meeting involving the CEO, assurance manager and business to give key updates.

#### Grants Pipeline

1. Lead the management, development, and maintenance of the grant-making pipeline to identify opportunities for funding from charitable trusts, public sector bodies and other non-statutory funders and submit regular bids to these bodies as part of a rolling programme.
2. Research thoroughly the criteria of grant making trusts to ensure that high quality bids are produced, and which stand the highest chance of success.
3. Research, prepare and submit, effective, high quality funding applications, bids, tenders and proposals agreed with the CEO, and management colleagues as appropriate.
4. Assist in the completion of monitoring and report requirements, thanking funders and developing strong donor relations and effective stewardship

## **Training and cpd pipeline**

1. Lead the management, development, and maintenance of the Training/cpd income generation pipeline to identify opportunities from public sector bodies and other non-statutory funders and generate consistent training and cpd income from these avenues.
2. Engage with local authorities, other public sector agencies i.e. police, housing, education across Greater Manchester and nationally to promote our quality training and development packages.
3. To be able to advise on, identify the training/ development needs of agencies and be able to offer them products from our suite to have those needs met.
4. To understand who the key decision makers/ budget holders are for training and development within agencies, build long-term professional relationships with them so they can buy-in to our services.
5. Attend relevant regional/national forums, meetings, networking events to promote our training and development products.
6. To effectively use online platforms such as eventbrite, mail chimp to advertise, manage the logistics of training and development sessions.
7. To create a monthly newsletter featuring our training and development products and to send to established and new contacts across agencies.
8. Be the first point of contact for training, development queries, therefore having a good understanding of the products we offer.
9. To work with the business manager and training facilitators/associates to ensure that any material, feedback forms, certificates etc for workshops and training are properly collated and logistics for the training and cpd sessions are properly serviced.
10. Contribute to the recording, monitoring and evaluation of the short, medium and long term effectiveness of our training and development products.
11. To meet monthly with the Executive Director to updating them on progress, advising on new areas of training and development that could benefit the Foundation.
12. Manage, recruit pool of trainers to deliver the training with the support of CEO and business manager.

## **Collaboration.**

11. Work closely with the CEO, Directorate and Portfolio manager on income generation sources and ideas.
12. Work with partners, funders and statutory bodies to promote and develop the work of Flowhesion Foundation.

## **Social media and Communications.**

13. To be the face of the Flowhesion Foundation on our social media platforms and to discuss quarterly progress on our video channel, from a pre-prepared given script.
14. Be prepared to talk and represent the Foundation at functions and events as required.

**Other.**

19. To work within the policies, procedures and quality frameworks adopted by Flowhession Foundation with particular attention to equal opportunities, data protection/confidentiality, safeguarding and health and safety requirements.

20. To undertake relevant training as required by the organisation and agreed with your line manager.

21. To be an Ambassador for the Charity, positively promoting the organisation and its services at all times.

22. To undertake other such responsibilities and duties as may be reasonably required by your line manager within the level and grading of the post and to work flexibly as required.

The Flowhession Foundation reserves the right to review this job description from time to time to best suit the changing nature of the role in line with service needs. Any changes to this document will be made by mutual agreement.

## PERSON SPECIFICATION

Requirements: Essential/Desirable: How Assessed:

	Requirements	Essential/Desirable	How assessed:
<b>Education/Qualification</b>	Degree level or Masters level qualification equivalent	D	Certificates Documentation Application Interview
	A proven creative and commercial approach to income generation activities backed with a strong understanding of the bid writing, tendering and grants market	E	Application/ Interview  Spreadsheet of total income generated to date for previous employers brought to interview for presentation and discussion  Track record bids applied for/outcomes  References
	An in-depth current knowledge of income generation and significant experience of using online tendering portals	E	Application/interview
	Significant experience <b>minimum 3 years</b> bid writing, successful tender submission which has involved engagement with a range of statutory and third sector stakeholders	D	Application/ Interview

	Evidence of a range of creative approaches to income generation, extending beyond traditional routes.	E	Application/interview
	Proven ability to establish and lead a joined up collaborative approach to income generation	D	Application/interview
	Proven ability to manage, paid staff and achieve great performance	E	Application/interview
<b>Skills and abilities</b>	Excellent IT skills,  Including digital and social media.	E	Application/ interview
	Ability to work to deadlines and under own initiatives	E	Application/interview
	Experience in designing presentations	E	Application/interview
	Experience in designing and delivery of presentations to funders and agencies	D	Application/interview  Simulation at interview
	Knowledge of the Greater Manchester funding and grants landscape	D	Application/interview
<b>Other</b>	Ability to organise self and assist others to be organised	E	Application/interview

	Ability to work well under pressure and to tight deadlines	E	Application/interview
	Full Clean UK driving licence Or able to use public transport	E	