



COMMUNITY
SPORTS
FOUNDATION

Job information pack

FUNDING MANAGER

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 43,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning all of our impact is a dedicated workforce who are able to engage and inspire at every opportunity.

Could this be your chance to be a part of something special?



Ian Thornton OBE,
Chief Executive Officer

Why do you enjoy working for the Foundation?

I like helping the community and enjoy making a difference

How would you describe the Foundation's staff culture?

Friendly, enthusiastic and hard working

What would you say to someone considering joining the Foundation?

It's a really great place to work, and it is hugely rewarding

*One of the newest members of the team





ROLE OVERVIEW

Job Title: **Funding Manager**

Salary: **£30,000 – £33,000+ Benefits**

Contract Type: **Permanent**

Line Manager: **Head of Fundraising**

The role of the Funding Manager is to manage, develop and drive our funding strategy. The successful candidate will deliver income targets from grants, trusts, foundations and donations, to assist with new and current programmes and projects.

Objectives

- Manage the team to achieve the funding income targets
- Develop and deliver a strategy for donations and legacies
- Seek funding opportunities to develop new programmes



ROLE SPECIFIC RESPONSIBILITIES

Programme Development

Work with the Executive Team and Senior Leadership Team to identify:

- the needs of the local community,
- the requirements of the Foundation,
- identify new and existing funding sources,
- complete funding applications.

Income Targets

Secure funding through grants, trusts, or commissioning to achieve annual targets.

Relationships

Manage the team to develop relationships with funders and donors.

Maintain relationships with regular and one-off donors by developing and delivering stewardship plans.

Develop & Grow

Develop and manage specific campaigns and appeals to meet funding shortfalls.

Develop a plan to increase income through commissioning from statutory organisations, legacies and in-memory donations.

Collaborate

Create clear delivery plans and provide concise handover documents to ensure all outcomes are achieved and impact is reported to funders.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Level 4 qualification in Fundraising (or working towards) OR equivalent		✓
A minimum of 1 years' experience in fundraising & funding	✓	
Experience of managing a team		✓
Experience of developing creative revenue projects through trust and grants funding	✓	
Understanding of compliance-based practice (Safeguarding, DBS, etc.)	✓	
Excellent Project Management and IT skills including Excel and Word		✓
Managing feedback and needs analysis	✓	
Developing and achieving budgets		✓
Ability to think creatively to solve problems	✓	
Excellent communication and interpersonal skills	✓	
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Growth – Willingness to attend training courses to enhance own professional development	✓	
Integrity – Always work in line with the Foundation's values and behaviours	✓	
Belonging – Ability to work individually and as part of a team	✓	
Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems	✓	
Pride – A drive to help people achieve their goals	✓	
Commitment – Willingness to work unsocial hours, including evenings and weekends	✓	



CARROW ROAD

WHERE YOU WILL WORK

The Senior Funding Manager role will spend most of their working time within our offices based in the heart of Carrow Road, the home of Norwich City Football Club.

Working within the Fundraising Department, the successful applicant will be surrounded by excellent support networks as well as outstanding facilities.

In addition, you will also spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city.



THE NEST



EMPLOYEE BENEFITS

Norwich City Community Sports Foundation employees could receive the following benefits*

- Discretionary incentive scheme
- Access to Norwich City match tickets
- 28 days holiday (including bank holidays), plus additional holiday over Christmas
- Personal celebration day
- Flexible working
- Enhanced employee training programme
- Access to free kids' courses
- 30-minute wellness workout included in daily working hours
- Canaries retail store, Yellows Bar & Grill and Delia's restaurant staff discounts
- Cycle to Work Scheme
- Free parking on all Foundation sites
- Death in service benefit
- Extensive branded apparel provided
- Employee Assist Programme

*Dependant on job role and/or contract type



OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

OUR VALUES

Growth
Integrity
Belonging

Resilience
Pride
Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Application Deadline: 30th August 2024

Interview Dates: 27th August 2024 or on request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: csfrecruitment@norwichcitycsf.org.uk

SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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